

## GODALMING TOWN COUNCIL

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107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

8 September 2023

I HEREBY SUMMON YOU to attend the **AUDIT COMMITTEE** Meeting to be held in The Meeting Room, 107-109 High Street, Godalming on THURSDAY, 14 SEPTEMBER 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 Crooks – Chair  
Councillor Holliday  
Councillor Steel  
Councillor Taylor  
Councillor Thomson – Vice Chair

### AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 6 July 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.

5. QUESTIONS BY MEMBERS

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

6. WORK PROGRAMME

Members to consider the Committee's Work Programme and to note progress on the items therein (copy attached for the information of Members).

7. BANK RECONCILIATION

The Responsible Finance Officer to table the current Bank Reconciliation for the information of Members.

Members to agree that the Chair should sign the bank reconciliation tabled.

8. EXTERNAL AUDITOR'S REPORT

Members to note the Report from the External Auditor stating that there were no issues that came to their attention during the audit (copy of report attached for the information of Members).

9. BUDGETARY CONTROLS

Members to consider a report on budgetary controls (attached for the information of Members).

10. ASSET CONTROL

Members to consider the Town Council's Asset Register (attached for the information of Members).

In accordance with Min No 420-23, the assets from the dissolved Godalming Joint Burial Committee were transferred to Godalming Town Council as of 1 April 2023 and are now included on this Council's Fixed Asset Register. The book value of the assets transferred is £971,629. The transfers of ownership applications have been lodged with the Land Registry and we are awaiting confirmation from them that their processes has been completed. The change in ownership of the vehicles has been completed and registration papers received.

The Youth Service has purchased two vehicles as part of the UK Shared Prosperity Fund project to deliver an expanded mobile youth service.

There have been no fixed assets disposals.

11. FINANCIAL REGULATIONS

NALC has not updated its model Financial Regulations since the detailed review done in 2019, so the Council's current Financial Regulations do not require any updating on this ground.

The Responsible Finance Officer has no recommendations for amending the current Financial Regulations.

However, the RFO is aware that the National Association of Local Councils is currently reviewing the model Financial Regulations and notes that this review may result in changes that this Council will need to consider at a future point in time.

12. RISK MANAGEMENT

Members to consider a report on risk management (report to follow).

13. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held in the Council Chamber on Thursday, 1 February 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

14. ANNOUNCEMENTS

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

## **AUDIT COMMITTEE WORK PROGRAMME**

<b>SUBJECT</b>	<b>NAME OF PERSON UNDERTAKING REVIEW</b>	<b>PREVIOUS COMPLETION DATE</b>	<b>ACTIONS BROUGHT FORWARD</b>	<b>STATUS</b>	<b>ACTIONS CARRIED FORWARD</b>
Bank Reconciliation	Cllr Crooks/RFO	17 April 2023	Latest Bank recs reviewed at each meeting of Audit Committee	Chair to review and sign at each meeting of the Audit Committee	Ongoing
Health & Safety	Cllr Crooks/RFO	17 April 2023	Citation appointed	Report of tasks and issues to be submitted at each meeting of the Audit Committee	
<b>Internal Control – Meeting 1</b>					
Income Controls	Cllr Steel	6 July 2023	Conducted 15 June 2023 – no issues identified	Annual review to be completed by July 2024	
Payment Controls	Cllr Steel	6 July 2023	Conducted 15 June 2023 – one payment had not claimed VAT which was subsequently corrected	Annual review to be completed by July 2024	
Payroll Controls	Cllr Steel	6 July 2023	Conducted 15 June 2023 – no issues identified	Annual review to be completed by July 2024	
Proper Book-keeping	Cllr Steel	6 July 2023	Conducted 15 June 2023 – no issues identified	Annual review to be completed by July 2024	
VAT Controls	Cllr Steel	6 July 2023	Conducted 15 June 2023 – no issues identified	Annual review to be completed by July 2024	
<b>Miscellaneous – Meeting 2</b>					
External Auditor's Report	RFO	Taken straight to Full Council on 29 September 2022	To be reviewed when next report received	On this agenda	

