

## GODALMING TOWN COUNCIL

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6 October 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, 12 OCTOBER 2023 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

*Rita Tong*

Rita Tong  
Deputy 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 Martin
Councillor Clayton	Councillor PS Rivers
Councillor Crooks	Councillor PMA Rivers
Councillor Crowe	Councillor Steel
Councillor Downey	Councillor Taylor
Councillor Heagin	Councillor Thomson
Councillor Holliday	Councillor Williams
Councillor Kiehl	

### AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 7 September 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 are asked to note a report from the responsible Finance Officer on the Council's financial performance to 30 September 2023 (report attached for the information of Members).

8. FEES & CHARGES 2024/25 – ITEM FOR DECISION

**Recommendation: Members to consider Officers' recommendations set out below and to resolve to agree the fees and charges for council services during the civic year 2024/25.**

As required to support the GTC budget, Members are requested to consider the recommendations set out below in respect of fees and charges for the provision of council services.

**Cemetery Fees**

Historically cemetery fees and charges were reviewed as part of the Joint Burial Committee's budget process for introduction on 1 January each year; it is suggested that the revision date for the cemetery fees and charges should be aligned with those of other council services, which run from 1 April to 31 March of each year.

Members are requested to review the proposed cemetery fees and charges (attached for the information of Members) and if agreed, to resolve to approve them for implementation on the 1 April 2024.

In considering the cemetery fees and charges, Members will note a 7% increase for residents and excepted category fees rounded to the nearest £5, whereas the non-resident fees have been increased from between 60 to 65% (rounded) above resident rate, to 75% of the

resident rate (rounded). This remains 25% below the sector norm where non-residents' fees are usually double those for residents. It is suggested that the non-resident fees are increased over the next two years to reach double the resident and excepted category fee.

### **Community Buildings**

When setting the fees and charges for 2024/25, Officers took the following factors into consideration:

- the current situation regarding the cost-of-living crisis;
- last year's significant increase across all categories;
- the stabilisation of utility costs; and
- the stabilisation of inflation.

Officers propose no changes to hall hire fees and increases to the Wedding package rates and Set & Up and Clearance rates (schedule of Fees & Charges attached for the information of Members).

### **Allotments**

Officers propose that for 2023/24 the rent charges for allotments be increased by 6.7% in line with the CPI rate published by the Office of National Statistics on 20 September 2023.

#### 9. COMMITTEE WORK PROGRAMME

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

#### 10. DELGATED AUTHORITY

Due to the failure of the septic tank system at Eashing Cemetery and in order to reduce the period of time and cost for using temporary Portaloo facilities, which are unsatisfactory for both staff and those attending a funeral, the Town Clerk has used delegated authority provided under the Councils Scheme of Delegation for reasons of Health & Safety and welfare of staff and users of Eashing Cemetery to rectify the failure. This will also reduce the recent need to pump out the tank at least once per month to the recommended once per year.

The required work is being undertaken by GTC staff; the expected cost of materials being £2,500. Costs to be contained within Cemeteries budget.

#### 11. POLICY DOCUMENT REVIEW

Members are requested to review the policy document listed below and if agreed to resolve to recommend adoption by Full Council.

- [Exercise of Employer Discretions](#)

#### 12. SAFEGUARDING REPORT Q3 2023

DBS Checks – 5 new DBS applications are due to be undertaken for Youth Service, one application withdrawn due to candidate withdrawing acceptance for the post.

During this period one safeguarding issue was raised by a member of the public but was not related to any GTC activities. The information for reporting the concern to the appropriate authorities was provided.

Safeguarding issues arising from Youth Services:

The issues mentioned during the last quarter have come to natural resolutions, with the outcome for one notable incident summarised below:

Four young people referred to Police Youth Engagement Team, anti-social behaviour – these young people have ceased displaying anti-social behaviour on the Broadwater Park site. We are concerned that some have disengaged from our service for now and hope to re-engage them through our mobile project.

Our primary focus for this quarter was providing an extensive holiday activity programme. This programme used money commissioned by Active Surrey to provide holiday activities for young people who received Free School Meals or are identified as vulnerable by key workers. By definition, young people in this cohort are Level 2 or 3 within the Effective Family Resilience Framework. We monitor the support and any additional areas of concern by documenting the ongoing support or signposting we put in place for these vulnerable young people.

We had 4 incidents of challenging behaviour in the youth centre that led to us needing to use sanctions and behaviour contracts, but these were able to be resolved without involving external agencies.

13. ELECTRIC VEHICLE UPDATE

At the meeting on 7 September 2023, Members resolved to agree the purchase of an electric tipper at a cost up to £32,000 and the disposal of the Peugeot Partner (Min No 227-23 refers). Unfortunately, the vehicle identified for purchase is no longer available and the potential alternative that the Town Clerk selected has come in at a cost of £37,500 which exceeds the authorisation this Committee gave. Accordingly, a report will come back to this Committee with options at a later date.

Meanwhile, Officers request authorisation to hire a van temporarily to continue to be able to provide the normal level of services; costs to be contained within the Cemeteries budget.

14. CALA HOMES DEVELOPMENT AT AARONS HILL

Cala Homes has advised that it is expecting to complete its development, including sales, next summer. Part of this development was the provision of a community hall which Waverley Borough Council intends to be owned and administered by Godalming Town Council as part of the S106 agreement.

Cala Homes has requested that the process for transferring the community hall commences now given it can be a lengthy process.

**Recommendations**

- a. Members to resolve to agree they wish to pursue the transfer of a community hall from Cala Homes to Godalming Town Council.
- b. Members are requested to authorise the Town Clerk and Responsible Finance Officer, in conjunction with the Leader of the Council to negotiate the asset transfer on behalf of Godalming Town Council.

15. HEALTH & SAFETY – ITEM TO NOTE

Following on from a site visit at Eashing Cemetery, it was noted that the recommendation from the Fire Risk Assessment completed by an external professional had not yet been implemented. The recommendation was as follows:

*Gas cylinders and fuel storage be moved to dedicated enclosures within the compound outside the building.*

The Facilities Supervisor took immediate action to rectify this situation by purchasing a Hazardous Materials storage container which was delivered on 5 October 2023. All gas cylinders and fuel are now stored as recommended.

15. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING/MAYEN ASSOCIATION

Members are asked to note a report from Councillor PMA Rivers on the Godalming/Mayen Association (report to be tabled) an organisation upon which Councillor PMA Rivers represents the Town Council.

16. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SPORT GODALMING

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

17. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FAIRTRADE STEERING GROUP

Members are asked to note a report (deferred from 13 July 2023) from Councillor Clayton on the Fairtrade Steering Group (report to be tabled) an organisation upon which Councillor Clayton represents the Town Council.

