

## GODALMING TOWN COUNCIL

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7 July 2023

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, 13 JULY 2023 at 6.30pm.

*Andy Jeffery*

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 Clayton  
Councillor Crooks  
Councillor Crowe  
Councillor Downey  
Councillor Heagin  
Councillor Holliday  
Councillor Kiehl

Councillor Martin  
Councillor PS Rivers  
Councillor PMA Rivers  
Councillor Steel  
Councillor Taylor  
Councillor Thomson  
Councillor Williams

## AGENDA

1. MINUTES

To approve as a correct record the minutes of the Extraordinary meeting held on the 29 June 2023, 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 chair of the meeting;
- 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. 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 invoices relating to these payments are available in the Council's office 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 Chair should sign the schedule of accounts paid.

#### 7. BUDGET MONITORING

Members to consider a budget monitoring report to 30 June 2023 against the revised budget agreed at Full Council on 27 April 2023 (detailed report attached for the information of Members).

| <b>Cost Centre</b>             | <b>Year to date<br/>Variance</b> | <b>Projected Variance<br/>@ Year End</b> |
|--------------------------------|----------------------------------|--|
|                                | £                                | £  |
| Head Office Costs              | 16,188 o/s                       | 0 u/s                                    |
| Civic Expenses                 | 1,708 o/s                        | 0 u/s                                    |
| Town Promotion                 | 2,575 u/s                        | 0 o/s                                    |
| Staycation                     | 400 u/s                          | 0 u/s                                    |
| Festivals & Markets            | 3,098 u/s                        | 2,300 u/s                                |
| Christmas Lights               | 0 u/s                            | 0 o/s                                    |
| Coronation Concert             | 0 o/s                            | 0 o/s                                    |
| BWP Youth Centre               | 64,001 u/s                       | 0 u/s                                    |
| Pepperpot                      | 1,923 u/s                        | 0 o/s                                    |
| The Square                     | 2,284 u/s                        | 0 u/s                                    |
| Allotments                     | 1,569 o/s                        | 0 o/s                                    |
| Wilfrid Noyce Community Centre | 8,247 u/s                        | 3,800 u/s                                |
| Bandstand                      | 253 o/s                          | 0 o/s                                    |
| Godalming Museum               | 1,288 o/s                        | 0 u/s                                    |
| Land & Property Other          | 4,787 o/s                        | 3,700 o/s                                |
| Cemeteries                     | 2,207 u/s                        | 3,100 u/s                                |
| Mayors' Charity                | 0 u/s                            | 0 o/s                                    |

|                 |                   |                  |
|-----------------|-------------------|------------------|
| Community Store | 485 u/s           | 0 o/s            |
| <b>TOTAL</b>    | <b>59,427 u/s</b> | <b>5,500 u/s</b> |

The monitoring report shows a current variance of £59,427 underspend against the revised Budget. Items to note in the forecast:

#### Head Office

- £6.8k Rates underspend – this is the first ‘normal’ rates invoice since COVID and the change of use from retail to office space. This is a permanent saving.
- £3.0k Surveyor Fees overspend – this is the cost for the proposed Crown Court toilet renovation plans.
- £1.6k Other Professional Fees overspend – this includes the new Health & Safety system costs (£2.1k) and the cost to amend our financial system to include the cemeteries (£0.5k)
- £4.3k Insurance overspend – insurance now incorporates Cemeteries and is offset by an underspend of £5k in insurance in the Cemeteries cost centre. Overall, savings were made in our insurance by combining the policies.
- £30.2k Grants overspend – this is a timing issue only with our four SLA Grants paid in April.

#### Civic Expenses

- £0.8k Property Maintenance – cost to repair Mayor’s Consort’s badge,
- £0.9k Other Professional Fees – includes cost to update Board of Past Mayors and Town Clerks as well as cost of photographer for official Mayor’s photo.
- £0.9k Mayor’s Expenses – timing difference only. Costs are for Civic Service.

#### Town Promotion

- £1.7k Income – Sponsorship and donation gained for Floral Godalming exceeded budget.
- £2.0k Grounds Maintenance underspend – this covers the costs of Floral Godalming which runs for several more months.
- £4.5k Other Professional Fees overspend – this includes the cost of the flags along the High Street and Meadow for the King’s Coronation. As agreed by P&M 23 March 2023 (Min No. 561-22), this cost has been met by a transfer from the Emerging Projects reserve.

#### Festivals & Markets

- £0.9k Payroll underspend – staff who worked the Spring Festival elected to take TOIL rather than be paid.
- £1.7k Advertising – costs were incurred in March, prior to the Spring festival.

#### Coronation Concert

- Budget approved P&M 24 November 2022 (Min No 393-22 refers).
- Actual costs against budget attached for Members’ information as straddles two financial years.
- £9.8k transferred from the Emerging Projects reserve.

#### BWP Youth Centre

- £101.2k received from UK Shared Prosperity Fund for 2023/24 to expand the youth service into Ockford Ridge and surrounding villages.
- £2.2k Repair/Alteration of Buildings overspend – deposit for solar panels as part of Capital Works Programme (Min Nos 314-22 and 602-22 refer).
- £23.7k Equipment overspend – £22.1k is the purchase of the Youth Service Van and £7.6k is the purchase of the Minibus, both of which are to enable the provision of a mobile service.

#### Wilfrid Noyce Centre

- £3.8k Rates underspend – unexpected Retail Hospitality & Leisure Scheme discount applied.
- £2.4k Cleaning underspend – timing issues only (invoice from Waverley outstanding).

#### Godalming Museum

- £2.3k Property Maintenance overspend – includes installing fire doors, repairing the fire exit and replastering the ceiling in office.
- £1.3k Rent overspend – car park space for Curator instead of monthly allowance. Timing issue only as salary underspend will offset rent overspend.

#### Land & Property Other

- £3.7k Equipment overspend – defibrillators for phone boxes in Spring Grove and Charterhouse.

#### Cemeteries

- £3.8k Energy Costs overspend – this covers the electricity costs from September 2022.
- £4.6k Rates underspend – challenge to rateable value successful resulting in lower rates for Eashing Cemetery.
- £4.6k Grounds Maintenance underspend – timing issue only.
- £5k Insurance underspend – insurance now combined in GTC main policy – see Head Office comments.
- £2.7k Legal Fees overspend – this is the cost of transferring Cemetery land assets from JBC to the Council.

### 8. COMMITTEE REPORTS AND KEY DATES

The Committee's reports' schedule and key dates programme is attached for the information of Members.

### 9. GROUNDS MAINTENANCE WORKS – ITEM FOR DECISION

#### **Recommendation:**

- a. Members to resolve to agree that GTC grounds staff incorporate the Farncombe Street Planter and Green Lane/Long Gore borders between the shopping precinct car park and the pavements into Floral Godalming works.**
- b. Members to thank the Farncombe Initiative for their works in establishing these areas for communal planting.**

On 4 July, the Town Clerk received an email from the secretary of the Farncombe Initiative regarding the pavement planter on Farncombe Street and the border areas between the car parking area and pavements at the Green Lane/Long Gore shops.

Whilst Godalming Town Council did procure the Farncombe Street planter, this was at the behest of the Farncombe Initiative who wished to plant a tree and bulbs to brighten up the parade. Likewise, the Farncombe Initiative conducted the clearance and planting at the Long Gore shops, with GTC providing compost etc. In both cases the expectation was for the Farncombe Initiative to maintain these areas. Unfortunately, circumstances do change and what seemed feasible at one time, also sometimes changes and the Farncombe Initiative finds itself no longer able to maintain the upkeep of these areas.

The Farncombe Initiative should be thanked for their work in these areas and Members are asked to consider that without a solution to the future upkeep of these areas, the community effort and goodwill that saw these projects set up in the first place will go to waste.

Paragraph 24.1 of the Farncombe & Binscombe Vision document recognises the fact that if Floral Godalming were to be extended into the Farncombe and Binscombe area, the public display element would need to be planted up and maintained by GTC staff in as economical and sustainable way as possible and that whilst GTC does seek to attract sponsorship of the floral displays, in terms of staff time, infrastructure and plants etc., the majority of the costs lie with GTC. Action 4 of the document states that GTC should “Work with the local community to expand Floral Godalming into the Farncombe and Binscombe area. Displays need not be limited to planters but may involve the planting of verges and other poorly maintained/minimal diversity grassed areas”.

It could be argued that the Farncombe Initiative, as a community group have sown the seeds of the extension of Floral Godalming into the Farncombe and Binscombe area. Whilst the capacity of GTC grounds staff is insufficient at the current time to manage a wider extension of Floral Godalming, with the initial groundwork already having been achieved, if Members so wished, they could incorporate these two areas to make a modest start.

10. **COMMUNITY OWNERSHIP FUND – ITEM TO NOTE**

Members to be informed on the success or otherwise of meeting the deadline of 12 July for submitting a full application for capital funding of £165,988 for 80% of the building works and revenue funding of £28,498 for professional fees, statutory and regulatory costs based on the RCIS estimate for works to renovate the Crown Court public toilets. At the time of issuing this agenda, there is every expectation the deadline will be met.

11. **BURIAL STATISTICS – ITEM FOR NOTE**

Quarterly burial statistics were previously reported to the Joint Burial Committee. With the demise of that committee the management and therefore the reporting of data, lies with this committee (attached for the information of Members).

As the first reporting period to the Policy & Management Committee, Members may find the following helpful:

- Inhumation = Burial (interment) of a body
- Ashes = Burial of cremated remains
- Godalming = residents of the parish of Godalming
- Busbridge = residents of the parish of Munstead and Tuesley parish (included to indicate outcome associated with the dissolution agreement)
- Excepted Category = either former residents of Godalming who moved from the parish within two years of end of life (usually associated with residential care) or those who purchased exclusive rights prior to introduction of resident and non-resident fees and charges in 2017
- AMA = Ahmadiyya Muslim Association

12. **RE-USE OF LAND WITHIN NIGHTINGALE CEMETERY – ITEM FOR DECISION**

Members will wish to be aware that the former Godalming Joint Burial Committee had, over the previous few years, undertaken a process of digital mapping of Nightingale Cemetery alongside the digitisation of the historic burial records of Nightingale Cemetery.

This purpose of this work being to enable accurate data to be collated in support of an application for the re-use of burial land within Nightingale Cemetery. Having completed this

work a dialogue has been opened with the Diocesan Registrar of The Bishop of Guildford's Registry.

The background as to why the former Joint Burial Committee sought to investigate options for continued burial at Nightingale Gale Cemetery is set out below:

#### Background

Burial land is a finite resource and having been opened in 1857, there are now very few inhumation grave spaces remaining in Nightingale Cemetery. Therefore, there is a need to explore ways of increasing availability within Nightingale Cemetery.

The current rate of burial at Nightingale Cemetery averages five inhumations per annum over the previous 14 years, although a small number in comparison to Eashing Cemetery, the wish to be buried in Farncombe close to family connections and within the ecclesiastical parish of Farncombe is important to parishioners. However, even though inhumations at Nightingale are now restricted to parishioners, the cemetery has less than a year's supply.

#### Developing a Plan

Having already created as many new burial spaces as possible in virgin soil, for Godalming Town Council to be able to continue to provide parishioners the option of an inhumation at Nightingale Cemetery it will need to re-use existing burial land within the cemetery.

The re-use of existing burial land is challenging and needs to be approached in a considered, well-resourced way.

Re-use may be seen as contentious by some people and would need to be carefully communicated to the community. Therefore, it is suggested that the Town Council should:

- formally consult with the Farncombe Parish PCC, Diocese of Guildford, residents and other stakeholders (including funeral directors);
- have funding allocated to undertake works; and
- set out clearly any risks associated with adopting and moving forward with the reuse of burial land.

By following a clear plan, Godalming Town Council will be able to:

- continue to have burial capacity and thus be able to offer a service to the community; and
- maintain revenue to offset costs to enable cemetery landholdings to be managed in the long term. Establishing a 20-year supply equates to a minimum income of £238,500 at current rates.

#### Re-use of Existing Burial Plots

##### *Re-use of Graves Within the Unconsecrated Section*

The disturbance of human remains within unconsecrated areas of public cemeteries requires the permission of the principal Secretary of State, which is currently unlikely to be given for the re-use of a grave space. However, it should be noted that Bishop Stortford Town Council, who have been pioneers in the reuse of burial land in town and parish-maintained cemeteries are currently seeking a Private Act of Parliament, similar to that granted to London metropolitan cemeteries, for reuse of land in unconsecrated areas.

##### *Re-use of Graves Within Consecrated Areas*

The general position is that buried human remains may not be disturbed without specific authority. However, *Section 25 of the Burial Act 1857 (as amended by section 2 of the Church of England (Miscellaneous Provisions) Measure 2014* allows, with permission from the

appropriate Church of England Diocese, for the disturbance of remains in churchyards and other consecrated ground.