<b>SUBJECT</b>	<b>NAME OF PERSON UNDERTAKING REVIEW</b>	<b>PREVIOUS COMPLETION DATE</b>	<b>ACTIONS BROUGHT FORWARD</b>	<b>STATUS</b>	<b>ACTIONS CARRIED FORWARD</b>
Asset Control	Cllr Thompson/RFO	3 November 2022	Onward recommendation to Full Council on 23 September 2021 of new Fixed Asset Disposal Policy	On this agenda	Revaluation of buildings to be organised within next two years – recommendation that this be closer to Year 2 to allow inflation to settle
Review of Suppliers	RFO /Facilities Supervisor /TC	Ongoing	To perform a competitive quote exercise for IT Services.	Ongoing task	To perform a competitive quote exercise for IT Services and / or have Cllr Holliday assess current IT provider
Financial Regulations	RFO	3 November 2022	Review of Financial Regulations completed by this Committee 3 November 2022. Onward recommendation to Full Council on 15 December 2022	On this agenda	
Procedures	RFO	Ongoing	Creating a Standard Operating Procedures File for each position	Ongoing task	
Budgetary Controls	Cllr Taylor	3 November 2022	Conducted 3 November 2022 – to be reviewed in 12 months	On this agenda	
<b>Risk Management – Meeting 3</b>					
Risk Assessment – Business Continuity	TBC /RFO	3 February 2022	To be reviewed at least every three years	Next review to be completed by 31 March 2025	
Risk Assessment – Environmental	TBC/RFO	3 November 2022	To be reviewed at least every three years	Next review to be completed by 31 March 2025	
Risk Assessment – Legal	TBC/RFO	7 July 2022	To be reviewed at least every three years	Next review to be completed by 31 March 2025	Develop a procedure for actions to be taken if Councillor/Officer acts unlawfully
Risk Assessment – Physical & Information Security	TBC/RFO	2 February 2023	To be reviewed at least every three years	Next review to be completed by 31 March 2026	
Risk Assessment – Reputation	TBC /RFO	2 February 2023	To be reviewed at least every three years	Next review to be completed by 31 March 2026	

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Risk Assessment – Health & Safety	TBC /RFO	3 November 2022	To be reviewed at least every three years	Next review to be completed by 31 March 2025	
Risk Assessment – Financial	TBC /RFO	2 February 2023	To be reviewed at least every three years	Next review to be completed by 31 March 2026	
Insurance	Town Clerk/RFO/ Cllr Heagin	29 April 2021	To be reviewed in detail at each contract renewal	Next review to be completed by 31 March 2025	
Risk Assessment – Safeguarding	TBC /RFO	21 January 2021	To be reviewed at least every three years	Next review to be completed by 31 March 2024	
<b>Year End – Meeting 4</b>					
Internal Auditor's Reports	RFO	17 April 2023	To be reviewed at next interim audit	Ongoing	
Management of Debt (particularly Bad Debt)	RFO	17 April 2023	To be reviewed annually	Next review to be completed by April 2024	
Review of Effectiveness of Internal Control	Cllr Crooks /RFO	17 April 2023	To be reviewed annually	Next review to be completed by April 2024	
Annual Governance Statement	Cllr Crooks /RFO	17 April 2023	To be reviewed annually	Next review to be completed by April 2024	
Annual Accounting Statements	Cllr Crooks /RFO	17 April 2023	To be reviewed annually	Next review to be completed by April 2024	
Review of Credit Control Procedures	RFO	21 January 2021	To be reviewed at least every three years	Next review to be completed by 31 January 2024	
Review of Council Banking Arrangements	Cllr Crooks /RFO	16 September 2021 – on the 13 January 2022 Full Council agenda	To be reviewed each Administration	Next review to be completed after May 2023	
Review of Treasury & Investment Policy	Cllr Crooks /RFO	29 April 2021	To be reviewed at least every three years	Next review to be completed by April 2024	

## Section 3 - External Auditor's Report and Certificate 2022/23

In respect of

**Godalming Town Council – SU0039**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

 SIGNATURE REQUIRED

Date

25/07/2023

9. BUDGETARY CONTROLS

**Budget Setting Process**

The current process for setting the budget is:

- the Town Clerk gains visibility of potential new initiatives from Members through the Leaders of Political Groups' Meeting. Officers may also raise initiatives in this forum which are usually derived from either best practice seen at other councils, known legislative changes that need to be adhered to or technological changes that could improve efficiencies;
- RFO seeks advice from the Town Clerk on what, if any, new initiatives are likely to be undertaken in the new budget year;
- financial implications of new initiatives are developed and incorporated into base budget;
- base budget is reviewed and amended for known inflationary and other adjustments;
- draft budget is presented to the Policy & Management Committee for review and comment; and
- once agreed, budget is taken to Full Council to be approved and for the Precept to be set.

**Ongoing Oversight**

Once the budget has been agreed, it is loaded into Omega (the financial system operated by the Town Council) which enables budget monitoring to be performed. Budget monitoring is done at every Policy & Management Committee meeting.

At each Policy & Management Committee meeting actual expenditure to date (by line item and by cost centre) is compared to the profiled budget and significant variances explained. Where any potential issues are identified, they are discussed and a course of action agreed (and reflected in the minutes of the meeting).

Officers are able to spend against the approved budget, within Financial Regulations and Standing Orders. If during a financial year a spending requirement is identified that has not been budgeted for, the item is taken to the Policy & Management Committee for authorisation.

Quotes are required for any significant expenditure not covered by existing contracts.

The Internal Auditor reviews our compliance with our own Financial Regulations. The External Auditor reviews whether budget monitoring is done.

**Published Data**

The Council is required to publish its approved budget on its website; this information can be found on the [Financial Information](#) page.

The Council must also demonstrate that performance against budget is monitored at least quarterly. Godalming Town Council performs its budget monitoring within the Policy & Management Committee, whose agendas can be found online within the Town Council [Agendas & Minutes](#) section.