18. COMMUNICATIONS ARISING FROM THIS MEETING

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

19. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 23 November 2023 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

20. ANNOUNCEMENTS

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

## 7. BUDGET MONITORING REPORT

Members to consider a budget monitoring report to 30 September 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 Variance</b>	<b>Projected Variance @ Year End</b>
	£	£
Head Office Costs	13,673 u/s	0 u/s
Civic Expenses	501 o/s	0 u/s
Town Promotion	1,203 u/s	0 o/s
Staycation	217 u/s	217 u/s
Festivals & Markets	5,468 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	39,126 u/s	0 u/s
Pepperpot	2,569 u/s	0 o/s
The Square	337 u/s	0 u/s
Allotments	726 o/s	0 o/s
Wilfrid Noyce Community Centre	12,792 u/s	3,800 u/s
Bandstand	117 u/s	0 o/s
Godalming Museum	2,066 u/s	0 u/s
Land & Property Other	3,525 o/s	3,700 o/s
Cemeteries	34,863 u/s	25,000 u/s
Mayors' Charity	457 u/s	0 o/s
Community Store	484 u/s	0 o/s
<b>TOTAL</b>	<b>108,619 u/s</b>	<b>27,617 u/s</b>

The monitoring report shows a current variance of £108,619 underspend against the revised Budget. Items to note in the forecast:

### **Head Office**

- £12.2k Salary & Oncosts underspend – the Local Government Pay Claim for 2023/24 has still not been settled. The budget allows for a 4% increase in line with other public sector organisations who have settled their pay claims.
- £0.3k Energy Costs overspend – monthly costs are running higher than budgeted. Anticipate an annual overspend of £2.5k.
- £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.
- £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.
- £3.1k Website overspend – company that provides our website support has changed its charging structure. £1.5k spent due to third party hacking website requiring weekend monitoring and updated applications to ensure situation resolved and unable to be repeated.
- £16.4k Grants overspend – this is a timing issue only with our four SLA Grants paid in April.

- £125k Miscellaneous overspend – this is the payment of the CIL Funding to Busbridge Junior School and is offset by a transfer from reserves.

### **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.
- £0.7k Mayor’s Expenses – The current Mayor elected to have a secular Civic Service which historically is more expensive than a religious one. Consequently, his budget will need to be increased at Revised Estimates to ensure he does not bear the cost of holding this office for the town.

### **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 refers), 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).
- £10.2k 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.
- £10.5k Salaries overspend – this is holiday programme delivery which is funded by a SCC grant and the new staff hired for the UKSPF mobile project.
- £2.5k Repair/Alteration of Buildings overspend – deposit for solar panels as part of Capital Works Programme (Min Nos 314-22 and 602-22 refer).
- £44.5k Equipment overspend – £40.7k is the cost of purchasing of the Youth Service van and minibus and getting them modified to be suitable to their intended purpose. Both vehicles are to be used to provide of a mobile service (funded by UKSPF grant). £1k is the purchase of equipment for the holiday programme (funded by SCC grant).
- £6.5k Surveyors Professional Fees overspend – preparation for planning applications for solar panels, office facilities and modular building.
- £2.6k Other Professional Fees overspend – cost of external activities for HAF (funded by SCC grant).

### **Wilfrid Noyce Centre**

- £3.8k Energy Costs underspend – timing difference only. Will be absorbed when winter energy costs come through.

- £3.8k Rates underspend – unexpected Retail Hospitality & Leisure Scheme discount applied.
- £2.8k Cleaning underspend – quarterly cleaning charges from Waverley Borough Council not yet received. Timing difference only.
- £3.2k Equipment overspend - £4k spent to replace stage; old stage to be used solely for outdoor events (e.g. Staycation Live and Christmas Festival), thus preserving new stage.

### **Godalming Museum**

- £2.4k 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**

- £1.4k Property Maintenance overspend - £1.3k spent on refurbishing the phone boxes at Charterhouse and Spring Grove.
- £1.2k Cleaning underspend – quarterly cleaning charges from Waverley Borough Council not yet received. Timing difference only.
- £3.8k Equipment overspend – defibrillators for phone boxes in Spring Grove and Charterhouse.

### **Cemeteries**

- £26.4k above budget revenue – Q2 has had an extremely high burial rate resulting in a substantial amount of unbudgeted revenue.
- £6.4k Property Maintenance overspend – £2.2k spent on Nightingale Lodge for replacement guttering, bathroom maintenance and plastering. £2.8k spent on Eashing Lodge to replace windows. £1.7k spent on septic tank works at Eashing Cemetery.
- £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.
- £8.3k Grounds Maintenance underspend – timing issue only.
- £2.7k Legal Fees overspend – this is the cost of transferring Cemetery land assets from JBC to the Council.
- £5k Insurance underspend – insurance now combined in GTC main policy – see Head Office comments.



## GENERAL AND EAR MARKED RESERVES

	Balance b/f	Deficit/Surplus	Transfer from	Transfer to	Transfers between	Balance c/f
	1 April 2023	from Revenue a/c	Revenue a/c	Revenue a/c	Reserves	31 March 2024
	£	£	£	£	£	£
<b>Movement in Reserves to March 31 2024 (Actual)</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	418,991	57,203	326,367		-81,117	<b>721,444</b>
<b>Sub-total unallocated reserves</b>	<b>418,991</b>					<b>721,444</b>
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	26,602		6,000			<b>32,602</b>
3 Community Infrastructure Levy	241,522		138,714	-125,000		<b>255,236</b>
4 Emerging Projects	30,435		5,000	-13,260	32,000	<b>54,175</b>
5 Youth	0				5,250	<b>5,250</b>
6 Afghan Refugees	529					<b>529</b>
7 Busbridge Parish Council	0				25,000	<b>25,000</b>
8 Land & Property Maintenance	127,615		12,500		18,867	<b>158,982</b>
9 Capital Works Programme	0		26,500			<b>26,500</b>
10 Flood Wall Maintenance	6,000					<b>6,000</b>
11 Mayor's Charity	1,844			-1,844		<b>0</b>
12 Community Store	0					<b>0</b>
<b>Sub- total Earmarked Reserves</b>	<b>442,245</b>					<b>564,274</b>
<b>Balances</b>	<b>764,098</b>	<b>57,203</b>	<b>515,081</b>	<b>-140,104</b>	<b>0</b>	<b>1,285,718</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<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	1,000	1,300	300	7,832	7,800	(32)	16,000			49.0%
1401 Interest Received	866	150	(716)	13,594	900	(12,694)	1,800			755.2%
Head Office Costs :- Income	<b>1,866</b>	<b>1,450</b>	<b>(416)</b>	<b>680,962</b>	<b>529,522</b>	<b>(151,440)</b>	<b>1,059,444</b>			<b>64.3%</b>
4001 Salaries	26,190	26,430	240	152,879	158,580	5,701	317,160	164,281		48.2%
4002 Employer's NIC	2,566	3,250	684	15,307	19,500	4,193	39,000	23,693		39.2%
4003 Employer's Superannuation	4,481	4,850	369	26,727	29,100	2,373	58,200	31,473		45.9%
4011 Staff Training	40	350	310	130	2,100	1,970	4,200	4,070		3.1%
4012 Recruitment Advertising	0	0	0	0	0	0	1,500	1,500		0.0%
4013 Other Staff Expenses	0	50	50	0	300	300	600	600		0.0%
4102 Property Maintenance	0	200	200	351	1,200	849	2,400	2,049		14.6%
4103 Maintenance Contracts	122	175	53	647	1,050	403	2,100	1,453		30.8%
4111 Energy Costs	(328)	280	608	1,948	1,680	(268)	3,360	1,412		58.0%
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	150	150	300	300		0.0%
4161 Cleaning	338	380	42	1,760	2,280	520	4,560	2,800		38.6%
4162 Waste Removal	34	50	16	220	300	80	600	380		36.7%
4163 Domestic Supplies	0	20	20	153	120	(33)	240	87		63.9%
4164 Workshop Consumables	0	380	380	653	2,280	1,627	4,560	3,907		14.3%
4201 Public Transport	0	0	0	30	0	(30)	0	(30)		0.0%