The Diocese of Southwark has published advice that there should be an expectation of re-use of graves after 75 years and the Diocese of St Albans has issued a faculty to Bishop Stortford Town Council for the re-use of graves within its historic cemetery. Therefore, the general principle of grave re-use in consecrated sections of a cemetery is established, although it is the responsibility of each Diocese to set its own guidelines and determine its own criteria. Permissions for re-use of grave spaces have previously been granted by the Diocese of Guildford, although it should be noted that each case is assessed on its merits. For the information of Members, the Judgement of the Consistency Court of the Diocese of Southwark relating to Streatham Cemetery is attached.

### Lift and Deepen

If permission were to be given to re-use existing grave spaces within the consecrated area of the cemetery, then a protocol for the dignified handling of any existing remains and possessions discovered would have to be approved. The Town Clerk has contacted the Bereavement Services Manager at Bishop Stortford and Lambeth Council to request the sharing of best practice to gain an understanding of the principles, policies, and procedures they have had approved.

Although there are two existing methods of managing the re-use of burial land, the 'Lift & Deepen' method is deemed the more dignified. This method allows for any remains and possessions discovered during the preparation of the grave to be lifted from their existing position, the ground is then dug to a greater depth than required with the discovered remains replaced in the same plot and then covered over with soil. Thereafter the plot space can be used as though it was a new grave. This is a simple system with much merit in that it allows plots to be re-used without having to extensively remap the cemetery.

### Summary of Reuse Options

Although the House of Commons Briefing Paper No. 04060, 6 June 2017 – Re-use of Graves, shows that the availability of burial space is being kept under review, with the issue last being aired in November 2016,<sup>1</sup> the only significant changes made to the 1857 Burial Act that would allow for the re-use of existing graves relate to burials in churchyards and other consecrated ground. As such, it is the re-use of graves in the consecrated area of Nightingale Cemetery that offers the best hope for parishioners wishing to be buried in Nightingale Cemetery.

### Next Steps

Following initial dialogue with the Diocesan Registrar of The Bishop of Guildford's Registry, it has been recommended that Godalming Town Council moves towards the stage of applying for a faculty to re-use cemetery land.

In making an application Godalming Town Council will need to provide a carefully worked out proposal to put before the Chancellor. The proposal needs to be clear about what it is Godalming Town Council is asking to be approved, based on professional research, opinions, and advice. Godalming Town Council will also need to be clear about what consultation/advertising it has done to make the public/families aware of any proposal, and any response to it. This consultation/advertising will need to happen before the request is submitted to the Chancellor and is in addition to any further public notice period that is required under the faculty jurisdiction rules.

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<sup>1</sup> House of Commons Debate 29 November 2016 c1487

Once a fully worked out proposal has been agreed and the required public consultation has taken place the next step will be to ask the Diocesan Advisory Committee (DAC) to look at it (as they will be required to give advice to the Chancellor). Once the DAC has considered a proposal and issued its advice, a Petition will be issued for completion, which once completed is sent (along with all documentation considered by the DAC) to the Registry for the Chancellor's consideration.

### **Recommendations**

- a. Members to resolve to agree they wish to pursue the option to re-use cemetery land to be able to continue to offer an inhumation option within the Farncombe area of the parish of Godalming.
- b. Members to resolve to agree an Arboricultural Impact Assessment be conducted to establish the root protection areas required to allow mapping of the area of land to be considered for re-use. Costs to be set against the ground's maintenance budget.
- c. Members to determine whether this work strand to remain with the Policy & Management Committee or be transferred to the Environment & Planning Committee.
- d. Members to resolve to agree that consultation with the Parochial Church Council of St John's Church Farncombe and an information campaign at Nightingale Cemetery should be undertaken.

### 13. POLICY DOCUMENT REVIEW

The documents listed below, which may be viewed on the Council's website by using the hyperlinks, are due for review. Officers have no amendments or recommended changes to propose. If Members are content, the adopted documents will be updated as reviewed with no changes. If Members wish to recommend an amendment to any of the documents they will be taken forward to Full Council for approval.

- [Code of Conduct – Members](#)
- [Community Infrastructure Levy \(CIL\) Application Form](#)
- [Community Infrastructure Levy \(CIL\) Policy & Funding Application Form Guide](#)
- [Complaints Procedure – How to Handle](#)
- [Complaints Procedure – How to Make](#)
- [Safeguarding Policy](#)

The following document is due for review; however, it is suggested it is deferred until after the publication of the administration's future business plan:

- Godalming Town Centre Area – Past, Present & Future

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

Members are asked to note a report from Councillor Clayton on the Fairtrade Steering Group (report to be tabled) an organisation upon which Councillor Clayton represents the Town Council.

### 15. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE FARNCOMBE DAY CENTRE

Members are asked to note a report from Councillor Crowe on the Farncombe Day Centre (report attached for the information of Members) an organisation upon which Councillor Crowe represents the Town Council.



16. COMMUNICATIONS ARISING FROM THIS MEETING

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

17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 7 September 2023 at 6.30pm.

18. ANNOUNCEMENTS

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

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

|                                     | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|-------------------------------------|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|--------------|
| <u>101 Head Office Costs</u>        |                         |                         |                           |                        |                        |                          |                        |                          |                    |              |
| 1001 Precept                        | 0                       | 0                       | 0                         | 520,822                | 520,822                | 0                        | 1,041,644              |                          |                    | 50.0%        |
| 1102 Community Infrastructure Levy  | 0                       | 0                       | 0                         | 138,714                | 0                      | (138,714)                | 0                      |                          |                    | 0.0%         |
| 1303 Other customer/client receipts | 0                       | 1,300                   | 1,300                     | 6,832                  | 3,900                  | (2,932)                  | 16,000                 |                          |                    | 42.7%        |
| 1401 Interest Received              | 789                     | 150                     | (639)                     | 5,666                  | 450                    | (5,216)                  | 1,800                  |                          |                    | 314.8%       |
| Head Office Costs :- Income         | <b>789</b>              | <b>1,450</b>            | <b>661</b>                | <b>672,034</b>         | <b>525,172</b>         | <b>(146,862)</b>         | <b>1,059,444</b>       |                          |                    | <b>63.4%</b> |
| 4001 Salaries                       | 25,482                  | 26,430                  | 948                       | 76,478                 | 79,290                 | 2,812                    | 317,160                | 240,682                  |                    | 24.1%        |
| 4002 Employer's NIC                 | 2,555                   | 3,250                   | 695                       | 7,692                  | 9,750                  | 2,058                    | 39,000                 | 31,308                   |                    | 19.7%        |
| 4003 Employer's Superannuation      | 4,467                   | 4,850                   | 383                       | 13,433                 | 14,550                 | 1,117                    | 58,200                 | 44,767                   |                    | 23.1%        |
| 4011 Staff Training                 | 0                       | 350                     | 350                       | 30                     | 1,050                  | 1,020                    | 4,200                  | 4,170                    |                    | 0.7%         |
| 4012 Recruitment Advertising        | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 1,500                  | 1,500                    |                    | 0.0%         |
| 4013 Other Staff Expenses           | 0                       | 50                      | 50                        | 0                      | 150                    | 150                      | 600                    | 600                      |                    | 0.0%         |
| 4102 Property Maintenance           | 0                       | 200                     | 200                       | 351                    | 600                    | 249                      | 2,400                  | 2,049                    |                    | 14.6%        |
| 4103 Maintenance Contracts          | 40                      | 175                     | 135                       | 446                    | 525                    | 79                       | 2,100                  | 1,654                    |                    | 21.2%        |
| 4111 Energy Costs                   | 220                     | 280                     | 60                        | 1,295                  | 840                    | (455)                    | 3,360                  | 2,065                    |                    | 38.5%        |
| 4121 Rents                          | 0                       | 0                       | 0                         | 2,554                  | 2,400                  | (154)                    | 2,400                  | (154)                    |                    | 106.4%       |
| 4131 Rates                          | 0                       | 0                       | 0                         | 5,760                  | 12,600                 | 6,840                    | 12,600                 | 6,840                    |                    | 45.7%        |
| 4141 Water Services                 | 0                       | 25                      | 25                        | 0                      | 75                     | 75                       | 300                    | 300                      |                    | 0.0%         |
| 4161 Cleaning                       | 328                     | 380                     | 52                        | 864                    | 1,140                  | 276                      | 4,560                  | 3,696                    |                    | 19.0%        |
| 4162 Waste Removal                  | 0                       | 50                      | 50                        | 68                     | 150                    | 82                       | 600                    | 532                      |                    | 11.3%        |
| 4163 Domestic Supplies              | 86                      | 20                      | (66)                      | 107                    | 60                     | (47)                     | 240                    | 133                      |                    | 44.7%        |
| 4164 Workshop Consumables           | 149                     | 380                     | 231                       | 419                    | 1,140                  | 721                      | 4,560                  | 4,141                    |                    | 9.2%         |
| 4202 Car Allowances                 | 38                      | 80                      | 42                        | 38                     | 240                    | 202                      | 1,000                  | 962                      |                    | 3.8%         |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

|   | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|---|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|--------------|
| 4204 Fuel Costs                           | 314                     | 200                     | (114)                     | 694                    | 600                    | (94)                     | 2,400                  |                          | 1,706              | 28.9%        |
| 4205 Vehicle Maintenance                  | 0                       | 200                     | 200                       | 330                    | 600                    | 270                      | 2,400                  |                          | 2,070              | 13.7%        |
| 4301 Equipment                            | 48                      | 0                       | (48)                      | 760                    | 500                    | (260)                    | 2,000                  |                          | 1,240              | 38.0%        |
| 4304 Catering & Hospitality               | 69                      | 45                      | (24)                      | 86                     | 135                    | 49                       | 540                    |                          | 454                | 15.9%        |
| 4305 Clothes, Uniform & Laundry           | 251                     | 250                     | (1)                       | 517                    | 750                    | 233                      | 3,000                  |                          | 2,483              | 17.2%        |
| 4306 Printing                             | 186                     | 180                     | (6)                       | 369                    | 540                    | 171                      | 2,160                  |                          | 1,791              | 17.1%        |
| 4307 Stationery                           | 15                      | 350                     | 335                       | 985                    | 1,050                  | 65                       | 4,200                  |                          | 3,215              | 23.5%        |
| 4308 General Office Expense               | 7                       | 0                       | (7)                       | 7                      | 0                      | (7)                      | 250                    |                          | 243                | 3.0%         |
| 4311 Professional Fees - Legal            | 0                       | 0                       | 0                         | 273                    | 0                      | (273)                    | 0                      |                          | (273)              | 0.0%         |
| 4312 Professional Fees - Surveyors        | 2,950                   | 0                       | (2,950)                   | 2,950                  | 0                      | (2,950)                  | 0                      |                          | (2,950)            | 0.0%         |
| 4313 Professional Fees - Other            | 925                     | 1,000                   | 75                        | 4,566                  | 3,000                  | (1,566)                  | 12,000                 |                          | 7,434              | 38.1%        |
| 4314 Audit Fees                           | 0                       | 0                       | 0                         | 135                    | 300                    | 165                      | 3,300                  |                          | 3,165              | 4.1%         |
| 4315 Insurance                            | 0                       | 0                       | 0                         | 13,928                 | 9,660                  | (4,268)                  | 9,660                  |                          | (4,268)            | 144.2%       |
| 4321 Bank Charges                         | 29                      | 30                      | 1                         | 73                     | 90                     | 17                       | 360                    |                          | 287                | 20.2%        |
| 4322 Postage                              | 0                       | 100                     | 100                       | 0                      | 300                    | 300                      | 1,950                  |                          | 1,950              | 0.0%         |
| 4323 Telephones                           | 204                     | 230                     | 26                        | 618                    | 690                    | 72                       | 2,765                  |                          | 2,147              | 22.4%        |
| 4325 Computing                            | 404                     | 950                     | 546                       | 3,878                  | 2,850                  | (1,028)                  | 11,400                 |                          | 7,522              | 34.0%        |
| 4326 Website                              | 420                     | 50                      | (370)                     | 952                    | 150                    | (802)                    | 1,000                  |                          | 48                 | 95.2%        |
| 4341 Grants                               | 750                     | 5,000                   | 4,250                     | 45,224                 | 15,000                 | (30,224)                 | 60,000                 |                          | 14,776             | 75.4%        |
| 4342 Subscriptions                        | 416                     | 500                     | 84                        | 4,448                  | 4,900                  | 452                      | 5,400                  |                          | 952                | 82.4%        |
| 4343 Licensing/PRS                        | 0                       | 0                       | 0                         | 113                    | 0                      | (113)                    | 0                      |                          | (113)              | 0.0%         |
| 4900 Miscellaneous Expenses               | 0                       | 165                     | 165                       | 63                     | 495                    | 432                      | 1,875                  |                          | 1,812              | 3.4%         |
| 6000 Debt Charges - Principal             | 0                       | 0                       | 0                         | 5,810                  | 5,810                  | (0)                      | 33,430                 |                          | 27,620             | 17.4%        |
| 6001 Debt Charges - Interest              | 0                       | 0                       | 0                         | 10,506                 | 10,506                 | (0)                      | 44,274                 |                          | 33,768             | 23.7%        |
| Head Office Costs :- Indirect Expenditure | <b>40,353</b>           | <b>45,770</b>           | <b>5,417</b>              | <b>206,823</b>         | <b>182,486</b>         | <b>(24,337)</b>          | <b>659,144</b>         | <b>0</b>                 | <b>452,321</b>     | <b>31.4%</b> |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