**Godalming Town Council**  
**Schedule of Assets**  
**2023/24**

Asset Details					Location Details				Usage Details				2023/24	
Descriptor Land/Other	Identification	Date Acquired	Original Cost	Useful Life	Location	Present Use	Custodian	How Often Used	Date Valued	Market Current Value £	Insurance Value £	B / Sheet Asset Value £	B / Sheet Asset Value £	
<b>Allotments Statutory</b>														
1.9 Acres	George Rd		Unknown	Indefinitely	George Rd	Allotment	Allotment Assn	Everyday	23.08.01	£ 400,000	£	£	1	
3.99 Acres	More Rd		Unknown	Indefinitely	More Rd	Allotment	Allotment Assn	Everyday	23.08.01	£ 2,750,000	£	£	1	
2 Acres	Busbridge Lane		Unknown	Indefinitely	Busbridge Lane	Allotment	Allotment Assn	Everyday	23.08.01	£ 925,000	£	£	1	
4.6 Acres	Aarons Hill		Unknown	Indefinitely	Aarons Hill	Allotment	Allotment Assn	Everyday	23.08.01	£ 12,000	£	£	1	
2.47 Acres	Meadow		Unknown	Indefinitely	Meadow	Allotment	Allotment Assn	Everyday	23.08.01	£ 20,000	£	£	1	
	Catteshall		Unknown	Indefinitely	Meadow	Allotment	Allotment Assn	Everyday			£	£	1	
	The Bury's		Unknown	Indefinitely	The Bury's	Allotment	GTC	Everyday	23.08.01	£ 5,000	£	£	1	
	Peperharrow Road		Unknown	Indefinitely	Peperharrow Road	Allotment	GTC	Everyday	23.08.01	£ 260,000	£	£	1	
<b>Land</b>														
	Other													
	Old Drift Way		Unknown	Indefinitely	Land at Bridge Rd	Land	GTC		Aug-05	£ 5,000	£	£	1	
5 sq metres	Catteshall Lane		Unknown	Indefinitely	Opposite The Mill	Land	GTC				£	£	1	
	The Found		Unknown	Indefinitely	Brighton Road	Land	GTC		Aug-05	£ 13,500	£	£	1	
	The War Memorial		Unknown	Indefinitely		War Memorial	GTC		Aug-05	£ 32,500	£	£	1	
2.5 Acres	Nightingale Cemetery Land	11/5/1857	£275.00	Indefinitely	Nightingale Road Godalming	Cemetery	GTC	Everyday		£ 45,000	£	£	45,000	
16.5 Acres	Eashing Cemetery Land	1894	£2,000	Indefinitely	Franklyn Road Godalming	Cemetery	GTC	Everyday		£ 90,000	£	£	90,000	
<b>Property Buildings</b>														
GU7 1AZ	The Square			Indefinitely	High Street, Godalming	Restaurant		Everyday	11.05.2018	£ 1,732,000	£ 3,589,609	£	1	
GU7 1DP	The Old Town Hall			Indefinitely	High Street, Godalming	Office, Meeting	GTC	Everyday	04.05.2018	£ 563,000	£ 861,506	£	1	
GU7 2NZ	Broadwater PK Community Centre			Indefinitely	Summers Road Farncombe	Community Centre	GTC	Everyday	11.05.2018	£ 945,000	£ 1,435,843	£	1	
GU7 1BO	Wilfrid Noyce Community Centre - 125 Yr	28/07/2005	N/A	Indefinitely	Crown Court, Godalming	Community Centre	GTC	Everyday	04.05.2018	£ 1,152,000	£ 1,952,747	£	1,371,494	
GU7 1AO	Godalming Museum	01/10/2017		Indefinitely	High Street, Godalming	Museum	GTC	Everyday	04.05.2018	£	£ 3,348,598	£	1	
GU7 1AQ	107-109 High Street - 999 Year Lease	01/07/2019		Exp 2984	High Street, Godalming	Office, Meeting	GTC	Everyday	01.07.2019	£ 407,000	£	£	407,000	
	Bandstand				High Street, Godalming	Bandstand	GTC	Everyday	04.05.2018	£	£ 270,122	£	1	
GU7 2NE	Farncombe Toilets - 20 Year Lease	13/11/2017		Exp 2037	North Street, Godalming	Public Conveniences	GTC	Everyday	11.05.2018	£	£ 287,168	£	1	
GU7 1DY	Crown Court Toilets - 20 Year Lease	13/11/2017		Exp 2037	Crown Court, Godalming	Public Conveniences	GTC	Everyday	04.05.2018	£	£ 330,244	£	1	
GU7 2HP	Nightingale Double Chapel	11/5/1857	£998.9.8d	Indefinitely	Nightingale Road Godalming	Rental	GTC	Everyday	04.05.2018	£	£ 3,194,752	£	1	
GU7 2HP	Nightingale Mortuary	11/5/1857		Indefinitely	Nightingale Road Godalming	Cemetery	GTC	Everyday	04.05.2018	£	£ 358,961	£	1	
GU7 2HP	Nightingale Lodge House - 2 B/R	1871	£380.00	Indefinitely	Nightingale Road Godalming	Rental	GTC	Everyday	04.05.2018	£ 500,000	£ 933,299	£	500,000	
GU7 2LD	Eashing Double Chapel	1885	£2,625	Indefinitely	Franklyn Road Godalming	Cemetery	GTC	Everyday	11.05.2018	£	£ 3,553,712	£	1	