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4202 Car Allowances	0	80	80	103	480	377	1,000		897	10.3%
4204 Fuel Costs	265	200	(65)	1,567	1,200	(367)	2,400		833	65.3%
4205 Vehicle Maintenance	91	200	109	1,383	1,200	(183)	2,400		1,017	57.6%
4301 Equipment	0	0	0	858	1,000	142	2,000		1,142	42.9%
4304 Catering & Hospitality	1	45	44	182	270	88	540		358	33.8%
4305 Clothes, Uniform & Laundry	0	250	250	700	1,500	800	3,000		2,300	23.3%
4306 Printing	186	180	(6)	669	1,080	411	2,160		1,491	31.0%
4307 Stationery	378	350	(28)	2,058	2,100	42	4,200		2,142	49.0%
4308 General Office Expense	0	0	0	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	0	0	0	2,950	0	(2,950)	0		(2,950)	0.0%
4313 Professional Fees - Other	275	1,000	725	5,741	6,000	259	12,000		6,259	47.8%
4314 Audit Fees	369	0	(369)	2,604	2,300	(304)	3,300		696	78.9%
4315 Insurance	0	0	0	13,928	9,660	(4,268)	9,660		(4,268)	144.2%
4321 Bank Charges	92	30	(62)	205	180	(25)	360		155	57.1%
4322 Postage	0	100	100	7	600	593	1,950		1,943	0.4%
4323 Telephones	218	230	12	1,278	1,380	102	2,765		1,487	46.2%
4325 Computing	689	950	261	5,375	5,700	325	11,400		6,025	47.1%
4326 Website	60	50	(10)	3,412	300	(3,112)	1,000		(2,412)	341.2%
4341 Grants	1,200	5,000	3,800	46,424	30,000	(16,424)	60,000		13,576	77.4%
4342 Subscriptions	0	0	0	4,511	4,900	389	5,400		889	83.5%
4343 Licensing/PRS	0	0	0	113	0	(113)	0		(113)	0.0%
4900 Miscellaneous Expenses	125,000	165	(124,835)	125,063	990	(124,073)	1,875		(123,188)	6670.0%
6000 Debt Charges - Principal	0	0	0	16,583	16,583	0	33,430		16,847	49.6%

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
6001 Debt Charges - Interest	0	0	0	22,269	22,268	(1)	44,274		22,005	50.3%
Head Office Costs :- Indirect Expenditure	<b>162,269</b>	<b>45,270</b>	<b>(116,999)</b>	<b>467,385</b>	<b>343,331</b>	<b>(124,054)</b>	<b>659,144</b>	<b>0</b>	<b>191,759</b>	<b>70.9%</b>
5001 Transfers from Reserves	(125,000)	0	125,000	(125,000)	0	125,000	0	125,000	0.0%	
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500	0	100.0%	
5102 Contrib. to Other Provisions	0	0	0	220,714	82,000	(138,714)	82,000	(138,714)	269.2%	
Head Office Costs :- Other Costs	<b>(125,000)</b>	<b>0</b>	<b>125,000</b>	<b>98,214</b>	<b>84,500</b>	<b>(13,714)</b>	<b>84,500</b>	<b>0</b>	<b>(13,714)</b>	<b>116.2%</b>
<b>Net Income over Expenditure</b>	<b>(35,403)</b>	<b>(43,820)</b>	<b>(8,417)</b>	<b>115,364</b>	<b>101,691</b>	<b>(13,673)</b>	<b>315,800</b>			
<u>102 Civic Expenses</u>										
1303 Other customer/client receipts	0	0	0	12	0	(12)	0			0.0%
Civic Expenses :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>(12)</b>	<b>0</b>			
4102 Property Maintenance	0	0	0	750	0	(750)	0	(750)	0.0%	
4121 Rents	0	220	220	64	1,100	1,036	2,420	2,356	2.6%	
4304 Catering & Hospitality	0	50	50	245	300	55	600	355	40.8%	
4305 Clothes, Uniform & Laundry	0	250	250	4	250	246	500	496	0.8%	
4306 Printing	0	0	0	0	0	0	800	800	0.0%	
4313 Professional Fees - Other	0	0	0	886	0	(886)	0	(886)	0.0%	
4322 Postage	0	0	0	7	0	(7)	0	(7)	0.0%	
4325 Computing	110	240	130	915	1,440	525	2,880	1,965	31.8%	
4327 Publicity Advertising	350	0	(350)	350	0	(350)	1,200	850	29.2%	
4332 Mayor's Expenses	140	100	(40)	1,339	600	(739)	1,200	(139)	111.6%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4333 Members' Expenses	20	0	(20)	20	0	(20)	0		(20)	0.0%
4334 Members' Training	300	100	(200)	697	600	(97)	1,200		503	58.1%
4900 Miscellaneous Expenses	0	80	80	6	480	474	960		954	0.7%
<b>Civic Expenses :- Indirect Expenditure</b>	<b>919</b>	<b>1,040</b>	<b>121</b>	<b>5,283</b>	<b>4,770</b>	<b>(513)</b>	<b>11,760</b>	<b>0</b>	<b>6,477</b>	<b>44.9%</b>
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%
<b>Civic Expenses :- Other Costs</b>	<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 Income over Expenditure</b>	<b>(919)</b>	<b>(1,040)</b>	<b>(121)</b>	<b>(11,271)</b>	<b>(10,770)</b>	<b>501</b>	<b>(17,760)</b>			
<u>104 Town Promotion</u>										
1303 Other customer/client receipts	0	0	0	2,810	2,120	(690)	2,120			132.5%
1304 Donations	0	0	0	960	0	(960)	0			0.0%
<b>Town Promotion :- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,770</b>	<b>2,120</b>	<b>(1,650)</b>	<b>2,120</b>			<b>177.8%</b>
4121 Rents	0	0	0	0	0	0	250		250	0.0%
4162 Waste Removal	0	0	0	312	405	93	405		93	76.9%
4163 Domestic Supplies	0	0	0	99	0	(99)	0		(99)	0.0%
4171 Grounds Maintenance Costs	0	0	0	2,932	5,000	2,068	5,000		2,068	58.6%
4301 Equipment	0	0	0	1,413	500	(913)	500		(913)	282.7%
4306 Printing	0	0	0	396	0	(396)	0		(396)	0.0%
4313 Professional Fees - Other	0	0	0	4,585	0	(4,585)	0		(4,585)	0.0%
4327 Publicity Advertising	0	1,600	1,600	1,786	2,100	314	2,100		314	85.0%
4900 Miscellaneous Expenses	8	0	(8)	118	100	(18)	600		482	19.7%
<b>Town Promotion :- Indirect Expenditure</b>	<b>8</b>	<b>1,600</b>	<b>1,592</b>	<b>11,641</b>	<b>8,105</b>	<b>(3,536)</b>	<b>8,855</b>	<b>0</b>	<b>(2,786)</b>	<b>131.5%</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
5001 Transfers from Reserves	0	0	0	(3,090)	0	3,090	0		3,090	0.0%
Town Promotion :- Other Costs	<b>0</b>	<b>0</b>	<b>0</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>(8)</b>	<b>(1,600)</b>	<b>(1,592)</b>	<b>(4,782)</b>	<b>(5,985)</b>	<b>(1,203)</b>	<b>(6,735)</b>			
<u>105 Staycation</u>										
1303 Other customer/client receipts	0	0	0	325	450	125	450			72.2%
Staycation :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>325</b>	<b>450</b>	<b>125</b>	<b>450</b>			<b>72.2%</b>
4001 Salaries	0	0	0	33	100	67	100		67	33.0%
4002 Employer's NIC	0	0	0	0	15	15	15		15	0.0%
4003 Employer's Superannuation	0	0	0	0	18	18	18		18	0.0%
4111 Energy Costs	0	0	0	0	250	250	250		250	0.0%
4162 Waste Removal	0	1,300	1,300	1,454	1,300	(154)	1,300		(154)	111.8%
4301 Equipment	0	0	0	0	520	520	520		520	0.0%
4313 Professional Fees - Other	0	0	0	2,434	1,950	(484)	1,950		(484)	124.8%
4327 Publicity Advertising	0	0	0	900	750	(150)	750		(150)	120.0%
4343 Licensing/PRS	0	0	0	0	170	170	170		170	0.0%
4900 Miscellaneous Expenses	0	0	0	0	90	90	90		90	0.0%
Staycation :- Indirect Expenditure	<b>0</b>	<b>1,300</b>	<b>1,300</b>	<b>4,821</b>	<b>5,163</b>	<b>342</b>	<b>5,163</b>	<b>0</b>	<b>342</b>	<b>93.4%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(1,300)</b>	<b>(1,300)</b>	<b>(4,496)</b>	<b>(4,713)</b>	<b>(217)</b>	<b>(4,713)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>106 Festivals &amp; Markets</u>										
1303 Other customer/client receipts	935	475	(460)	10,672	7,350	(3,322)	13,600			78.5%
Festivals & Markets :- Income	<b>935</b>	<b>475</b>	<b>(460)</b>	<b>10,672</b>	<b>7,350</b>	<b>(3,322)</b>	<b>13,600</b>			<b>78.5%</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	216	250	34	600	384		36.0%
4301 Equipment	447	0	(447)	536	0	(536)	600	64		89.4%
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%
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	130	0	(130)	130	1,750	1,620	3,250	3,120		4.0%
4343 Licensing/PRS	0	0	0	0	480	480	600	600		0.0%
4900 Miscellaneous Expenses	0	0	0	0	200	200	700	700		0.0%
Festivals & Markets :- Indirect Expenditure	<b>577</b>	<b>0</b>	<b>(577)</b>	<b>2,364</b>	<b>4,510</b>	<b>2,146</b>	<b>10,168</b>	<b>0</b>	<b>7,804</b>	<b>23.2%</b>
<b>Net Income over Expenditure</b>	<b>358</b>	<b>475</b>	<b>117</b>	<b>8,308</b>	<b>2,840</b>	<b>(5,468)</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%
Christmas Lights :- Indirect Expenditure	<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>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>109 Coronation Concert</u>										
1303 Other customer/client receipts	0	0	0	13,270	0	(13,270)	0			0.0%
Coronation Concert :- Income	<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%
4307 Stationery	0	0	0	176	0	(176)	0	(176)		0.0%
4313 Professional Fees - Other	0	0	0	9,475	0	(9,475)	0	(9,475)		0.0%
4327 Publicity Advertising	0	0	0	100	0	(100)	0	(100)		0.0%
Coronation Concert :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,440</b>	<b>0</b>	<b>(23,440)</b>	<b>0</b>	<b>0</b>	<b>(23,440)</b>	
5001 Transfers from Reserves	(350)	0	350	(10,170)	0	10,170	0	10,170		0.0%
Coronation Concert :- Other Costs	<b>(350)</b>	<b>0</b>	<b>350</b>	<b>(10,170)</b>	<b>0</b>	<b>10,170</b>	<b>0</b>	<b>0</b>	<b>10,170</b>	
<b>Net Income over Expenditure</b>	<b>350</b>	<b>0</b>	<b>(350)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<u>201 BWP Youth &amp; Community Centre</u>										
1201 Grants - SCC	2,295	0	(2,295)	8,144	0	(8,144)	0			0.0%
1202 Grants - WBC	0	0	0	101,185	0	(101,185)	0			0.0%
1204 Grants - Other	0	0	0	0	1,000	1,000	3,000			0.0%
1301 Premises Hire Charges	783	400	(383)	4,002	2,400	(1,602)	4,800			83.4%
1304 Donations	0	0	0	36	0	(36)	0			0.0%
BWP Youth & Community Centre :- Income	<b>3,078</b>	<b>400</b>	<b>(2,678)</b>	<b>113,367</b>	<b>3,400</b>	<b>(109,967)</b>	<b>7,800</b>			<b>1453.4%</b>



## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4001 Salaries	12,445	7,665	(4,780)	55,843	45,990	(9,853)	91,980		36,137	60.7%
4002 Employer's NIC	1,032	675	(357)	4,337	4,050	(287)	8,100		3,763	53.5%
4003 Employer's Superannuation	1,901	1,410	(491)	8,812	8,460	(352)	16,920		8,108	52.1%
4011 Staff Training	602	200	(402)	2,222	1,200	(1,022)	2,500		278	88.9%
4012 Recruitment Advertising	240	0	(240)	884	0	(884)	1,200		316	73.7%
4101 Repair/Alteration of Buildings	0	0	0	2,525	0	(2,525)	0		(2,525)	0.0%
4102 Property Maintenance	25	150	125	802	900	98	1,800		998	44.6%
4103 Maintenance Contracts	134	100	(34)	719	600	(119)	1,200		481	59.9%
4111 Energy Costs	121	350	229	1,580	2,100	520	4,200		2,620	37.6%
4131 Rates	0	0	0	1,415	1,400	(15)	1,400		(15)	101.0%
4141 Water Services	37	40	3	237	240	3	500		263	47.5%
4161 Cleaning	25	750	725	2,896	4,500	1,604	9,000		6,104	32.2%
4162 Waste Removal	68	135	67	441	810	369	1,620		1,179	27.2%
4163 Domestic Supplies	0	30	30	6	180	174	360		354	1.7%
4171 Grounds Maintenance Costs	0	30	30	1,789	180	(1,609)	400		(1,389)	447.1%
4201 Public Transport	0	25	25	30	50	20	100		70	30.1%
4202 Car Allowances	0	25	25	282	50	(232)	100		(182)	282.1%
4203 Other Transport Costs	0	0	0	28	0	(28)	0		(28)	0.0%
4204 Fuel Costs	0	0	0	74	0	(74)	0		(74)	0.0%
4205 Vehicle Maintenance	0	0	0	586	0	(586)	0		(586)	0.0%
4301 Equipment	7,713	250	(7,463)	45,960	1,500	(44,460)	3,000		(42,960)	1532.0%
4304 Catering & Hospitality	465	90	(375)	1,907	540	(1,367)	1,080		(827)	176.6%
4305 Clothes, Uniform & Laundry	0	125	125	0	250	250	500		500	0.0%
4307 Stationery	85	30	(55)	669	180	(489)	350		(319)	191.1%

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4312 Professional Fees - Surveyors	4,000	0	(4,000)	6,500	0	(6,500)	0		(6,500)	0.0%
4313 Professional Fees - Other	217	30	(187)	2,801	180	(2,621)	350		(2,451)	800.2%
4315 Insurance	0	0	0	572	0	(572)	0		(572)	0.0%
4321 Bank Charges	0	0	0	11	0	(11)	0		(11)	0.0%
4323 Telephones	97	40	(57)	575	240	(335)	480		(95)	119.8%
4324 Broadband	0	40	40	0	240	240	480		480	0.0%
4325 Computing	96	75	(21)	338	450	112	900		562	37.6%
4327 Publicity Advertising	0	0	0	0	0	0	250		250	0.0%
4900 Miscellaneous Expenses	0	40	40	530	240	(290)	500		(30)	106.1%
<b>BWP Youth &amp; Community Centre :- Indirect Expenditure</b>	<b>29,303</b>	<b>12,305</b>	<b>(16,998)</b>	<b>145,371</b>	<b>74,530</b>	<b>(70,841)</b>	<b>149,270</b>	<b>0</b>	<b>3,899</b>	<b>97.4%</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
<b>BWP Youth &amp; Community Centre :- Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Income over Expenditure</b>	<b>(26,225)</b>	<b>(11,905)</b>	<b>14,320</b>	<b>(34,504)</b>	<b>(73,630)</b>	<b>(39,126)</b>	<b>(143,970)</b>			
<u>202</u> <u>Pepperpot</u>										
1301 Premises Hire Charges	647	750	103	4,212	4,500	288	9,000			46.8%
Pepperpot :- Income	<b>647</b>	<b>750</b>	<b>103</b>	<b>4,212</b>	<b>4,500</b>	<b>288</b>	<b>9,000</b>			<b>46.8%</b>
4102 Property Maintenance	0	100	100	17	600	583	1,200		1,183	1.4%
4103 Maintenance Contracts	148	125	(23)	544	750	206	1,500		956	36.3%
4111 Energy Costs	41	215	174	549	1,290	741	2,600		2,051	21.1%
4131 Rates	0	0	0	175	760	585	760		585	23.0%