|  | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent       |
|--|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|---------------|
| 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                         | 220,714                | 82,000                 | (138,714)                | 82,000                 |                          | (138,714)          | 269.2%        |
| Head Office Costs :- Other Costs       | <b>0</b>                | <b>0</b>                | <b>0</b>                  | <b>223,214</b>         | <b>84,500</b>          | <b>(138,714)</b>         | <b>84,500</b>          | <b>0</b>                 | <b>(138,714)</b>   | <b>264.2%</b> |
| <b>Net Income over Expenditure</b>     | <b>(39,564)</b>         | <b>(44,320)</b>         | <b>(4,756)</b>            | <b>241,998</b>         | <b>258,186</b>         | <b>16,188</b>            | <b>315,800</b>         |                          |                    |               |
| <u>102 Civic Expenses</u>              |                         |                         |                           |                        |                        |                          |                        |                          |                    |               |
| 4102 Property Maintenance              | 740                     | 0                       | (740)                     | 750                    | 0                      | (750)                    | 0                      |                          | (750)              | 0.0%          |
| 4121 Rents                             | 0                       | 220                     | 220                       | 64                     | 660                    | 596                      | 2,420                  |                          | 2,356              | 2.6%          |
| 4304 Catering & Hospitality            | 0                       | 50                      | 50                        | 245                    | 150                    | (95)                     | 600                    |                          | 355                | 40.8%         |
| 4305 Clothes, Uniform & Laundry        | 4                       | 0                       | (4)                       | 4                      | 0                      | (4)                      | 500                    |                          | 496                | 0.8%          |
| 4306 Printing                          | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 800                    |                          | 800                | 0.0%          |
| 4313 Professional Fees - Other         | 603                     | 0                       | (603)                     | 886                    | 0                      | (886)                    | 0                      |                          | (886)              | 0.0%          |
| 4322 Postage                           | 7                       | 0                       | (7)                       | 7                      | 0                      | (7)                      | 0                      |                          | (7)                | 0.0%          |
| 4325 Computing                         | 161                     | 240                     | 79                        | 483                    | 720                    | 237                      | 2,880                  |                          | 2,397              | 16.8%         |
| 4327 Publicity Advertising             | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 1,200                  |                          | 1,200              | 0.0%          |
| 4332 Mayor's Expenses                  | 933                     | 100                     | (833)                     | 1,236                  | 300                    | (936)                    | 1,200                  |                          | (36)               | 103.0%        |
| 4334 Members' Training                 | 30                      | 100                     | 70                        | 397                    | 300                    | (97)                     | 1,200                  |                          | 803                | 33.1%         |
| 4900 Miscellaneous Expenses            | 0                       | 80                      | 80                        | 6                      | 240                    | 234                      | 960                    |                          | 954                | 0.7%          |
| Civic Expenses :- Indirect Expenditure | <b>2,478</b>            | <b>790</b>              | <b>(1,688)</b>            | <b>4,078</b>           | <b>2,370</b>           | <b>(1,708)</b>           | <b>11,760</b>          | <b>0</b>                 | <b>7,682</b>       | <b>34.7%</b>  |
| 5102 Contrib. to Other Provisions      | 0                       | 0                       | 0                         | 6,000                  | 6,000                  | 0                        | 6,000                  |                          | 0                  | 100.0%        |
| Civic Expenses :- Other Costs          | <b>0</b>                | <b>0</b>                | <b>0</b>                  | <b>6,000</b>           | <b>6,000</b>           | <b>0</b>                 | <b>6,000</b>           | <b>0</b>                 | <b>0</b>           | <b>100.0%</b> |
| <b>Net Expenditure</b>                 | <b>(2,478)</b>          | <b>(790)</b>            | <b>1,688</b>              | <b>(10,078)</b>        | <b>(8,370)</b>         | <b>1,708</b>             | <b>(17,760)</b>        |                          |                    |               |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## 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       |
|--|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|---------------|
| <u>104 Town Promotion</u>              |                      |                      |                        |                     |                     |                       |                     |                       |                 |               |
| 1303 Other customer/client receipts    | 230                  | 1,650                | 1,420                  | 2,425               | 1,650               | (775)                 | 2,120               |                       |                 | 114.4%        |
| 1304 Donations                         | 0                    | 0                    | 0                      | 960                 | 0                   | (960)                 | 0                   |                       |                 | 0.0%          |
| Town Promotion :- Income               | <b>230</b>           | <b>1,650</b>         | <b>1,420</b>           | <b>3,385</b>        | <b>1,650</b>        | <b>(1,735)</b>        | <b>2,120</b>        |                       |                 | <b>159.7%</b> |
| 4121 Rents                             | 0                    | 0                    | 0                      | 0                   | 0                   | 0                     | 250                 | 250                   | 250             | 0.0%          |
| 4162 Waste Removal                     | 0                    | 405                  | 405                    | 0                   | 405                 | 405                   | 405                 | 405                   | 405             | 0.0%          |
| 4163 Domestic Supplies                 | 0                    | 0                    | 0                      | 99                  | 0                   | (99)                  | 0                   | (99)                  | (99)            | 0.0%          |
| 4171 Grounds Maintenance Costs         | 399                  | 0                    | (399)                  | 2,928               | 5,000               | 2,072                 | 5,000               | 2,072                 | 2,072           | 58.6%         |
| 4301 Equipment                         | 0                    | 0                    | 0                      | 793                 | 500                 | (293)                 | 500                 | (293)                 | (293)           | 158.7%        |
| 4313 Professional Fees - Other         | 4,235                | 0                    | (4,235)                | 4,585               | 0                   | (4,585)               | 0                   | (4,585)               | (4,585)         | 0.0%          |
| 4327 Publicity Advertising             | 350                  | 0                    | (350)                  | 350                 | 500                 | 150                   | 2,100               | 1,750                 | 1,750           | 16.7%         |
| 4900 Miscellaneous Expenses            | 0                    | 0                    | 0                      | 0                   | 100                 | 100                   | 600                 | 600                   | 600             | 0.0%          |
| Town Promotion :- Indirect Expenditure | <b>4,984</b>         | <b>405</b>           | <b>(4,579)</b>         | <b>8,755</b>        | <b>6,505</b>        | <b>(2,250)</b>        | <b>8,855</b>        | <b>0</b>              | <b>100</b>      | <b>98.9%</b>  |
| 5001 Transfers from Reserves           | (3,090)              | 0                    | 3,090                  | (3,090)             | 0                   | 3,090                 | 0                   | 3,090                 | 3,090           | 0.0%          |
| Town Promotion :- Other Costs          | <b>(3,090)</b>       | <b>0</b>             | <b>3,090</b>           | <b>(3,090)</b>      | <b>0</b>            | <b>3,090</b>          | <b>0</b>            | <b>0</b>              | <b>3,090</b>    |               |
| <b>Net Income over Expenditure</b>     | <b>(1,664)</b>       | <b>1,245</b>         | <b>2,909</b>           | <b>(2,280)</b>      | <b>(4,855)</b>      | <b>(2,575)</b>        | <b>(6,735)</b>      |                       |                 |               |
| <u>105 Staycation</u>                  |                      |                      |                        |                     |                     |                       |                     |                       |                 |               |
| 1303 Other customer/client receipts    | 0                    | 0                    | 0                      | 0                   | 0                   | 0                     | 450                 |                       |                 | 0.0%          |
| Staycation :- Income                   | <b>0</b>             | <b>0</b>             | <b>0</b>               | <b>0</b>            | <b>0</b>            | <b>0</b>              | <b>450</b>          |                       |                 |               |
| 4001 Salaries                          | 0                    | 0                    | 0                      | 0                   | 0                   | 0                     | 100                 | 100                   | 100             | 0.0%          |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

|                                     | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|-------------------------------------|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|--------------|
| 4002 Employer's NIC                 | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 15                     |                          | 15                 | 0.0%         |
| 4003 Employer's Superannuation      | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 18                     |                          | 18                 | 0.0%         |
| 4111 Energy Costs                   | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 250                    |                          | 250                | 0.0%         |
| 4162 Waste Removal                  | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 1,300                  |                          | 1,300              | 0.0%         |
| 4301 Equipment                      | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 520                    |                          | 520                | 0.0%         |
| 4313 Professional Fees - Other      | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 1,950                  |                          | 1,950              | 0.0%         |
| 4327 Publicity Advertising          | 350                     | 750                     | 400                       | 350                    | 750                    | 400                      | 750                    |                          | 400                | 46.7%        |
| 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>350</b>              | <b>750</b>              | <b>400</b>                | <b>350</b>             | <b>750</b>             | <b>400</b>               | <b>5,163</b>           | <b>0</b>                 | <b>4,813</b>       | <b>6.8%</b>  |
| <b>Net Income over Expenditure</b>  | <b>(350)</b>            | <b>(750)</b>            | <b>(400)</b>              | <b>(350)</b>           | <b>(750)</b>           | <b>(400)</b>             | <b>(4,713)</b>         |                          |                    |              |
| <u>106 Festivals &amp; Markets</u>  |                         |                         |                           |                        |                        |                          |                        |                          |                    |              |
| 1303 Other customer/client receipts | 740                     | 475                     | (265)                     | 6,055                  | 5,925                  | (130)                    | 13,600                 |                          |                    | 44.5%        |
| Festivals & Markets :- Income       | <b>740</b>              | <b>475</b>              | <b>(265)</b>              | <b>6,055</b>           | <b>5,925</b>           | <b>(130)</b>             | <b>13,600</b>          |                          |                    | <b>44.5%</b> |
| 4001 Salaries                       | 0                       | 0                       | 0                         | 0                      | 652                    | 652                      | 1,542                  |                          | 1,542              | 0.0%         |
| 4002 Employer's NIC                 | 0                       | 0                       | 0                         | 0                      | 98                     | 98                       | 232                    |                          | 232                | 0.0%         |
| 4003 Employer's Superannuation      | 0                       | 0                       | 0                         | 0                      | 120                    | 120                      | 284                    |                          | 284                | 0.0%         |
| 4162 Waste Removal                  | 0                       | 0                       | 0                         | 60                     | 250                    | 190                      | 600                    |                          | 540                | 10.0%        |
| 4301 Equipment                      | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 600                    |                          | 600                | 0.0%         |
| 4304 Catering & Hospitality         | 0                       | 0                       | 0                         | 67                     | 60                     | (7)                      | 180                    |                          | 113                | 37.2%        |
| 4305 Clothes, Uniform & Laundry     | 0                       | 0                       | 0                         | 224                    | 0                      | (224)                    | 0                      |                          | (224)              | 0.0%         |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

|  | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|--|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|--------------|
| 4306 Printing  | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 530                    |                          | 530                | 0.0%         |
| 4307 Stationery  | 0                       | 0                       | 0                         | 6                      | 0                      | (6)                      | 0                      |                          | (6)                | 0.0%         |
| 4313 Professional Fees - Other                         | 0                       | 0                       | 0                         | 1,185                  | 900                    | (285)                    | 1,650                  |                          | 465                | 71.8%        |
| 4327 Publicity Advertising                             | 0                       | 0                       | 0                         | 0                      | 1,750                  | 1,750                    | 3,250                  |                          | 3,250              | 0.0%         |
| 4343 Licensing/PRS                                     | 0                       | 480                     | 480                       | 0                      | 480                    | 480                      | 600                    |                          | 600                | 0.0%         |
| 4900 Miscellaneous Expenses                            | 0                       | 0                       | 0                         | 0                      | 200                    | 200                      | 700                    |                          | 700                | 0.0%         |
| <b>Festivals &amp; Markets :- Indirect Expenditure</b> | <b>0</b>                | <b>480</b>              | <b>480</b>                | <b>1,542</b>           | <b>4,510</b>           | <b>2,968</b>             | <b>10,168</b>          | <b>0</b>                 | <b>8,626</b>       | <b>15.2%</b> |
| <b>Net Income over Expenditure</b>                     | <b>740</b>              | <b>(5)</b>              | <b>(745)</b>              | <b>4,513</b>           | <b>1,415</b>           | <b>(3,098)</b>           | <b>3,432</b>           |                          |                    |              |
| <u>108 Christmas Lights</u>                            |                         |                         |                           |                        |                        |                          |                        |                          |                    |              |
| 4313 Professional Fees - Other                         | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 43,700                 |                          | 43,700             | 0.0%         |
| <b>Christmas Lights :- Indirect Expenditure</b>        | <b>0</b>                | <b>0</b>                | <b>0</b>                  | <b>0</b>               | <b>0</b>               | <b>0</b>                 | <b>43,700</b>          | <b>0</b>                 | <b>43,700</b>      | <b>0.0%</b>  |
| <b>Net Expenditure</b>                                 | <b>0</b>                | <b>0</b>                | <b>0</b>                  | <b>0</b>               | <b>0</b>               | <b>0</b>                 | <b>(43,700)</b>        |                          |                    |              |
| <u>109 Coronation Concert</u>                          |                         |                         |                           |                        |                        |                          |                        |                          |                    |              |
| 1303 Other customer/client receipts                    | 0                       | 0                       | 0                         | 13,270                 | 0                      | (13,270)                 | 0                      |                          |                    | 0.0%         |
| <b>Coronation Concert :- Income</b>                    | <b>0</b>                | <b>0</b>                | <b>0</b>                  | <b>13,270</b>          | <b>0</b>               | <b>(13,270)</b>          | <b>0</b>               |                          |                    |              |
| 4111 Energy Costs                                      | 0                       | 0                       | 0                         | 1,830                  | 0                      | (1,830)                  | 0                      |                          | (1,830)            | 0.0%         |
| 4162 Waste Removal                                     | 0                       | 0                       | 0                         | 503                    | 0                      | (503)                    | 0                      |                          | (503)              | 0.0%         |
| 4301 Equipment   | 0                       | 0                       | 0                         | 11,279                 | 0                      | (11,279)                 | 0                      |                          | (11,279)           | 0.0%         |
| 4304 Catering & Hospitality                            | 0                       | 0                       | 0                         | 77                     | 0                      | (77)                     | 0                      |                          | (77)               | 0.0%         |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