GU7 2LD	Eashing Lodge House - 3 B/R	1895/ rebuilt 1933		Indefinitely	Franklyn Road Godalming	Rental	GTC	Everyday	11.05.2018	£ 295,000	£ 466,650	£	295,000	
<b>Furniture &amp; Equipment</b>														
GU7 1HR	Municipal Buildings			Indefinitely	Municipal Buildings	Council Offices	WBC	Mostly Wkdays but some Wknds		£ 88,377	£ 169,580	£	1	
GU7 2NZ	BWP Community Centre			Indefinitely	BWP Community Centre	Community Centre	GTC	Summers Road Farncombe		£ 16,331	£ 16,540	£	1	
GU7 1DP	Old Town Hall			Indefinitely	Old Town Hall	Council Offices/Community Centre	GTC	High Street, Godalming		£ 12,626	£ 12,260	£	1	
GU7 1AO	Godalming Museum	01/10/2017		Indefinitely	High Street, Godalming	Museum	GTC	High Street, Godalming		£ 35,424	£	£	1	
GU7 1BO	Wilfrid Noyce Community Centre	28/07/2005		Indefinitely	W N Community Centre	Community Centre	GTC	Crown Court, Godalming		£ 17,392	£ 133,488	£	1	
	new lease W/N for 125 years	31/05/2011		Indefinitely			JBC	Everyday		£	£ 10,816	£	5	
GU7 2HP	Contents Nightingale Chapel	27/07/2005		7 years	Nightingale Road Godalming	Cemetery	GTC	Everyday		£	£ 13,334	£	3,500	
GU7 2LD	Contents Eashing Chapel	Jul-09	£3,500	7 years	Franklyn Road Godalming	Cemetery	JBC	Everyday		£	£ 24,720	£	-	
	Tools & Equipment				Franklyn Road Godalming	Cemetery	JBC	Everyday		£	£	£	-	
<b>Civic Regalia &amp; Furniture</b>														
	Large silver presentation salver			Gift	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 3,000	£ 5,468	£	2,500
	Victorian silver rose bowl			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 2,250	£ 4,046	£	1,850
	Silver two-handed bowl			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 1,200	£ 1,969	£	900
	Silver presentation key			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 1,200	£ 1,969	£	900
	Silver presentation trophy cup and cover			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 2,600	£ 4,703	£	2,150
	Silver nautilus shell rose bowl			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 1,250	£ 2,157	£	1,000
	Victorian silver candelabrum			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 16,000	£ 26,247	£	12,000
	Godalming Town silver mace			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 12,500	£ 19,686	£	9,000
	Mayor of Godalming badge and chain			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 60,000	£ 142,174	£	65,000
	Mayor of Godalming staff			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 3,000	£ 5,468	£	2,500
	Mayress of Godalming badge and chain			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 15,000	£ 27,341	£	12,500
	Deputy Mayor's pendant jewel	1853		Gift	Indefinitely	107-109 High Street	Civic Regalia	MUSEUM	Civic Functions	Nov-17	£ 10,000	£ 18,592	£	8,500
	Deputy Mayor's pendant jewel	1988		Gift	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 3,000	£ 5,140	£	2,350
	19th Century pewter inkwell			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 600	£ 1,094	£	500
	Edwardian EPNS inkstand			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 125	£ 219	£	100
	9th Century Venetian ornate mounted wall mirror			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 3,500	£ 6,562	£	3,000
	Photograph Two illuminated manuscripts			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 7,000	£ 13,124	£	6,000
	Photograph Illuminated Armorial bearing			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	MUSEUM	Civic Functions	Nov-17	£ 1,850	£ 3,281	£	1,500
	Photograph Elizabeth II Armorial Bearings			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	MUSEUM	Civic Functions	Nov-17	£ 3,800	£ 6,562	£	3,000
	Photograph Postcard - signed by Jack Phillips			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	MUSEUM	Civic Functions	Nov-17	£ 650	£ 1,094	£	500