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4161 Cleaning	30	310	280	1,058	1,860	802	3,720		2,662	28.5%
4301 Equipment	0	0	0	0	0	0	600		600	0.0%
4323 Telephones	52	42	(10)	312	252	(60)	504		192	61.9%
4343 Licensing/PRS	0	0	0	70	70	0	70		0	100.0%
Pepperpot :- Indirect Expenditure	<b>271</b>	<b>792</b>	<b>521</b>	<b>2,725</b>	<b>5,582</b>	<b>2,857</b>	<b>10,954</b>	<b>0</b>	<b>8,229</b>	<b>24.9%</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>376</b>	<b>(42)</b>	<b>(418)</b>	<b>(1,013)</b>	<b>(3,582)</b>	<b>(2,569)</b>	<b>(4,454)</b>			
<u>203</u> <u>The Square</u>										
1302 Rents	11	562	551	3,983	3,375	(608)	6,750			59.0%
1303 Other customer/client receipts	(270)	0	270	1,351	1,550	199	1,550			87.2%
The Square :- Income	<b>(259)</b>	<b>562</b>	<b>821</b>	<b>5,334</b>	<b>4,925</b>	<b>(409)</b>	<b>8,300</b>			<b>64.3%</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>(259)</b>	<b>562</b>	<b>821</b>	<b>3,712</b>	<b>3,375</b>	<b>(337)</b>	<b>6,750</b>			
<u>204</u> <u>Allotments</u>										
1303 Other customer/client receipts	2,830	2,700	(130)	2,830	2,700	(130)	2,700			104.8%
Allotments :- Income	<b>2,830</b>	<b>2,700</b>	<b>(130)</b>	<b>2,830</b>	<b>2,700</b>	<b>(130)</b>	<b>2,700</b>			<b>104.8%</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4102 Property Maintenance	0	0	0	26	0	(26)	300		274	8.7%
4141 Water Services	18	20	2	114	120	6	260		146	43.7%
4162 Waste Removal	0	215	215	0	215	215	430		430	0.0%
4171 Grounds Maintenance Costs	0	500	500	1,466	500	(966)	1,000		(466)	146.6%
4313 Professional Fees - Other	0	0	0	85	0	(85)	0		(85)	0.0%
Allotments :- Indirect Expenditure	<b>18</b>	<b>735</b>	<b>717</b>	<b>1,691</b>	<b>835</b>	<b>(856)</b>	<b>1,990</b>	<b>0</b>	<b>299</b>	<b>85.0%</b>
<b>Net Income over Expenditure</b>	<b>2,812</b>	<b>1,965</b>	<b>(847)</b>	<b>1,139</b>	<b>1,865</b>	<b>726</b>	<b>710</b>			
<u>205 Wilfrid Noyce Community Centre</u>										
1301 Premises Hire Charges	4,479	4,000	(479)	24,884	22,000	(2,884)	44,000			56.6%
1303 Other customer/client receipts	0	0	0	(120)	0	120	0			0.0%
Wilfrid Noyce Community Centre :- Income	<b>4,479</b>	<b>4,000</b>	<b>(479)</b>	<b>24,764</b>	<b>22,000</b>	<b>(2,764)</b>	<b>44,000</b>			<b>56.3%</b>
4001 Salaries	0	250	250	338	1,500	1,162	3,000		2,662	11.3%
4002 Employer's NIC	0	37	37	0	227	227	452		452	0.0%
4003 Employer's Superannuation	0	46	46	0	276	276	552		552	0.0%
4102 Property Maintenance	119	300	181	2,302	1,800	(502)	3,600		1,298	63.9%
4103 Maintenance Contracts	1,097	645	(452)	4,369	3,870	(499)	7,740		3,371	56.4%
4111 Energy Costs	(74)	1,060	1,134	2,555	6,360	3,805	12,720		10,165	20.1%
4121 Rents	0	250	250	0	250	250	250		250	0.0%
4131 Rates	0	0	0	1,160	5,000	3,840	5,000		3,840	23.2%
4141 Water Services	101	170	69	778	1,020	242	2,040		1,262	38.1%
4161 Cleaning	508	1,365	857	5,418	8,190	2,772	16,380		10,962	33.1%