|  | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent        |
|--|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|----------------|
| 4307 Stationery                            | 0                       | 0                       | 0                         | 176                    | 0                      | (176)                    | 0                      |                          | (176)              | 0.0%           |
| 4313 Professional Fees - Other             | 900                     | 0                       | (900)                     | 9,125                  | 0                      | (9,125)                  | 0                      |                          | (9,125)            | 0.0%           |
| 4327 Publicity Advertising                 | 0                       | 0                       | 0                         | 100                    | 0                      | (100)                    | 0                      |                          | (100)              | 0.0%           |
| Coronation Concert :- Indirect Expenditure | <b>900</b>              | <b>0</b>                | <b>(900)</b>              | <b>23,090</b>          | <b>0</b>               | <b>(23,090)</b>          | <b>0</b>               | <b>0</b>                 | <b>(23,090)</b>    |                |
| 5001 Transfers from Reserves               | (9,820)                 | 0                       | 9,820                     | (9,820)                | 0                      | 9,820                    | 0                      |                          | 9,820              | 0.0%           |
| Coronation Concert :- Other Costs          | <b>(9,820)</b>          | <b>0</b>                | <b>9,820</b>              | <b>(9,820)</b>         | <b>0</b>               | <b>9,820</b>             | <b>0</b>               | <b>0</b>                 | <b>9,820</b>       |                |
| <b>Net Income over Expenditure</b>         | <b>8,920</b>            | <b>0</b>                | <b>(8,920)</b>            | <b>0</b>               | <b>0</b>               | <b>0</b>                 | <b>0</b>               |                          |                    |                |
| <u>201 BWP Community Centre</u>            |                         |                         |                           |                        |                        |                          |                        |                          |                    |                |
| 1201 Grants - SCC                          | 0                       | 0                       | 0                         | 494                    | 0                      | (494)                    | 0                      |                          |                    | 0.0%           |
| 1202 Grants - WBC                          | 0                       | 0                       | 0                         | 101,185                | 0                      | (101,185)                | 0                      |                          |                    | 0.0%           |
| 1204 Grants - Other                        | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 3,000                  |                          |                    | 0.0%           |
| 1301 Premises Hire Charges                 | 856                     | 400                     | (456)                     | 2,083                  | 1,200                  | (883)                    | 4,800                  |                          |                    | 43.4%          |
| 1304 Donations                             | 36                      | 0                       | (36)                      | 36                     | 0                      | (36)                     | 0                      |                          |                    | 0.0%           |
| BWP Community Centre :- Income             | <b>892</b>              | <b>400</b>              | <b>(492)</b>              | <b>103,798</b>         | <b>1,200</b>           | <b>(102,598)</b>         | <b>7,800</b>           |                          |                    | <b>1330.7%</b> |
| 4001 Salaries                              | 9,582                   | 7,665                   | (1,917)                   | 25,288                 | 22,995                 | (2,293)                  | 91,980                 |                          | 66,692             | 27.5%          |
| 4002 Employer's NIC                        | 803                     | 675                     | (128)                     | 1,939                  | 2,025                  | 86                       | 8,100                  |                          | 6,161              | 23.9%          |
| 4003 Employer's Superannuation             | 1,567                   | 1,410                   | (157)                     | 4,092                  | 4,230                  | 138                      | 16,920                 |                          | 12,828             | 24.2%          |
| 4011 Staff Training                        | 418                     | 200                     | (218)                     | 1,079                  | 600                    | (479)                    | 2,500                  |                          | 1,421              | 43.1%          |
| 4012 Recruitment Advertising               | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 1,200                  |                          | 1,200              | 0.0%           |
| 4101 Repair/Alteration of Buildings        | 0                       | 0                       | 0                         | 2,525                  | 0                      | (2,525)                  | 0                      |                          | (2,525)            | 0.0%           |



## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

|                                 | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent |
|---------------------------------|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|---------|
| 4102 Property Maintenance       | 183                     | 150                     | (33)                      | 303                    | 450                    | 147                      | 1,800                  |                          | 1,497              | 16.8%   |
| 4103 Maintenance Contracts      | 40                      | 100                     | 60                        | 415                    | 300                    | (115)                    | 1,200                  |                          | 785                | 34.6%   |
| 4111 Energy Costs               | 267                     | 350                     | 83                        | 1,178                  | 1,050                  | (128)                    | 4,200                  |                          | 3,022              | 28.1%   |
| 4131 Rates                      | 0                       | 0                       | 0                         | 1,415                  | 1,400                  | (15)                     | 1,400                  |                          | (15)               | 101.0%  |
| 4141 Water Services             | 12                      | 40                      | 28                        | 117                    | 120                    | 3                        | 500                    |                          | 383                | 23.3%   |
| 4161 Cleaning                   | 0                       | 750                     | 750                       | 1,073                  | 2,250                  | 1,177                    | 9,000                  |                          | 7,927              | 11.9%   |
| 4162 Waste Removal              | 0                       | 135                     | 135                       | 153                    | 405                    | 252                      | 1,620                  |                          | 1,467              | 9.4%    |
| 4163 Domestic Supplies          | 0                       | 30                      | 30                        | 6                      | 90                     | 84                       | 360                    |                          | 354                | 1.7%    |
| 4171 Grounds Maintenance Costs  | 0                       | 30                      | 30                        | 0                      | 90                     | 90                       | 400                    |                          | 400                | 0.0%    |
| 4201 Public Transport           | 30                      | 25                      | (5)                       | 30                     | 25                     | (5)                      | 100                    |                          | 70                 | 30.1%   |
| 4202 Car Allowances             | 0                       | 25                      | 25                        | 282                    | 25                     | (257)                    | 100                    |                          | (182)              | 282.1%  |
| 4203 Other Transport Costs      | 0                       | 0                       | 0                         | 28                     | 0                      | (28)                     | 0                      |                          | (28)               | 0.0%    |
| 4204 Fuel Costs                 | 74                      | 0                       | (74)                      | 74                     | 0                      | (74)                     | 0                      |                          | (74)               | 0.0%    |
| 4205 Vehicle Maintenance        | 328                     | 0                       | (328)                     | 510                    | 0                      | (510)                    | 0                      |                          | (510)              | 0.0%    |
| 4301 Equipment                  | 9,832                   | 250                     | (9,582)                   | 32,045                 | 750                    | (31,295)                 | 3,000                  |                          | (29,045)           | 1068.2% |
| 4304 Catering & Hospitality     | 30                      | 90                      | 60                        | 870                    | 270                    | (600)                    | 1,080                  |                          | 210                | 80.6%   |
| 4305 Clothes, Uniform & Laundry | 0                       | 125                     | 125                       | 0                      | 125                    | 125                      | 500                    |                          | 500                | 0.0%    |
| 4307 Stationery                 | 27                      | 30                      | 3                         | 234                    | 90                     | (144)                    | 350                    |                          | 116                | 66.9%   |
| 4313 Professional Fees - Other  | 258                     | 30                      | (228)                     | 1,309                  | 90                     | (1,219)                  | 350                    |                          | (959)              | 373.9%  |
| 4315 Insurance                  | 572                     | 0                       | (572)                     | 572                    | 0                      | (572)                    | 0                      |                          | (572)              | 0.0%    |
| 4321 Bank Charges               | 0                       | 0                       | 0                         | 11                     | 0                      | (11)                     | 0                      |                          | (11)               | 0.0%    |
| 4323 Telephones                 | 98                      | 40                      | (58)                      | 286                    | 120                    | (166)                    | 480                    |                          | 194                | 59.5%   |
| 4324 Broadband                  | 0                       | 40                      | 40                        | 0                      | 120                    | 120                      | 480                    |                          | 480                | 0.0%    |
| 4325 Computing                  | 22                      | 75                      | 53                        | 198                    | 225                    | 27                       | 900                    |                          | 702                | 22.0%   |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