	Litium vitae avel and stand			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 650	£ 1,094	£	500
	Carolean style gilt oesoo audience chair	2006		Gift	Indefinitely	Mayors Chamber WBC	Furniture	GTC	Civic Functions	Nov-17	£ 4,500	£ 8,421	£	3,850
	Pair of mid Victorian oak chairs			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 650	£ 984	£	450
	Facsimile of Mayor of Godalming's badge and chain			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 8,500	£ 16,405	£	7,500
	Facsimile of Mayress of Godalming's badge and chain			Indefinitely	Indefinitely	107-109 High Street	Civic Regalia	GTC	Civic Functions	Nov-17	£ 6,500	£ 12,030	£	5,500
<b>Pictures / Paintings</b>														
	Photograph John D Watson - portrait of John Simmonds			Indefinitely	Indefinitely	Municipal Buildings	Painting	WBC	Everyday	Nov-17	£ 3,000	£ 2,707	£	2,500
	Photograph English School, late 18th Century			Indefinitely	Indefinitely	Municipal Buildings	Painting	WBC	Everyday	Nov-17	£ 3,000	£ 2,707	£	2,500
	Photograph Walter Donne - portrait of Alderman T Rea			Indefinitely	Indefinitely	Municipal Buildings	Painting	WBC	Everyday	Nov-17	£ 3,000	£ 2,924	£	2,700
	Photograph Vera Schumacher - portrait of Joseph Sparkes, Esq			Indefinitely	Indefinitely	Municipal Buildings	Painting	WBC	Everyday	Nov-17	£ 3,000	£ 2,707	£	2,500
	Photograph M Pittatore - portrait of Henry Marshall			Indefinitely	Indefinitely	Municipal Buildings	Painting	WBC	Everyday	Nov-17	£ 3,000	£ 2,924	£	2,700
	Photograph Circle of Jonathan Richardson - portrait of Admiral John Balchin			Indefinitely	Indefinitely	Municipal Buildings	Painting	WBC	Everyday	Nov-17	£ 8,000	£ 7,851	£	7,250
	Photograph English School, mid 18th Century			Indefinitely	Indefinitely	Municipal Buildings	Painting	WBC	Everyday	Nov-17	£ 1,200	£ 866	£	800
	Photograph English School			Indefinitely	Indefinitely	Municipal Buildings	Painting	WBC	Everyday	Nov-17	£ 5,000	£ 3,790	£	3,500
	Photograph Collection of past mayors			Indefinitely	Indefinitely	Municipal Buildings	Photographs	WBC	Everyday	Nov-17	£ 800	£ 812	£	750
	Collection of photographic, facsimile, watercolour & mixed media			Indefinitely	Indefinitely	Municipal Buildings	Painting / Photographs	GTC	Everyday	Nov-17	£ 800	£ 541	£	500
	Seal registers	1946-74		Record	Indefinitely	Sumey History Centre	GTC		Mar-08	£ -	£ -	£	-	
GU7 1AQ	Museum collection			Indefinitely	Indefinitely	Godalming Museum	Various	GTC	Tues - Sat	Feb-14	£ 131,000	£ 441,413	£	2,971
<b>Miscellaneous</b>														
	Christmas Lights	2007	£15,000	5 years	JBC Chapel building	Christmas Lights		November-December	Dec-06	£ 15,454	£ 92,517	£	1	
	Seats	prior 1998		Gift	Indefinitely	Outside GTC offices	Seat	GTC	Everyday		£ 1,375	£ -	£	1
	Bus Shelters x2				Indefinitely	Outside Doctors surgery	Seat	GTC	Everyday		£ -	£ -	£	-
	Oak Single Gates x2	prior 1998			Indefinitely	St. John's Rd & The Square	Bus Shelters	GTC	Everyday		£ 4,080	£ 6,754	£	1
	CCTV Peperpot	2006/7	£2,500		Indefinitely	Peperpot	Gates	GTC	Everyday	2006	£ 1,185	£ -	£	1
	CCTV WNC	12/01/2018	£3,109		Indefinitely	W N Community Centre	CCTV	GTC	Everyday		£ 2,500	£ 5,092	£	2,500
	WNC Pedestrian gate	28/05/2018	£2,929		Indefinitely	W N Community Centre	Gates	GTC	Everyday		£ 2,929	£ -	£	2,929
	Swing Gate	31/10/2016	£ 1,243.20	Written Off	Indefinitely	Near Godalming United Church	Swing Gate	GTC	Everyday		£ 1,243	£ -	£	1
	Farncombe Toilets - Shutters				Indefinitely		GTC	Everyday		£ 3,316	£ -	£	3,316	
	Crown Court Toilets - Shutters				Indefinitely		GTC	Everyday		£ 2,038	£ -	£	2,038	
	Wrought Iron Seat				Indefinitely	Franklyn Road Godalming	Cemetery	GTC	Everyday		£ 5,812	£ -	£	1

## 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.