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4162 Waste Removal	180	160	(20)	587	960	373	1,920		1,333	30.6%
4163 Domestic Supplies	0	50	50	150	300	150	600		450	25.0%
4301 Equipment	0	300	300	5,013	1,800	(3,213)	4,000		(1,013)	125.3%
4313 Professional Fees - Other	0	0	0	0	0	0	1,650		1,650	0.0%
4323 Telephones	83	65	(18)	497	390	(107)	780		283	63.7%
4343 Licensing/PRS	0	550	550	0	650	650	650		650	0.0%
4900 Miscellaneous Expenses	0	100	100	0	600	600	1,200		1,200	0.0%
Wilfrid Noyce Community Centre :- Indirect Expenditure	<b>2,014</b>	<b>5,348</b>	<b>3,334</b>	<b>23,165</b>	<b>33,193</b>	<b>10,028</b>	<b>62,534</b>	<b>0</b>	<b>39,369</b>	<b>37.0%</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Wilfrid Noyce 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>2,465</b>	<b>(1,348)</b>	<b>(3,813)</b>	<b>(901)</b>	<b>(13,693)</b>	<b>(12,792)</b>	<b>(21,034)</b>			
<u>206 Bandstand</u>										
1301 Premises Hire Charges	0	0	0	20	0	(20)	0			0.0%
1303 Other customer/client receipts	0	0	0	10	0	(10)	0			0.0%
Bandstand :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>(30)</b>	<b>0</b>			
4102 Property Maintenance	0	50	50	162	300	138	600		438	27.0%
4301 Equipment	0	0	0	98	0	(98)	0		(98)	0.0%
4343 Licensing/PRS	0	250	250	173	250	77	250		77	69.3%
4900 Miscellaneous Expenses	0	0	0	30	0	(30)	0		(30)	0.0%
Bandstand :- Indirect Expenditure	<b>0</b>	<b>300</b>	<b>300</b>	<b>463</b>	<b>550</b>	<b>87</b>	<b>850</b>	<b>0</b>	<b>387</b>	<b>54.5%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(300)</b>	<b>(300)</b>	<b>(433)</b>	<b>(550)</b>	<b>(117)</b>	<b>(850)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>207 Godalming Museum</u>										
1302 Rents	0	0	0	3,413	3,412	(1)	6,824			50.0%
1303 Other customer/client receipts	(40)	0	40	440	480	40	960			45.8%
Godalming Museum :- Income	<b>(40)</b>	<b>0</b>	<b>40</b>	<b>3,853</b>	<b>3,892</b>	<b>40</b>	<b>7,784</b>			<b>49.5%</b>
4001 Salaries	3,831	4,060	229	22,988	24,360	1,372	48,720		25,732	47.2%
4002 Employer's NIC	284	505	221	1,705	3,030	1,325	6,060		4,355	28.1%
4003 Employer's Superannuation	459	750	291	2,752	4,500	1,748	9,000		6,248	30.6%
4011 Staff Training	0	500	500	525	500	(25)	1,000		475	52.5%
4102 Property Maintenance	26	110	84	3,049	660	(2,389)	1,320		(1,729)	231.0%
4103 Maintenance Contracts	79	115	36	647	690	43	1,380		733	46.9%
4121 Rents	0	0	0	1,277	0	(1,277)	0		(1,277)	0.0%
4202 Car Allowances	0	160	160	0	160	160	320		320	0.0%
4301 Equipment	0	0	0	158	0	(158)	0		(158)	0.0%
4307 Stationery	0	30	30	0	180	180	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	480	480	960		960	0.0%
4323 Telephones	0	15	15	0	90	90	180		180	0.0%
4325 Computing	119	235	116	854	1,410	556	2,820		1,966	30.3%
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%
Godalming Museum :- Indirect Expenditure	<b>4,798</b>	<b>6,560</b>	<b>1,762</b>	<b>37,455</b>	<b>39,560</b>	<b>2,105</b>	<b>78,620</b>	<b>0</b>	<b>41,165</b>	<b>47.6%</b>
<b>Net Income over Expenditure</b>	<b>(4,838)</b>	<b>(6,560)</b>	<b>(1,722)</b>	<b>(33,602)</b>	<b>(35,668)</b>	<b>(2,066)</b>	<b>(70,836)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>208 Land &amp; Property - Other</u>										
1303 Other customer/client receipts	0	0	0	670	0	(670)	0			0.0%
Land & Property - Other :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>670</b>	<b>0</b>	<b>(670)</b>	<b>0</b>			
4102 Property Maintenance	937	325	(612)	3,385	1,950	(1,435)	3,900		515	86.8%
4103 Maintenance Contracts	0	100	100	0	600	600	1,200		1,200	0.0%
4111 Energy Costs	103	110	7	517	660	143	1,320		803	39.1%
4121 Rents	168	0	(168)	168	0	(168)	0		(168)	0.0%
4141 Water Services	126	270	144	1,081	1,620	539	3,240		2,159	33.4%
4151 Fixtures & Fittings	0	0	0	0	500	500	1,000		1,000	0.0%
4161 Cleaning	1,378	1,470	92	10,108	8,820	(1,288)	17,640		7,532	57.3%
4163 Domestic Supplies	137	0	(137)	748	0	(748)	0		(748)	0.0%
4171 Grounds Maintenance Costs	460	400	(60)	1,542	2,400	858	5,000		3,458	30.8%
4301 Equipment	0	0	0	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	85	900	815	1,800		1,715	4.7%
Land & Property - Other :- Indirect Expenditure	<b>3,308</b>	<b>2,825</b>	<b>(483)</b>	<b>21,645</b>	<b>17,450</b>	<b>(4,195)</b>	<b>35,100</b>	<b>0</b>	<b>13,455</b>	<b>61.7%</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 Income over Expenditure</b>	<b>(3,308)</b>	<b>(2,825)</b>	<b>483</b>	<b>(23,475)</b>	<b>(19,950)</b>	<b>3,525</b>	<b>(37,600)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>301 Cemeteries</u>										
1302 Rents	7,148	6,850	(298)	16,873	16,100	(773)	27,200			62.0%
1303 Other customer/client receipts	4,050	1,130	(2,920)	10,600	6,780	(3,820)	13,600			77.9%
1401 Interest Received	0	100	100	300	600	300	1,200			25.0%
1700 Interment	7,885	2,375	(5,510)	22,910	14,250	(8,660)	28,495			80.4%
1701 Monument	660	200	(460)	2,597	1,200	(1,397)	2,431			106.8%
1702 Purchase of Grave Space	14,565	4,800	(9,765)	40,820	28,800	(12,020)	58,010			70.4%
Cemeteries :- Income	<b>34,308</b>	<b>15,455</b>	<b>(18,853)</b>	<b>94,100</b>	<b>67,730</b>	<b>(26,370)</b>	<b>130,936</b>			<b>71.9%</b>
4014 Sexton Duties	0	0	0	150	0	(150)	0		(150)	0.0%
4015 Grave Digging	0	1,130	1,130	2,450	6,780	4,330	13,600		11,150	18.0%
4102 Property Maintenance	1,747	750	(997)	8,203	1,800	(6,403)	4,100		(4,103)	200.1%
4103 Maintenance Contracts	514	205	(309)	1,383	1,930	547	3,260		1,877	42.4%
4111 Energy Costs	283	130	(153)	4,636	780	(3,856)	1,560		(3,076)	297.2%
4131 Rates	0	0	0	1,710	6,350	4,640	6,350		4,640	26.9%
4141 Water Services	27	36	9	280	216	(64)	432		152	64.8%
4161 Cleaning	0	0	0	0	40	40	40		40	0.0%
4162 Waste Removal	593	500	(93)	2,790	3,000	210	6,000		3,210	46.5%
4163 Domestic Supplies	139	0	(139)	504	0	(504)	0		(504)	0.0%
4164 Workshop Consumables	20	15	(5)	284	90	(194)	180		(104)	157.9%
4171 Grounds Maintenance Costs	1,731	4,100	2,369	16,326	24,600	8,274	49,200		32,874	33.2%
4172 Memorial Inspection	0	0	0	10	0	(10)	2,000		1,990	0.5%
4202 Car Allowances	0	40	40	0	240	240	500		500	0.0%
4204 Fuel Costs	0	100	100	38	600	562	1,200		1,162	3.2%



## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4205 Vehicle Maintenance	209	250	41	214	1,500	1,286	3,000		2,786	7.1%
4301 Equipment	2,778	1,000	(1,778)	7,825	6,000	(1,825)	12,000		4,175	65.2%
4304 Catering & Hospitality	0	0	0	56	0	(56)	0		(56)	0.0%
4305 Clothes, Uniform & Laundry	0	0	0	132	0	(132)	0		(132)	0.0%
4307 Stationery	0	0	0	1,296	0	(1,296)	0		(1,296)	0.0%
4311 Professional Fees - Legal	0	0	0	2,723	0	(2,723)	0		(2,723)	0.0%
4313 Professional Fees - Other	0	500	500	85	1,000	915	2,000		1,915	4.3%
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	8	25	17	47	150	104	300		254	15.5%
4324 Broadband	0	20	20	110	120	10	240		130	45.8%
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	180	180	400		400	0.0%
<b>Cemeteries :- Indirect Expenditure</b>	<b>8,050</b>	<b>8,831</b>	<b>781</b>	<b>51,884</b>	<b>60,376</b>	<b>8,492</b>	<b>112,912</b>	<b>0</b>	<b>61,028</b>	<b>46.0%</b>
5001 Transfers from Reserves	0	0	0	0	0	0	(6,935)		(6,935)	0.0%
<b>Cemeteries :- Other Costs</b>	<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>26,258</b>	<b>6,624</b>	<b>(19,634)</b>	<b>42,217</b>	<b>7,354</b>	<b>(34,863)</b>	<b>24,959</b>			
<u>414 Mayors Charity 2023 - A Duce</u>										
1303 Other customer/client receipts	264	0	(264)	342	0	(342)	0			0.0%