|  | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent       |
|--|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|---------------|
| 4327 Publicity Advertising                   | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 250                    |                          | 250                | 0.0%          |
| 4900 Miscellaneous Expenses                  | 0                       | 40                      | 40                        | 530                    | 120                    | (410)                    | 500                    |                          | (30)               | 106.1%        |
| BWP Community Centre :- Indirect Expenditure | <b>24,143</b>           | <b>12,305</b>           | <b>(11,838)</b>           | <b>76,563</b>          | <b>37,965</b>          | <b>(38,598)</b>          | <b>149,270</b>         | <b>0</b>                 | <b>72,707</b>      | <b>51.3%</b>  |
| 5101 Contrib. to Premises Provision          | 0                       | 0                       | 0                         | 2,500                  | 2,500                  | 0                        | 2,500                  |                          | 0                  | 100.0%        |
| BWP Community Centre :- Other Costs          | <b>0</b>                | <b>0</b>                | <b>0</b>                  | <b>2,500</b>           | <b>2,500</b>           | <b>0</b>                 | <b>2,500</b>           | <b>0</b>                 | <b>0</b>           | <b>100.0%</b> |
| <b>Net Income over Expenditure</b>           | <b>(23,251)</b>         | <b>(11,905)</b>         | <b>11,346</b>             | <b>24,736</b>          | <b>(39,265)</b>        | <b>(64,001)</b>          | <b>(143,970)</b>       |                          |                    |               |
| <u>202</u> <u>Pepperpot</u>                  |                         |                         |                           |                        |                        |                          |                        |                          |                    |               |
| 1301 Premises Hire Charges                   | 562                     | 750                     | 188                       | 2,152                  | 2,250                  | 98                       | 9,000                  |                          |                    | 23.9%         |
| Pepperpot :- Income                          | <b>562</b>              | <b>750</b>              | <b>188</b>                | <b>2,152</b>           | <b>2,250</b>           | <b>98</b>                | <b>9,000</b>           |                          |                    | <b>23.9%</b>  |
| 4102 Property Maintenance                    | 17                      | 100                     | 83                        | 17                     | 300                    | 283                      | 1,200                  |                          | 1,183              | 1.4%          |
| 4103 Maintenance Contracts                   | 0                       | 125                     | 125                       | 198                    | 375                    | 177                      | 1,500                  |                          | 1,302              | 13.2%         |
| 4111 Energy Costs                            | 58                      | 215                     | 157                       | 297                    | 645                    | 348                      | 2,600                  |                          | 2,303              | 11.4%         |
| 4131 Rates                                   | 0                       | 0                       | 0                         | 175                    | 760                    | 585                      | 760                    |                          | 585                | 23.0%         |
| 4161 Cleaning                                | 24                      | 310                     | 286                       | 273                    | 930                    | 657                      | 3,720                  |                          | 3,447              | 7.3%          |
| 4301 Equipment                               | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 600                    |                          | 600                | 0.0%          |
| 4323 Telephones                              | 52                      | 42                      | (10)                      | 156                    | 126                    | (30)                     | 504                    |                          | 348                | 31.0%         |
| 4343 Licensing/PRS                           | 70                      | 70                      | 0                         | 70                     | 70                     | 0                        | 70                     |                          | 0                  | 100.0%        |
| Pepperpot :- Indirect Expenditure            | <b>221</b>              | <b>862</b>              | <b>641</b>                | <b>1,185</b>           | <b>3,206</b>           | <b>2,021</b>             | <b>10,954</b>          | <b>0</b>                 | <b>9,769</b>       | <b>10.8%</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>Net Income over Expenditure</b>           | <b>342</b>              | <b>(112)</b>            | <b>(454)</b>              | <b>(1,533)</b>         | <b>(3,456)</b>         | <b>(1,923)</b>           | <b>(4,454)</b>         |                          |                    |               |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## 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       |
|-------------------------------------|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|---------------|
| <u>203 The Square</u>               |                      |                      |                        |                     |                     |                       |                     |                       |                 |               |
| 1302 Rents                          | 2,554                | 562                  | (1,992)                | 3,971               | 1,687               | (2,284)               | 6,750               |                       |                 | 58.8%         |
| 1303 Other customer/client receipts | 0                    | 0                    | 0                      | 1,622               | 1,550               | (72)                  | 1,550               |                       |                 | 104.6%        |
| The Square :- Income                | <b>2,554</b>         | <b>562</b>           | <b>(1,992)</b>         | <b>5,593</b>        | <b>3,237</b>        | <b>(2,356)</b>        | <b>8,300</b>        |                       |                 | <b>67.4%</b>  |
| 4315 Insurance                      | 0                    | 0                    | 0                      | 1,622               | 1,550               | (72)                  | 1,550               |                       | (72)            | 104.6%        |
| The Square :- Indirect Expenditure  | <b>0</b>             | <b>0</b>             | <b>0</b>               | <b>1,622</b>        | <b>1,550</b>        | <b>(72)</b>           | <b>1,550</b>        | <b>0</b>              | <b>(72)</b>     | <b>104.6%</b> |
| <b>Net Income over Expenditure</b>  | <b>2,554</b>         | <b>562</b>           | <b>(1,992)</b>         | <b>3,971</b>        | <b>1,687</b>        | <b>(2,284)</b>        | <b>6,750</b>        |                       |                 |               |
| <u>204 Allotments</u>               |                      |                      |                        |                     |                     |                       |                     |                       |                 |               |
| 1303 Other customer/client receipts | 0                    | 0                    | 0                      | 0                   | 0                   | 0                     | 2,700               |                       |                 | 0.0%          |
| Allotments :- Income                | <b>0</b>             | <b>0</b>             | <b>0</b>               | <b>0</b>            | <b>0</b>            | <b>0</b>              | <b>2,700</b>        |                       |                 | <b>0.0%</b>   |
| 4102 Property Maintenance           | 26                   | 0                    | (26)                   | 26                  | 0                   | (26)                  | 300                 |                       | 274             | 8.7%          |
| 4141 Water Services                 | 34                   | 20                   | (14)                   | 52                  | 60                  | 8                     | 260                 |                       | 208             | 19.9%         |
| 4162 Waste Removal                  | 0                    | 0                    | 0                      | 0                   | 0                   | 0                     | 430                 |                       | 430             | 0.0%          |
| 4171 Grounds Maintenance Costs      | 1,466                | 0                    | (1,466)                | 1,466               | 0                   | (1,466)               | 1,000               |                       | (466)           | 146.6%        |
| 4313 Professional Fees - Other      | 85                   | 0                    | (85)                   | 85                  | 0                   | (85)                  | 0                   |                       | (85)            | 0.0%          |
| Allotments :- Indirect Expenditure  | <b>1,611</b>         | <b>20</b>            | <b>(1,591)</b>         | <b>1,629</b>        | <b>60</b>           | <b>(1,569)</b>        | <b>1,990</b>        | <b>0</b>              | <b>361</b>      | <b>81.9%</b>  |
| <b>Net Income over Expenditure</b>  | <b>(1,611)</b>       | <b>(20)</b>          | <b>1,591</b>           | <b>(1,629)</b>      | <b>(60)</b>         | <b>1,569</b>          | <b>710</b>          |                       |                 |               |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## 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      |
|--|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|--------------|
| <u>205 Wilfrid Noyce Community Centre</u>              |                      |                      |                        |                     |                     |                       |                     |                       |                 |              |
| 1301 Premises Hire Charges                             | 4,896                | 4,000                | (896)                  | 13,036              | 12,000              | (1,036)               | 44,000              |                       |                 | 29.6%        |
| 1303 Other customer/client receipts                    | 0                    | 0                    | 0                      | (60)                | 0                   | 60                    | 0                   |                       |                 | 0.0%         |
| Wilfrid Noyce Community Centre :- Income               | <b>4,896</b>         | <b>4,000</b>         | <b>(896)</b>           | <b>12,976</b>       | <b>12,000</b>       | <b>(976)</b>          | <b>44,000</b>       |                       |                 | <b>29.5%</b> |
| 4001 Salaries  | 0                    | 250                  | 250                    | 228                 | 750                 | 522                   | 3,000               | 2,772                 |                 | 7.6%         |
| 4002 Employer's NIC                                    | 0                    | 38                   | 38                     | 0                   | 114                 | 114                   | 452                 | 452                   |                 | 0.0%         |
| 4003 Employer's Superannuation                         | 0                    | 46                   | 46                     | 0                   | 138                 | 138                   | 552                 | 552                   |                 | 0.0%         |
| 4102 Property Maintenance                              | 340                  | 300                  | (40)                   | 878                 | 900                 | 22                    | 3,600               | 2,722                 |                 | 24.4%        |
| 4103 Maintenance Contracts                             | 79                   | 645                  | 566                    | 2,121               | 1,935               | (186)                 | 7,740               | 5,619                 |                 | 27.4%        |
| 4111 Energy Costs                                      | 391                  | 1,060                | 669                    | 1,679               | 3,180               | 1,501                 | 12,720              | 11,041                |                 | 13.2%        |
| 4121 Rents   | 0                    | 0                    | 0                      | 0                   | 0                   | 0                     | 250                 | 250                   |                 | 0.0%         |
| 4131 Rates   | 0                    | 0                    | 0                      | 1,160               | 5,000               | 3,840                 | 5,000               | 3,840                 |                 | 23.2%        |
| 4141 Water Services                                    | 258                  | 170                  | (88)                   | 551                 | 510                 | (41)                  | 2,040               | 1,489                 |                 | 27.0%        |
| 4161 Cleaning  | 0                    | 1,365                | 1,365                  | 1,743               | 4,095               | 2,352                 | 16,380              | 14,637                |                 | 10.6%        |
| 4162 Waste Removal                                     | 0                    | 160                  | 160                    | 203                 | 480                 | 277                   | 1,920               | 1,717                 |                 | 10.6%        |
| 4163 Domestic Supplies                                 | 0                    | 50                   | 50                     | 150                 | 150                 | 0                     | 600                 | 450                   |                 | 25.0%        |
| 4301 Equipment   | 2,127                | 300                  | (1,827)                | 2,415               | 900                 | (1,515)               | 4,000               | 1,585                 |                 | 60.4%        |
| 4313 Professional Fees - Other                         | 0                    | 0                    | 0                      | 0                   | 0                   | 0                     | 1,650               | 1,650                 |                 | 0.0%         |
| 4323 Telephones  | 83                   | 65                   | (18)                   | 248                 | 195                 | (53)                  | 780                 | 532                   |                 | 31.8%        |
| 4343 Licensing/PRS                                     | 0                    | 0                    | 0                      | 0                   | 0                   | 0                     | 650                 | 650                   |                 | 0.0%         |
| 4900 Miscellaneous Expenses                            | 0                    | 100                  | 100                    | 0                   | 300                 | 300                   | 1,200               | 1,200                 |                 | 0.0%         |
| Wilfrid Noyce Community Centre :- Indirect Expenditure | <b>3,279</b>         | <b>4,549</b>         | <b>1,270</b>           | <b>11,376</b>       | <b>18,647</b>       | <b>7,271</b>          | <b>62,534</b>       | <b>0</b>              | <b>51,158</b>   | <b>18.2%</b> |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

|   | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent       |
|---|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|---------------|
| 5101 Contrib. to Premises Provision           | 0                       | 0                       | 0                         | 2,500                  | 2,500                  | 0                        | 2,500                  |                          | 0                  | 100.0%        |
| Wilfrid Noyce Community Centre :- Other Costs | <u>0</u>                | <u>0</u>                | <u>0</u>                  | <u>2,500</u>           | <u>2,500</u>           | <u>0</u>                 | <u>2,500</u>           | <u>0</u>                 | <u>0</u>           | <u>100.0%</u> |
| <b>Net Income over Expenditure</b>            | <b><u>1,618</u></b>     | <b><u>(549)</u></b>     | <b><u>(2,167)</u></b>     | <b><u>(900)</u></b>    | <b><u>(9,147)</u></b>  | <b><u>(8,247)</u></b>    | <b><u>(21,034)</u></b> |                          |                    |               |
| <u>206 Bandstand</u>                          |                         |                         |                           |                        |                        |                          |                        |                          |                    |               |
| 1301 Premises Hire Charges                    | 0                       | 0                       | 0                         | 20                     | 0                      | (20)                     | 0                      |                          |                    | 0.0%          |
| 1303 Other customer/client receipts           | 10                      | 0                       | (10)                      | 10                     | 0                      | (10)                     | 0                      |                          |                    | 0.0%          |
| Bandstand :- Income                           | <u>10</u>               | <u>0</u>                | <u>(10)</u>               | <u>30</u>              | <u>0</u>               | <u>(30)</u>              | <u>0</u>               |                          |                    |               |
| 4102 Property Maintenance                     | 0                       | 50                      | 50                        | 162                    | 150                    | (12)                     | 600                    |                          | 438                | 27.0%         |
| 4301 Equipment                                | 98                      | 0                       | (98)                      | 98                     | 0                      | (98)                     | 0                      |                          | (98)               | 0.0%          |
| 4343 Licensing/PRS                            | 0                       | 0                       | 0                         | 173                    | 0                      | (173)                    | 250                    |                          | 77                 | 69.3%         |
| Bandstand :- Indirect Expenditure             | <u>98</u>               | <u>50</u>               | <u>(48)</u>               | <u>433</u>             | <u>150</u>             | <u>(283)</u>             | <u>850</u>             | <u>0</u>                 | <u>417</u>         | <u>51.0%</u>  |
| <b>Net Income over Expenditure</b>            | <b><u>(88)</u></b>      | <b><u>(50)</u></b>      | <b><u>38</u></b>          | <b><u>(403)</u></b>    | <b><u>(150)</u></b>    | <b><u>253</u></b>        | <b><u>(850)</u></b>    |                          |                    |               |
| <u>207 Godalming Museum</u>                   |                         |                         |                           |                        |                        |                          |                        |                          |                    |               |
| 1302 Rents                                    | 0                       | 0                       | 0                         | 1,706                  | 1,706                  | (0)                      | 6,824                  |                          |                    | 25.0%         |
| 1303 Other customer/client receipts           | 0                       | 0                       | 0                         | 240                    | 240                    | 0                        | 960                    |                          |                    | 25.0%         |
| Godalming Museum :- Income                    | <u>0</u>                | <u>0</u>                | <u>0</u>                  | <u>1,946</u>           | <u>1,946</u>           | <u>(0)</u>               | <u>7,784</u>           |                          |                    | <u>25.0%</u>  |
| 4001 Salaries                                 | 3,827                   | 4,060                   | 233                       | 11,491                 | 12,180                 | 689                      | 48,720                 |                          | 37,229             | 23.6%         |
| 4002 Employer's NIC                           | 284                     | 505                     | 221                       | 852                    | 1,515                  | 663                      | 6,060                  |                          | 5,208              | 14.1%         |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