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1304 Donations	0	0	0	136	0	(136)	0			0.0%
Mayors Charity 2023 - A Duce :- Income	<b>264</b>	<b>0</b>	<b>(264)</b>	<b>478</b>	<b>0</b>	<b>(478)</b>	<b>0</b>			
4343 Licensing/PRS	0	0	0	21	0	(21)	0		(21)	0.0%
Mayors Charity 2023 - A Duce :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>(21)</b>	<b>0</b>	<b>0</b>	<b>(21)</b>	
<b>Net Income over Expenditure</b>	<b>264</b>	<b>0</b>	<b>(264)</b>	<b>457</b>	<b>0</b>	<b>(457)</b>	<b>0</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	565	0	(565)	3,390	0	(3,390)	0			0.0%
Community Store :- Income	<b>565</b>	<b>0</b>	<b>(565)</b>	<b>3,390</b>	<b>0</b>	<b>(3,390)</b>	<b>0</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4102 Property Maintenance	20	0	(20)	20	0	(20)	0		(20)	0.0%
4103 Maintenance Contracts	61	0	(61)	61	0	(61)	0		(61)	0.0%
4162 Waste Removal	0	0	0	151	0	(151)	0		(151)	0.0%
4900 Miscellaneous Expenses	536	0	(536)	2,674	0	(2,674)	0		(2,674)	0.0%
Community Store :- Indirect Expenditure	<b>617</b>	<b>0</b>	<b>(617)</b>	<b>2,906</b>	<b>0</b>	<b>(2,906)</b>	<b>0</b>	<b>0</b>	<b>(2,906)</b>	
<b>Net Income over Expenditure</b>	<b>(52)</b>	<b>0</b>	<b>52</b>	<b>484</b>	<b>0</b>	<b>(484)</b>	<b>0</b>			
Grand Totals:- Income	<b>48,673</b>	<b>25,792</b>	<b>(22,881)</b>	<b>962,237</b>	<b>648,589</b>	<b>(313,648)</b>	<b>1,286,134</b>			<b>74.8%</b>
Expenditure	<b>86,803</b>	<b>86,906</b>	<b>103</b>	<b>905,034</b>	<b>700,005</b>	<b>(205,029)</b>	<b>1,286,135</b>	<b>0</b>	<b>381,101</b>	<b>70.4%</b>
<b>Net Income over Expenditure</b>	<b>(38,130)</b>	<b>(61,114)</b>	<b>(22,984)</b>	<b>57,203</b>	<b>(51,416)</b>	<b>(108,619)</b>	<b>(1)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(38,130)</b>			<b>57,203</b>						

**GODALMING TOWN COUNCIL  
CEMETERY FEES AND CHARGES EFFECTIVE FROM 1 APRIL 2024**

<b>EASHING CEMETERY</b>		
<b>EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES</b> (Including the Deed of Grant of Exclusive Right of Burial for a period of 50 years)	<b>Resident &amp; Excepted Category Fees</b>	<b>Non-Resident Fees</b>
In an earthen grave 9 feet by 4 feet*	£825 (880)	£1,360 (1540)
In an earthen grave 6 feet by 3 feet (for children under 12)*	£330 (355)	£530 (620)
Cremated remains in an earthen grave 2 feet by 2 feet within main cemetery ( <b>limited plots to complete existing rows</b> )	£330 (355)	£530 (620)
Cremated remains in an earthen grave 6 feet by 3 feet within main cemetery ( <b>plot to accept 4 sets of cremated remains</b> )	£600 (640)	£960 (1120)
<b>INTERMENTS</b> For the interment into a purchased grave. (The fees indicated <b>exclude</b> the digging of the grave):-	<b>Resident &amp; Excepted Category Fees</b>	<b>Non-Resident Fees</b>
Of the body of a child not exceeding 18 years*	£385 (410)	£610 (720)
Of the body of a person exceeding 18 years	£385 (410)	£610 (720)
Of an urn or casket containing the cremated into an existing purchased grave space	£330 (355)	£530 (620)
A surcharge will be applied for Weekend and Bank Holiday interments. Notification of cost upon application.		
<b>INTERMENTS IN A COMMON GRAVE – ALL COMMON GRAVES ARE OWNED BY THE CEMETERY AND HAVE OTHER INTERMENTS IN THE GRAVE</b> (Fees indicated <b>exclude</b> the digging of the grave).	<b>Resident &amp; Excepted Category Fees</b>	<b>Non-Resident Fees</b>
Of the body of a person exceeding 18 years	£450 (480)	£720 (840)
<b>CHAPEL GARDEN OF REMEMBRANCE – CREMATED REMAINS (Ashes)</b>	<b>Resident &amp; Excepted Category Fees</b>	<b>Non-Resident Fees</b>
First interment of an urn of casket containing cremated remains, 50-year exclusive right of burial, grave digging fee and memorial headstone permit. (Memorial headstone to be no bigger than 450mm (H) x 450mm (W) x 300mm (D)) *	£550 (590)	£880 (1032)
Second interment	£330 (355)	£530 (620)
Additional inscription or other change to tablet	£88 (95)	
<b>NATURAL BURIAL AREA</b> (Including the Deed of Grant of Exclusive Right of Burial for a period of 50 years)	<b>Resident &amp; Excepted Category Fees</b>	<b>Non-Resident Fees</b>
Earthen grave 9 feet by 4 feet single depth graves only	£935 (1000)	£1500 (1750)
Tree to be purchased or planted	POA	POA
<b>N.B. interment costs as above</b>		
<b>USE OF EASHING CEMETERY CHAPEL</b>	<b>Resident &amp; Excepted Category Fees</b>	<b>Non-Resident Fees</b>
Eashing Cemetery Chapel for Funeral Service	£100 (100)	

\*Fees are not payable by the person arranging the funeral of a child under the age of 18 where the fees are recoverable via the Government's Children's Funeral Fund.

## NIGHTINGALE CEMETERY

<b>EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES</b> (Including the Deed of Grant of Exclusive Right of Burial for a period of 50 years)	<b>Resident &amp; Excepted Category Fees</b>	<b>Non-Resident Fees</b>
In an earthen grave 9 feet by 4 feet*	£2000 (2140)	-
Cremated remains in an earthen grave 2 feet by 2 feet within main Cemetery	£660 (710)	£1050 (1240)
<b>N.B. interment costs as above</b>		

## MEMORIALS – ALL CEMETERIES

For the right (for 30 years or until the expiry of burial rights, whichever is the earlier) to erect or place on a grave in respect of which the exclusive right of burial has been granted	<b>Resident &amp; Excepted Category Fees</b>	<b>Non-Resident Fees</b>
A headstone or footstone (including kerbstone & Chippings) not exceeding 5ft in height.	£165 (175)	
A freestanding vase or additional tablet not exceeding 12 inches in height	£88 (95)	
Additional inscription or other change to a tablet or headstone	£88 (95)	
<b>Garden Wall of Remembrance:</b> Permission to erect standard Memorial Tablets in York Stone, White Marble and Nabresina 15 inches wide by 9 inches High	£88 (95)	
<b>NB:</b> Memorials and kerb sets in Nightingale Cemetery shall be constructed of York Stone, Portland Stone, Nabresina, Purbeck, dark Grey Eggshell Granite, or Karin Grey Eggshell Granite only		

## OTHER CEMETERY FEES

	<b>Resident &amp; Excepted Category Fees</b>	<b>Non-Resident Fees</b>
Purchase of additional 10 years of Exclusive Rights of Burial (may only be purchased after expiry of first 10 years and total period of outstanding Exclusive Rights shall not exceed 50 years)	£220 (235)	£350 (410)
Transfer of Ownership (other than as part of funeral arrangements)	£50 (55)	
Permission to build a brick vault grave	POA	
Administrative fee for the 'buy back' of pre-purchased graves and Exclusive Rights = 15% of current purchase price + VAT)		
Additional fees may be applicable for additional requirements not listed above, all additional fees are to be agreed in writing and paid in advance of burial		

### Resident & Excepted Category Fees apply only to:

- (a) Applicants who reside within the Godalming or Busbridge Parish boundaries.
- (b) Original owners of Exclusive Rights of Burial purchased prior to 1 January 2019.
- (c) The Exclusive Right of Burial is owned by the surviving spouse/civil partner who is a resident of Godalming or Busbridge (if the grave is owned by anyone other than a surviving spouse/civil partner, a non-resident fee would be payable).
- (d) The deceased was originally a Godalming or Busbridge resident and moved out of the area to live in a nursing/care home outside the town (proof of prior residency may be required and the final decision is made at Godalming Town Council's discretion).