|  | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|--|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|--------------|
| 4003 Employer's Superannuation           | 459                     | 750                     | 291                       | 1,376                  | 2,250                  | 874                      | 9,000                  |                          | 7,624              | 15.3%        |
| 4011 Staff Training                      | 0                       | 0                       | 0                         | 525                    | 0                      | (525)                    | 1,000                  |                          | 475                | 52.5%        |
| 4102 Property Maintenance                | 1,326                   | 110                     | (1,216)                   | 2,603                  | 330                    | (2,273)                  | 1,320                  |                          | (1,283)            | 197.2%       |
| 4103 Maintenance Contracts               | 79                      | 115                     | 36                        | 317                    | 345                    | 28                       | 1,380                  |                          | 1,063              | 23.0%        |
| 4121 Rents                               | 0                       | 0                       | 0                         | 1,277                  | 0                      | (1,277)                  | 0                      |                          | (1,277)            | 0.0%         |
| 4202 Car Allowances                      | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 320                    |                          | 320                | 0.0%         |
| 4307 Stationery                          | 0                       | 30                      | 30                        | 0                      | 90                     | 90                       | 360                    |                          | 360                | 0.0%         |
| 4315 Insurance                           | 0                       | 0                       | 0                         | 3,500                  | 3,500                  | 0                        | 3,500                  |                          | 0                  | 100.0%       |
| 4322 Postage                             | 0                       | 80                      | 80                        | 0                      | 240                    | 240                      | 960                    |                          | 960                | 0.0%         |
| 4323 Telephones                          | 0                       | 15                      | 15                        | 0                      | 45                     | 45                       | 180                    |                          | 180                | 0.0%         |
| 4325 Computing                           | 94                      | 235                     | 141                       | 547                    | 705                    | 158                      | 2,820                  |                          | 2,273              | 19.4%        |
| 4342 Subscriptions                       | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 3,000                  |                          | 3,000              | 0.0%         |
| Godalming Museum :- Indirect Expenditure | <b>6,069</b>            | <b>5,900</b>            | <b>(169)</b>              | <b>22,488</b>          | <b>21,200</b>          | <b>(1,288)</b>           | <b>78,620</b>          | <b>0</b>                 | <b>56,132</b>      | <b>28.6%</b> |
| <b>Net Income over Expenditure</b>       | <b>(6,069)</b>          | <b>(5,900)</b>          | <b>169</b>                | <b>(20,542)</b>        | <b>(19,254)</b>        | <b>1,288</b>             | <b>(70,836)</b>        |                          |                    |              |
| <u>208 Land &amp; Property - Other</u>   |                         |                         |                           |                        |                        |                          |                        |                          |                    |              |
| 4102 Property Maintenance                | 444                     | 325                     | (119)                     | 1,530                  | 975                    | (555)                    | 3,900                  |                          | 2,370              | 39.2%        |
| 4103 Maintenance Contracts               | 0                       | 100                     | 100                       | 0                      | 300                    | 300                      | 1,200                  |                          | 1,200              | 0.0%         |
| 4111 Energy Costs                        | (26)                    | 110                     | 136                       | 201                    | 330                    | 130                      | 1,320                  |                          | 1,120              | 15.2%        |
| 4141 Water Services                      | (118)                   | 270                     | 388                       | 718                    | 810                    | 92                       | 3,240                  |                          | 2,522              | 22.1%        |
| 4151 Fixtures & Fittings                 | 0                       | 0                       | 0                         | 0                      | 250                    | 250                      | 1,000                  |                          | 1,000              | 0.0%         |
| 4161 Cleaning                            | 1,378                   | 1,470                   | 92                        | 5,626                  | 4,410                  | (1,216)                  | 17,640                 |                          | 12,014             | 31.9%        |
| 4163 Domestic Supplies                   | 161                     | 0                       | (161)                     | 344                    | 0                      | (344)                    | 0                      |                          | (344)              | 0.0%         |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

|   | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent       |
|---|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|---------------|
| 4171 Grounds Maintenance Costs                  | 1,082                   | 400                     | (682)                     | 1,082                  | 1,200                  | 118                      | 5,000                  |                          | 3,918              | 21.6%         |
| 4301 Equipment                                  | 38                      | 0                       | (38)                      | 3,788                  | 0                      | (3,788)                  | 0                      |                          | (3,788)            | 0.0%          |
| 4315 Insurance                                  | 0                       | 0                       | 0                         | 224                    | 0                      | (224)                    | 0                      |                          | (224)              | 0.0%          |
| 4900 Miscellaneous Expenses                     | 0                       | 150                     | 150                       | 0                      | 450                    | 450                      | 1,800                  |                          | 1,800              | 0.0%          |
| Land & Property - Other :- Indirect Expenditure | <b>2,959</b>            | <b>2,825</b>            | <b>(134)</b>              | <b>13,512</b>          | <b>8,725</b>           | <b>(4,787)</b>           | <b>35,100</b>          | <b>0</b>                 | <b>21,588</b>      | <b>38.5%</b>  |
| 5101 Contrib. to Premises Provision             | 0                       | 0                       | 0                         | 2,500                  | 2,500                  | 0                        | 2,500                  |                          | 0                  | 100.0%        |
| Land & Property - Other :- 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>Net Expenditure</b>                          | <b>(2,959)</b>          | <b>(2,825)</b>          | <b>134</b>                | <b>(16,012)</b>        | <b>(11,225)</b>        | <b>4,787</b>             | <b>(37,600)</b>        |                          |                    |               |
| <u>301 Cemeteries</u>                           |                         |                         |                           |                        |                        |                          |                        |                          |                    |               |
| 1302 Rents                                      | 1,925                   | 1,850                   | (75)                      | 5,775                  | 5,550                  | (225)                    | 27,200                 |                          |                    | 21.2%         |
| 1303 Other customer/client receipts             | 650                     | 1,130                   | 480                       | 1,750                  | 3,390                  | 1,640                    | 13,600                 |                          |                    | 12.9%         |
| 1401 Interest Received                          | 0                       | 100                     | 100                       | 300                    | 300                    | (0)                      | 1,200                  |                          |                    | 25.0%         |
| 1700 Interment                                  | 1,325                   | 2,375                   | 1,050                     | 5,185                  | 7,125                  | 1,940                    | 28,495                 |                          |                    | 18.2%         |
| 1701 Monument                                   | 0                       | 200                     | 200                       | 771                    | 600                    | (171)                    | 2,431                  |                          |                    | 31.7%         |
| 1702 Purchase of Grave Space                    | 2,735                   | 4,800                   | 2,065                     | 7,665                  | 14,400                 | 6,735                    | 58,010                 |                          |                    | 13.2%         |
| Cemeteries :- Income                            | <b>6,635</b>            | <b>10,455</b>           | <b>3,820</b>              | <b>21,446</b>          | <b>31,365</b>          | <b>9,919</b>             | <b>130,936</b>         |                          |                    | <b>16.4%</b>  |
| 4015 Grave Digging                              | 0                       | 1,130                   | 1,130                     | 0                      | 3,390                  | 3,390                    | 13,600                 |                          | 13,600             | 0.0%          |
| 4102 Property Maintenance                       | 543                     | 250                     | (293)                     | 1,789                  | 650                    | (1,139)                  | 4,100                  |                          | 2,311              | 43.6%         |
| 4103 Maintenance Contracts                      | 393                     | 205                     | (188)                     | 631                    | 1,315                  | 684                      | 3,260                  |                          | 2,629              | 19.4%         |
| 4111 Energy Costs                               | 551                     | 130                     | (421)                     | 4,236                  | 390                    | (3,846)                  | 1,560                  |                          | (2,676)            | 271.5%        |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

|                                    | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|------------------------------------|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|--------------|
| 4131 Rates                         | 0                       | 0                       | 0                         | 1,710                  | 6,350                  | 4,640                    | 6,350                  |                          | 4,640              | 26.9%        |
| 4141 Water Services                | 45                      | 36                      | (9)                       | 78                     | 108                    | 30                       | 432                    |                          | 354                | 18.1%        |
| 4161 Cleaning                      | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 40                     |                          | 40                 | 0.0%         |
| 4162 Waste Removal                 | 249                     | 500                     | 251                       | 944                    | 1,500                  | 556                      | 6,000                  |                          | 5,056              | 15.7%        |
| 4163 Domestic Supplies             | 70                      | 0                       | (70)                      | 116                    | 0                      | (116)                    | 0                      |                          | (116)              | 0.0%         |
| 4164 Workshop Consumables          | 65                      | 15                      | (50)                      | 132                    | 45                     | (87)                     | 180                    |                          | 48                 | 73.2%        |
| 4171 Grounds Maintenance Costs     | 4,975                   | 4,100                   | (875)                     | 6,669                  | 12,300                 | 5,631                    | 49,200                 |                          | 42,531             | 13.6%        |
| 4172 Memorial Inspection           | 0                       | 0                       | 0                         | 10                     | 0                      | (10)                     | 2,000                  |                          | 1,990              | 0.5%         |
| 4202 Car Allowances                | 0                       | 40                      | 40                        | 0                      | 120                    | 120                      | 500                    |                          | 500                | 0.0%         |
| 4204 Fuel Costs                    | 0                       | 100                     | 100                       | 0                      | 300                    | 300                      | 1,200                  |                          | 1,200              | 0.0%         |
| 4205 Vehicle Maintenance           | 0                       | 250                     | 250                       | 0                      | 750                    | 750                      | 3,000                  |                          | 3,000              | 0.0%         |
| 4301 Equipment                     | 657                     | 1,000                   | 343                       | 2,831                  | 3,000                  | 169                      | 12,000                 |                          | 9,169              | 23.6%        |
| 4307 Stationery                    | 0                       | 0                       | 0                         | 1,296                  | 0                      | (1,296)                  | 0                      |                          | (1,296)            | 0.0%         |
| 4311 Professional Fees - Legal     | 2,723                   | 0                       | (2,723)                   | 2,723                  | 0                      | (2,723)                  | 0                      |                          | (2,723)            | 0.0%         |
| 4313 Professional Fees - Other     | 0                       | 500                     | 500                       | 0                      | 500                    | 500                      | 2,000                  |                          | 2,000              | 0.0%         |
| 4314 Audit Fees                    | 0                       | 0                       | 0                         | (60)                   | 0                      | 60                       | 0                      |                          | 60                 | 0.0%         |
| 4315 Insurance                     | 0                       | 0                       | 0                         | 0                      | 5,000                  | 5,000                    | 5,000                  |                          | 5,000              | 0.0%         |
| 4321 Bank Charges                  | 13                      | 25                      | 13                        | 23                     | 75                     | 53                       | 300                    |                          | 278                | 7.5%         |
| 4324 Broadband                     | 0                       | 20                      | 20                        | 0                      | 60                     | 60                       | 240                    |                          | 240                | 0.0%         |
| 4325 Computing                     | 0                       | 0                       | 0                         | 90                     | 0                      | (90)                     | 0                      |                          | (90)               | 0.0%         |
| 4326 Website                       | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | 400                    |                          | 400                | 0.0%         |
| 4327 Publicity Advertising         | 0                       | 0                       | 0                         | 600                    | 0                      | (600)                    | 1,150                  |                          | 550                | 52.2%        |
| 4900 Miscellaneous Expenses        | 0                       | 30                      | 30                        | 0                      | 90                     | 90                       | 400                    |                          | 400                | 0.0%         |
| Cemeteries :- Indirect Expenditure | <b>10,283</b>           | <b>8,331</b>            | <b>(1,952)</b>            | <b>23,817</b>          | <b>35,943</b>          | <b>12,126</b>            | <b>112,912</b>         | <b>0</b>                 | <b>89,095</b>      | <b>21.1%</b> |



## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

|   | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent     |
|---|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|-------------|
| 5001 Transfers from Reserves                          | 0                       | 0                       | 0                         | 0                      | 0                      | 0                        | (6,935)                |                          | (6,935)            | 0.0%        |
| Cemeteries :- Other Costs                             | <b>0</b>                | <b>0</b>                | <b>0</b>                  | <b>0</b>               | <b>0</b>               | <b>0</b>                 | <b>(6,935)</b>         | <b>0</b>                 | <b>(6,935)</b>     | <b>0.0%</b> |
| <b>Net Income over Expenditure</b>                    | <b>(3,648)</b>          | <b>2,124</b>            | <b>5,772</b>              | <b>(2,371)</b>         | <b>(4,578)</b>         | <b>(2,207)</b>           | <b>24,959</b>          |                          |                    |             |
| <u>415 Mayors Charity 2022 - Faraday</u>              |                         |                         |                           |                        |                        |                          |                        |                          |                    |             |
| 1303 Other customer/client receipts                   | 0                       | 0                       | 0                         | 105                    | 0                      | (105)                    | 0                      |                          |                    | 0.0%        |
| 1304 Donations  | 0                       | 0                       | 0                         | 94                     | 0                      | (94)                     | 0                      |                          |                    | 0.0%        |
| Mayors Charity 2022 - Faraday :- Income               | <b>0</b>                | <b>0</b>                | <b>0</b>                  | <b>199</b>             | <b>0</b>               | <b>(199)</b>             | <b>0</b>               |                          |                    |             |
| 4900 Miscellaneous Expenses                           | 0                       | 0                       | 0                         | 2,043                  | 0                      | (2,043)                  | 0                      |                          | (2,043)            | 0.0%        |
| Mayors Charity 2022 - Faraday :- Indirect Expenditure | <b>0</b>                | <b>0</b>                | <b>0</b>                  | <b>2,043</b>           | <b>0</b>               | <b>(2,043)</b>           | <b>0</b>               | <b>0</b>                 | <b>(2,043)</b>     |             |
| 5001 Transfers from Reserves                          | 0                       | 0                       | 0                         | (1,844)                | 0                      | 1,844                    | 0                      |                          | 1,844              | 0.0%        |
| Mayors Charity 2022 - Faraday :- Other Costs          | <b>0</b>                | <b>0</b>                | <b>0</b>                  | <b>(1,844)</b>         | <b>0</b>               | <b>1,844</b>             | <b>0</b>               | <b>0</b>                 | <b>1,844</b>       |             |
| <b>Net Income over Expenditure</b>                    | <b>0</b>                | <b>0</b>                | <b>0</b>                  | <b>0</b>               | <b>0</b>               | <b>0</b>                 | <b>0</b>               |                          |                    |             |
| <u>416 Community Store</u>                            |                         |                         |                           |                        |                        |                          |                        |                          |                    |             |
| 1304 Donations  | 485                     | 0                       | (485)                     | 1,625                  | 0                      | (1,625)                  | 0                      |                          |                    | 0.0%        |
| Community Store :- Income                             | <b>485</b>              | <b>0</b>                | <b>(485)</b>              | <b>1,625</b>           | <b>0</b>               | <b>(1,625)</b>           | <b>0</b>               |                          |                    |             |
| 4162 Waste Removal                                    | 0                       | 0                       | 0                         | 58                     | 0                      | (58)                     | 0                      |                          | (58)               | 0.0%        |
| 4900 Miscellaneous Expenses                           | 506                     | 0                       | (506)                     | 1,082                  | 0                      | (1,082)                  | 0                      |                          | (1,082)            | 0.0%        |
| Community Store :- Indirect Expenditure               | <b>506</b>              | <b>0</b>                | <b>(506)</b>              | <b>1,140</b>           | <b>0</b>               | <b>(1,140)</b>           | <b>0</b>               | <b>0</b>                 | <b>(1,140)</b>     |             |
| <b>Net Income over Expenditure</b>                    | <b>(21)</b>             | <b>0</b>                | <b>21</b>                 | <b>485</b>             | <b>0</b>               | <b>(485)</b>             | <b>0</b>               |                          |                    |             |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

|                                       | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent |
|---------------------------------------|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|---------|
| Grand Totals:- Income                 | 17,794                  | 19,742                  | 1,949                     | 844,510                | 584,745                | (259,765)                | 1,286,134              |                          |                    | 65.7%   |
| Expenditure                           | 85,324                  | 83,037                  | (2,287)                   | 624,905                | 424,567                | (200,338)                | 1,286,135              | 0                        | 661,230            | 48.6%   |
| <b>Net Income over Expenditure</b>    | <b>(67,530)</b>         | <b>(63,295)</b>         | <b>4,235</b>              | <b>219,605</b>         | <b>160,178</b>         | <b>(59,427)</b>          | <b>(1)</b>             |                          |                    |         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(67,530)</b>         |                         |                           | <b>219,605</b>         |                        |                          |                        |                          |                    |         |

**BUDGET CORONATION CONCERT MAY 2023**

| <b>INCOME</b>                | <b>Budget</b>      | <b>Actual</b>      | <b>Variance</b>     | <b>Comments</b>                                  |
|------------------------------|--------------------|--------------------|---------------------|--|
| Ticket Sales (4,000 x £6)    | £ 24,000.00        | £ 12,106.00        | -£11,894.00         |  |
| Sponsorship                  | £ 2,000.00         | £ 1,000.00         | -£1,000.00          |  |
| Concessions                  | £ 1,700.00         | £ 1,914.16         | £214.16             |  |
|                              | <u>£ 27,700.00</u> | <u>£ 15,020.16</u> | <u>-£ 12,679.84</u> |  |
| <br>                         |                    |                    |                     |  |
| <b>EXPENDITURE</b>           |                    |                    |                     |  |
| Bands                        | £ 3,500.00         | £ 3,250.00         | £250.00             |  |
| Staging                      | £ 6,000.00         | £ 8,000.00         | -£2,000.00          |  |
| Infrastructure               | £ 2,500.00         | £ 6,677.83         | -£4,177.83          |  |
| Security                     | £ 1,200.00         | £ 1,548.00         | -£348.00            |  |
| First Aid                    | £ 1,000.00         | £ 485.10           | £514.90             |  |
| Event Management & Promotion | £ 1,500.00         | £ 3,126.00         | -£1,626.00          | £600 Promotion costs, remainder event management |
| Contigency                   | £ 1,500.00         | £ 297.07           | £1,202.93           | Additional on the day labour costs               |
|                              | <u>£ 17,200.00</u> | <u>£ 23,384.00</u> | <u>-£6,184.00</u>   |  |
| <br>                         |                    |                    |                     |  |
| Net Profit                   | <b>£ 10,500.00</b> | <b>-£ 8,363.84</b> | <b>-£ 18,863.84</b> |  |

8. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES & KEY DATES (TOWN EVENTS)

| <b>REPRESENTATION ON EXTERNAL BODIES REPORTS:</b> |                               |                      |                      |                     |
|---|-------------------------------|----------------------|----------------------|---------------------|
| <b>External Organisation</b>                      | <b>TC Rep</b>                 | <b>Report Status</b> | <b>Required Date</b> | <b>Revised Date</b> |
| Fairtrade Steering Group                          | Cllr Clayton                  | On this agenda       | 13/07/23             |                     |
| Farncombe Day Centre                              | Cllr Crowe                    | On this agenda       | 13/07/23             |                     |
| St Marks CC Management Committee                  | Cllr Kiehl                    |                      | 07/09/23             |                     |
| Godalming/Joigny Friendship Association           | Town Mayor<br>Cllr PS Rivers  |                      | 07/09/23             |                     |
| Godalming/Mayen Association                       | Town Mayor<br>Cllr PMA Rivers |                      | 12/10/23             |                     |
| Sport Godalming                                   | Cllr Adam                     |                      | 12/10/23             |                     |
| Godalming & District Chamber of Commerce          | Cllr Holliday                 |                      | 23/11/23             |                     |
| Go-Godalming Association                          | Town Mayor<br>TBC             |                      | 23/11/23             |                     |
| Godalming Museum Trust                            | Cllr Steel<br>Cllr Weightman  |                      | 11/01/24             |                     |
| Holloway Hill Sports Association                  | Cllr Heagin                   |                      | 11/01/24             |                     |
| Citizens' Advice                                  | Cllr Steel                    |                      | 21/03/24             |                     |
| SALC  | Cllr Heagin                   |                      | 21/03/24             |                     |
| Godalming Cycle Forum                             | Cllr Crooks                   |                      | 25/04/24             |                     |
| District Scout Council                            | Cllr Crooks                   |                      | 25/04/24             |                     |

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

| Event                                 | Date                                   |
|---------------------------------------|--|
| Annual Council/Mayor Making           | Thursday, 18 May 2023                  |
| Godalming Run                         | Sunday 21 May 2023                     |
| Town Show                             | Saturday, 3 June 2023                  |
| Mayor's Civic Service                 | Sunday, 18 June 2023                   |
| Summer Food Festival                  | Sunday, 2 July 2023 - TBC              |
| Staycation                            | Saturday, 5-Sunday, 13 August 2023     |
| Godalming Green Gala                  | Saturday, 12 August 2023               |
| Heritage Weekend                      | Saturday, 16-Sunday, 17 September 2023 |
| Town Fireworks                        | Friday 3 November 2023                 |
| Remembrance Sunday                    | Sunday, 12 November 2023               |
| Christmas Festival & Lights Switch-On | Saturday, 25 November 2023             |
| Farncombe Christmas Lights            | Friday, 1 December 2023                |

Events in red are organised by or in partnership with Godalming Town Council

## GODALMING JOINT BURIAL COMMITTEE

### Final Statistics as at 31 March 2023 and to date 30 June 2023

#### INTERMENTS

| Eashing        | Godalming    |       |       | Busbridge    |       |       | Excepted Category |       |       | Non-Parishioners |       |       | Total        |       |       |
|----------------|--------------|-------|-------|--------------|-------|-------|-------------------|-------|-------|------------------|-------|-------|--------------|-------|-------|
|                | Inhum-ations | Ashes | Total | Inhum-ations | Ashes | Total | Inhum-ations      | Ashes | Total | Inhum-ations     | Ashes | Total | Inhum-ations | Ashes | Total |
| Quarter Ending |              |       |       |              |       |       |                   |       |       |                  |       |       |              |       |       |
| 30-Jun-21      | 2            | 2     | 4     | 0            | 0     | 0     | 0                 | 1     | 1     | 6                | 2     | 8     | 8            | 5     | 13    |
| 30-Sep-21      | 3            | 1     | 4     | 0            | 0     | 0     | 0                 | 0     | 0     | 9                | 4     | 13    | 12           | 5     | 17    |
| 31-Dec-21      | 2            | 1     | 3     | 0            | 0     | 0     | 1                 | 0     | 1     | 9                | 1     | 10    | 12           | 2     | 14    |
| 31-Mar-22      | 5            | 2     | 7     | 0            | 0     | 0     | 0                 | 0     | 0     | 13               | 0     | 13    | 18           | 2     | 20    |
| 30-Jun-22      | 1            | 2     | 3     | 0            | 0     | 0     | 0                 | 0     | 0     | 6                | 2     | 8     | 7            | 4     | 11    |
| 30-Sep-22      | 5            | 1     | 6     | 0            | 0     | 0     | 1                 | 3     | 4     | 11               | 1     | 12    | 17           | 5     | 22    |
| 31-Dec-22      | 0            | 1     | 1     | 0            | 0     | 0     | 3                 | 2     | 5     | 10               | 0     | 10    | 13           | 3     | 16    |
| 31-Mar-23      | 4            | 0     | 4     | 0            | 0     | 0     | 1                 | 0     | 1     | 10               | 0     | 10    | 15           | 0     | 15    |
| 30-Jun-23      | 3            | 6     | 9     | 0            | 0     | 0     | 1                 | 0     | 1     | 5                | 0     | 5     | 9            | 6     | 15    |
| 30-Sep-23      | 0            | 0     | 0     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 0     | 0     | 0            | 0     | 0     |
| 31-Dec-23      | 0            | 0     | 0     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 0     | 0     | 0            | 0     | 0     |
| 31-Mar-24      | 0            | 0     | 0     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 0     | 0     | 0            | 0     | 0     |

  

| Nightingale    | Godalming    |       |       | Busbridge    |       |       | Excepted Category |       |       | Non-Parishioners |       |       | Total        |       |       |
|----------------|--------------|-------|-------|--------------|-------|-------|-------------------|-------|-------|------------------|-------|-------|--------------|-------|-------|
|                | Inhum-ations | Ashes | Total | Inhum-ations | Ashes | Total | Inhum-ations      | Ashes | Total | Inhum-ations     | Ashes | Total | Inhum-ations | Ashes | Total |
| Quarter Ending |              |       |       |              |       |       |                   |       |       |                  |       |       |              |       |       |
| 30-Jun-21      | 1            | 0     | 1     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 0     | 0     | 1            | 0     | 1     |
| 30-Sep-21      | 3            | 3     | 6     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 1     | 1     | 3            | 4     | 7     |
| 31-Dec-21      | 2            | 0     | 2     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 0     | 0     | 2            | 0     | 2     |
| 31-Mar-22      | 0            | 0     | 0     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 0     | 0     | 0            | 0     | 0     |
| 30-Jun-22      | 1            | 2     | 3     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 0     | 0     | 1            | 2     | 3     |
| 30-Sep-22      | 1            | 1     | 2     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 1     | 1     | 1            | 2     | 3     |
| 31-Dec-22      | 0            | 1     | 1     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 0     | 0     | 0            | 1     | 1     |
| 31-Mar-23      | 0            | 1     | 1     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 0     | 0     | 0            | 1     | 1     |
| 30-Jun-23      | 0            | 0     | 0     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 0     | 0     | 0            | 0     | 0     |
| 30-Sep-23      | 0            | 0     | 0     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 0     | 0     | 0            | 0     | 0     |
| 31-Dec-23      | 0            | 0     | 0     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 0     | 0     | 0            | 0     | 0     |
| 31-Mar-24      | 0            | 0     | 0     | 0            | 0     | 0     | 0                 | 0     | 0     | 0                | 0     | 0     | 0            | 0     | 0     |

  

| Total       | Godalming    |       |       | Busbridge    |       |       | Excepted Category |       |       | Non-Parishioners |       |       | Total        |       |       |
|-------------|--------------|-------|-------|--------------|-------|-------|-------------------|-------|-------|------------------|-------|-------|--------------|-------|-------|
|             | Inhum-ations | Ashes | Total | Inhum-ations | Ashes | Total | Inhum-ations      | Ashes | Total | Inhum-ations     | Ashes | Total | Inhum-ations | Ashes | Total |
| Year Ending |              |       |       |              |       |       |                   |       |       |                  |       |       |              |       |       |
| 31-Mar-13   | 16           | 6     | 22    | 0            | 0     | 0     | 4                 | 1     | 5     | 6                | 0     | 7     | 27           | 7     | 34    |
| 31-Mar-14   | 10           | 10    | 20    | 0            | 0     | 0     | 5                 | 2     | 7     | 5                | 1     | 6     | 20           | 13    | 33    |
| 31-Mar-15   | 19           | 11    | 30    | 0            | 0     | 0     | 3                 | 1     | 4     | 7                | 4     | 11    | 29           | 16    | 45    |
| 31-Mar-16   | 16           | 6     | 22    | 0            | 0     | 0     | 4                 | 0     | 4     | 7                | 7     | 14    | 27           | 13    | 40    |
| 31-Mar-17   | 19           | 5     | 24    | 0            | 0     | 0     | 8                 | 3     | 11    | 3                | 5     | 8     | 30           | 13    | 43    |
| 31-Mar-18   | 9            | 0     | 9     | 0            | 0     | 0     | 4                 | 2     | 6     | 7                | 6     | 13    | 20           | 8     | 28    |
| 31-Mar-19   | 19           | 10    | 29    | 0            | 0     | 0     | 5                 | 5     | 10    | 4                | 2     | 6     | 28           | 17    | 45    |
| 31-Mar-20   | 9            | 7     | 16    | 0            | 0     | 0     | 4                 | 3     | 7     | 6                | 1     | 7     | 19           | 11    | 30    |
| 31-Mar-21   | 13           | 5     | 18    | 0            | 0     | 0     | 4                 | 3     | 7     | 46               | 2     | 48    | 63           | 10    | 73    |
| 31-Mar-22   | 18           | 9     | 27    | 0            | 0     | 0     | 1                 | 1     | 2     | 37               | 8     | 45    | 56           | 18    | 74    |
| 31-Mar-23   | 12           | 9     | 21    | 0            | 0     | 0     | 5                 | 5     | 10    | 37               | 4     | 41    | 54           | 18    | 72    |
| 31-Mar-24   | 3            | 6     | 9     | 0            | 0     | 0     | 1                 | 0     | 1     | 5                | 0     | 5     | 9            | 6     | 15    |