## Scale of Charges per hour for Broadwater Park Community Centre From 1 April 2024

	<b>*Voluntary Organisations</b>	<b>**GU7 Rate (Casual Hire)</b>	<b>Standard Rate</b>
	£	£	£
<b><u>BROADWATER PARK COMMUNITY CENTRE</u></b>			
<b>MAIN HALL ONLY</b>	10 + (2.00 VAT) <b>(12.00 per hour)</b>	14 + (2.80 VAT) <b>(16.80 per hour)</b>	20 + (4.00 VAT) <b>(24.00 per hour)</b>

A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, and New Year's Eve evening and New Year's Day.

\* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/Witley/Wormley).

\*\* **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area for casual one-off hires.

**Performance of Music** - With the exception of private family events, i.e. birthday parties, weddings etc., events that involve the playing of either recorded music e.g. a disco, or the performance of live music e.g. a band, will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

**Damage Deposit:** A refundable damage deposit between £30 & £150 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.

## Scale of Charges per hour for The Pepperpot From 1 April 2024

	<b>*Voluntary Organisations</b>	<b>**GU7 Rate (Casual Hire)</b>	<b>Standard Rate</b>
	£	£	£
<b><u>PEPPERPOT:</u></b>			
<b>UPPER ROOM</b>	9 + (1.80 VAT) <b>(10.80 per hour)</b>	14 + (2.80 VAT) <b>(16.80 per hour)</b>	18 + (3.60 VAT) <b>(21.60 per hour)</b>
<b>UNDERCROFT ½ PITCH FEE</b>	21 + (4.20 VAT) <b>(24.20 per day)</b>	21 + (4.20 VAT) <b>(24.20 per day)</b>	21 + (4.20 VAT) <b>(24.20 per day)</b>
<b>UNDERCROFT FULL PITCH FEE</b>	42 + (8.40 VAT) <b>(50.40 per day)</b>	42 + (8.40 VAT) <b>(50.40 per day)</b>	42 + (8.40 VAT) <b>(50.40 per day)</b>

**\*Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/ Witley/Wormley).

**\*\*GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area for casual one-off hires.

**Performance of Music** - Events that involve the playing of either recorded music or the performance of live music will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

**Damage Deposit:** A refundable damage deposit of £30 & £150 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.

## Scale of Charges per hour for Wilfrid Noyce Centre From 1 April 2024

	*Voluntary Organisations (Excluding Fri & Sat Evenings) £	**GU7 Rate (Casual Hire) (Excluding Fri & Sat Evenings) £	Standard Rate  £
<b><u>WILFRID NOYCE CENTRE:</u></b>			
<b>WHOLE CENTRE</b> (including use of Kitchen for catering facilities)	20 + (4.00 VAT) <b>(24.00 per hour)</b>	30 + (6.00 VAT) <b>(36.00 per hour)</b>	40.00 + (8.00 VAT) <b>(48.00 per hour)</b>
<b>CAUDLE + WYATT</b> (including use of Kitchen for catering facilities)	16 + (3.20 VAT) <b>(19.20 per hour)</b>	25 + (5.00 VAT) <b>(30.00 per hour)</b>	32.00 + (6.40 VAT) <b>(38.40 per hour)</b>
<b>CAUDLE + OGLETHORPE</b> (including use of Kitchen for catering facilities)	16 + (3.20 VAT) <b>(19.20 per hour)</b>	25 + (5.00 VAT) <b>(30.00 per hour)</b>	32.00 + (6.40 VAT) <b>(38.40 per hour)</b>
<b>CAUDLE HALL ONLY</b> (including shared use of Kitchen for tea/coffee facilities)	10.50 + (2.10 VAT) <b>(12.60 per hour)</b>	15.50 + (3.10 VAT) <b>(18.60 per hour)</b>	21 + (4.20 VAT) <b>(25.20 per hour)</b>
<b>WYATT ROOM ONLY</b> (including shared use of Kitchen for tea/coffee facilities)	7.50 + (1.50 VAT) <b>(9.00 per hour)</b>	12 + (2.40 VAT) <b>(14.40 per hour)</b>	15 + (3.00 VAT) <b>(18.00 per hour)</b>
<b>OGLETHORPE HALL ONLY</b> (with kitchenette and separate toilet facilities)	7.50 + (1.50 VAT) <b>(9.00 per hour)</b>	12 + (2.40 VAT) <b>(14.40 per hour)</b>	15 + (3.00 VAT) <b>(18.00 per hour)</b>
<b>AV EQUIPMENT</b> (projector, microphones, sound system)	30 + (6.00 VAT) <b>(36.00 flat fee)</b>	30 + (6.00 VAT) <b>(36.00 flat fee)</b>	30 + (6.00 VAT) <b>(36.00 flat fee)</b>
<b>TIERED SEATING</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>
<b>CROCKERY &amp; CUTLERY</b>	30 + (6.00 VAT) <b>(36.00 flat fee)</b>	30 + (6.00 VAT) <b>(36.00 flat fee)</b>	30 + (6.00 VAT) <b>(36.00 flat fee)</b>
<b>STAGE</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>
<b>SET UP &amp; CLEAR DOWN</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>
<b>BANQUETING TABLES</b>	<b>Price on request</b>		
<b>WEDDINGS</b> (subject to confirmation of requirement)		<b>Residents</b>	<b>Non-Residents</b>
		£1,000 + (200 VAT) <b>(£1,200.00 flat fee)</b>	1,500 + (300 VAT) <b>(1,800.00 flat fee)</b>



A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, and New Year's Eve evening and New Year's Day.

**Friday & Saturday Evenings from 18.00: Standard Rate only will apply to all hires**

**\*Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/ Witley/Wormley).

**\*\*GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area for casual one-off hires.

**Performance of Music** - With the exception of private family events, i.e. birthday parties, weddings etc., events that involve the playing of either recorded music or the performance of live music will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

**DISCO's** Hirers who engage the services of a mobile disco or similar are to ensure they have a Phonographic Performance Licence (PPL) and if required a Pro-DUB licence (reputable mobile discos will hold these licences).

**Damage Deposit:** A refundable damage deposit between £30 & £500 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.

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	Deferred to 12 October 2023 meeting	13/07/23	12/10/23
Farncombe Day Centre	Cllr Crowe	Report provided	13/07/23	
St Marks CC Management Committee	Cllr Kiehl	Report provided	07/09/23	
Godalming/Joigny Friendship Association	Town Mayor Cllr PS Rivers	Report provided	07/09/23	
Godalming/Mayen Association	Town Mayor Cllr PMA Rivers	On this agenda	12/10/23	
Sport Godalming	Cllr Adam	On this agenda	12/10/23	
Fairtrade Steering Group	Cllr Clayton	Deferred from 13 July 2023 – On this agenda	12/10/23	
Godalming & District Chamber of Commerce	Cllr Holliday		23/11/23	
Go-Godalming Association	Town Mayor TBC		23/11/23	
Godalming Museum Trust	Cllr Steel 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
Spring Festival	Saturday, 6 April 2024
Annual Council/Mayor Making	Thursday, 16 May 2024

Events in red are organised by or in partnership with Godalming 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.