#### Plots Sold

| Quarter Ending | Eash | Natural | N'gale | AMA | Total | Year End Total |
|----------------|------|---------|--------|-----|-------|----------------|
| 2009/10        | 16   | 8       | 7      |     | 31    | 31             |
| 2010/11        | 13   | 6       | 22     |     | 41    | 41             |
| 2011/12        | 11   | 3       | 2      |     | 16    | 16             |
| 2012/13        | 14   | 5       | 12     |     | 31    | 31             |
| 2013/14        | 12   | 1       | 15     |     | 28    | 28             |
| 2014/15        | 14   | 1       | 19     |     | 34    | 34             |
| 2015/16        | 15   | 1       | 5      |     | 21    | 34             |
| 2016/17        | 13   | 9       | 2      |     | 24    | 24             |
| 2017/18        | 11   | 8       | 6      |     | 25    | 25             |
| 2018/19        | 24   | 1       | 4      |     | 29    | 29             |
| 2019/20        | 12   | 2       | 9      |     | 23    | 23             |
| 2020/21        | 18   | 4       | 3      | 43  | 68    | 68             |
| 2021/22        | 19   | 6       | 12     | 31  | 68    | 68             |
| 2022/23        | 9    | 0       | 7      | 33  | 49    | 49             |
| 30-Jun-23      | 2    | 0       | 0      | 5   | 7     |                |
| 30-Sep-23      | 0    | 0       | 0      | 0   | 0     |                |
| 31-Dec-23      | 0    | 0       | 0      | 0   | 0     |                |
| 31-Mar-24      | 0    | 0       | 0      | 0   | 0     | 7              |

| Interments 10 Year Average |    |
|----------------------------|----|
| 18/19                      | 36 |
| 19/20                      | 36 |
| 20/21                      | 39 |
| 21/22                      | 45 |
| 22/23                      | 48 |

| Plots Sold 10 Year Average |    |
|----------------------------|----|
| 2018/19                    | 29 |
| 2019/20                    | 29 |
| 2020/21                    | 31 |
| 2021/22                    | 36 |
| 2022/23                    | 38 |
| 2023/24 to date            | 36 |

**Neutral Citation Number: [2023] ECC Swk 3**

**IN THE CONSISTORY COURT OF THE DIOCESE OF SOUTHWARK  
IN THE MATTER OF STREATHAM CEMETERY  
AND IN THE MATTER OF A PETITION BY JACQUELINE LANDY**

**JUDGMENT**

**Introduction**

1. This is a petition by Jacqueline Landy who is Bereavement Services Manager of the London Borough of Lambeth. By it, she seeks authorisation for the re-use of two areas of what are called “common graves” in Streatham Cemetery. The two areas are known as Section 5 and Section V, respectively and they are both consecrated.

**The facts**

2. Streatham Cemetery is located in Garratt Lane, Tooting SW17. It was opened in 1893 and is now owned and managed by the London Borough of Lambeth (even though it lies within the area of the London Borough of Wandsworth). It is of some conservation interest (both from the historical and landscape points of view) as set out in a Conservation Statement.
3. As might be expected of a cemetery opened more than a hundred years ago and serving a populous area of London, there is now very little room for any further burials. However, there is a strong continuing demand for land to be used for burials. Lambeth LBC now seek to re-use land within the existing cemetery for burials. This is possible by a process of lift and deepen. Thus the existing remains are exhumed from their current positions before being re-buried at a greater depth. This enables the areas of the cemetery that are subject to this process to be used once again for burials. It is a process which in its essence is one which is familiar and hallowed by time. The churchyards around mediaeval churches have been used for burials over and over again. The process does not happen in the same way now. This is because gravestone and other grave markers became more permanent in the nineteenth century. The existence of gravestones at ground level inhibited and generally continues to inhibit the re-use of the space beneath.
4. Within the cemetery there are two area of consecrated ground which, although they have been used for burials are generally free of any monuments. This is because they are areas of common graves. In these areas was simply burial that was paid for but no further rights were acquired consequent upon burial. These areas of common graves are thus grassed. The burials in Section V took place between 1922 and 1935 and those in Section 5 between 1928 and 1936. Because it was possible to inter at triple depth and without leaving space for memorialisation it means that a comparatively small area was used for the reception of a large number of burials. In Section V there are about 8,731 burials; in Section 5, about 5,003 burials.
5. Although the areas are generally free of memorials, there are about ten small tablet-style memorials visible in the grass. It is not clear how these came about. It seems most likely that the cemetery authorities at the time “turned a blind eye” to this; there are certainly no records and there is no-one now working at the cemetery who is able to assist.

6. At the end of 2020, Lambeth LBC displayed notices in the Cemetery of its intention to re-use these areas. It invited relatives of those who were buried in these areas to contact Bereavement Services at Lambeth LBC. No-one was in contact.
7. More recently and in connection with this petition, notices have been posted in the vicinity of Section 5 and Section V, at the entrances to the Cemetery; and on the websites of Lambeth LBC and of the Diocese. These have not led to anyone objecting.
8. The proposal will result in the provision of about 571 new burial spaces; 202 in Section V and 369 in Section 5.
9. The DAC has recommended the proposals for approval.

### **Consideration**

10. In accordance with historic practice, to facilitate the economical use of land and to address the continuing shortage of grave space it seems to me that the proposals before me are in principle both acceptable and commendable. They reflect Diocesan Guidance in respect of churchyards, which is as follows:

*Except where burial rights are granted subject to a particular period of years, there should be an expectation that grave spaces will in due course be reused. This is necessary to economise on land use at a time when grave space is a diminishing resource. This is an increasingly urgent problem which all those responsible for churchyards have to face. Sensitive solutions have to be devised and implemented.*

*Reuse of graves within a period of less than 75 years is likely to cause distress and offence to the living, as well as appearing disrespectful to the dead. But Incumbents should promote and publicise policies for the reuse of graves as soon as 75 years have elapsed after the most recent burial therein, not least so that those presently arranging a burial are informed of what is likely to happen in the future.*

11. I think that 75 years is generally an appropriate period after which the re-use of graves may take place. This period, identified in the Guidance, is also recognised in statute as an appropriate period after which re-use may be permitted.<sup>1</sup>
12. It seems to me unlikely that there are any relatives of those who are interred in these graves who now visit the cemetery. If there were any, I would expect them to have been in touch with Lambeth LBC following the publicity that there has been for the proposals.<sup>2</sup> A more likely scenario is that someone researching their family history discovers that a relative was buried in a common grave and, in the light of this, might visit for the first time. They might discover that the place of the grave either has been re-used or might be re-used in the future. It is possible that they might feel that the re-use of their relative's grave was not appropriate.

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<sup>1</sup> See e.g. section 9 of the Greater London Council (General Powers) Act 1976 and section 74 of the London Local Authorities Act 2007. These Acts are not applicable to the circumstances that I am considering.

<sup>2</sup> One person was in touch but, in the event the grave with which they were concerned was unaffected. It is of course possible that there are some who visit who have chosen not to make representations.



13. It seems to me that a view has to be taken about this. If and when such a scenario arises, the person or family concerned will have the opportunity to read this judgment. The reason why I am granting a faculty will be clear. I hope that they would feel that the concern they might understandably feel is mitigated by the fact that the re-use of the grave space has been permitted for the public benefit.
14. I do not think that there is any legal objection to what is proposed. In re Blagdon Cemetery emphasises the permanence of Christian burial and the requirement for there to be exceptional circumstances to permit reburial. I do not consider that the Blagdon principles have direct application in the present circumstances. What is being considered is not exhumation from one place to another but exhumation and re-interment within a short space of time within the same grave. What is involved involves disturbance of human remains and that certainly should not happen without good cause; but it does not seem to me that this is what was being addressed in Blagdon. Of course, it is possible to characterise the circumstances of the present case as exceptional, because they are ones in which an exception is appropriately made (for reasons given), but this imparts into the Blagdon test a degree of circularity which I do not think that it was intended to have. Nonetheless it is appropriate that I should make it clear that it is only the public benefit arising that overrides the norm of permanence which does apply in this case.
15. The practical issue arises as to what to do with the small number of grave markers that exist. I do not think that it is appropriate that they should be preserved in situ which in practice would limit the area available for re-use and would look odd. Accordingly, I consider that, after this lapse of time, it is appropriate to permit their removal. It seems to me that the appropriate course is that they should be respectfully buried in some convenient place within the Cemetery. If they were moved elsewhere (I think spaces might be found) they would not any longer be marking burial spaces; and they would be likely to be neglected into the future. If the requirement for burial gives rise to practical difficulties, Ms Landy should apply to the Court for further directions.
16. It occurs to me that for the future the re-use of the areas might be by way of unmarked graves, as it has been in the past. This would facilitate re-use (albeit some considerable time in the future). However, the reason why the graves were originally unmarked was because the relatives of those buried could not afford a marked grave. In my experience it is generally true that those who after the death of a relative seek burial of his or her remains also desire the remains to be marked by a memorial of some kind; this obviously provides a focus for a visit. Lambeth LBC propose that it should be possible for the new graves to be marked in the usual way and it seems to me that this is reasonable,
17. As demonstrated in the Conservation Statement, the proposals will not have an adverse effect on the appearance of the Cemetery. The effect on the trees in the two areas has been considered in an Arboricultural Impact Assessment and I shall require the trees of value to be preserved and appropriately protected.
18. It is necessary that the works to facilitate the re-use of these two areas be sensitively carried out. Lambeth LBC have prepared a comprehensive document entitled Principles, Policies and Procedures for the Reuse of Graves which addresses the practicalities and I shall require the works to be carried out as explained in this document. Insofar as is possible works will be carried out during times when the cemetery is closed. The document makes it clear that Lambeth LBC are well aware of the need for sensitivity and the need to keep

the operations as unobtrusive as possible. The imposition of a condition cannot of itself guarantee this; I have however every confidence that Lambeth LBC will manage the arrangements with the appropriate care and sensitivity.

19. Accordingly, I direct that a faculty should issue. The works are to be carried out in accordance with Principles, Policies and Procedures for the Reuse of Graves and the trees are to be protected in accordance with the Arboricultural Impact Assessment and root protection areas taken into account when carrying out works in the vicinity of the trees.

**PHILIP PETCHEY**

**Chancellor**

**23 May 2023**

## Report on Farncombe Day Centre 21st June 2023

It was such a pleasure to meet Bill, the Chair of Trustees, and some of the team at Farncombe Day Centre today. The Centre offers a friendly place to the 50 or so users to meet, play games, have lunch, take part in physical activities, have their hair done and attend chiropody appointments. These days the Centre is providing about 20 lunches a day to people who come in from Milford, Godalming and Farncombe. Some people come under their own steam but there is also a mini bus service which collects people in the morning and takes them home at the end of the day. In addition to the 20 or so meals provided inhouse, the Day Centre also has a Community Meal provision, providing around 20 lunches to those who cannot get to the Centre at all. These meals are taken from the Centre and delivered by volunteers, some of whom just pop the meal in, others go in and serve it up! In addition to lunches, people can order food to have for their supper.

All the activities are delivered by a very small and dedicated team of paid staff supported by 50 volunteers. It takes about 180k to run this invaluable community service with 60k from Waverley Borough Council and Godalming Town Council provides 5k towards the mini bus. Total income from users comprises 90K of the required revenue and rest is fundraised for in a variety of ways by the dedicated band of 8 Trustees.

Apart from a constant concern about funding and capacity to offer services to all those who need it, Bill says the main issue is staff recruitment and retention.

I was delighted to find out more about the Farncombe Day Centre and I very much look forward to being closely associated and being a bridge between it, the community and the Town Council!

## 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.