

## GODALMING TOWN COUNCIL

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107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

5 January 2024

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, 11 JANUARY 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

*Andy Jeffery*

Andy Jeffery  
Town Clerk

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

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

Committee Members:

Councillor Follows – Chair  
Councillor Weightman – Vice Chair

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

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

### AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 23 November 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 31 December 2023 (report attached for the information of Members).

8. FARNCOMBE DAY CENTRE – ITEM TO NOTE

As required by the Farncombe Day Centre Service Level Agreement, Members are requested to note the Day Centre's audited accounts for the period to March 2023 (attached for the information of Members).

9. YOUTH & COMMUNITY WORKERS' PAY AWARD – ITEM TO NOTE

Subsequent to the last Full Council, notification of the Joint National Committee pay agreement for Youth and Community Workers was received from the LGA on 20 December 2023.

As authorised by Full Council (Min No. 423-23 refers) and in consultation with the Chair of Staffing, the Town Clerk will sign off for payment in January's salary for those staff members covered by the JNC agreement.

For information, the JNC for Youth and Community Workers' pay award agreement for 2023 is as follows:

- an increase of £1,925 on all spinal column points on the Youth and Community Support Worker Range and the Professional Range from 1 September 2023;
- an increase of 3.88% on the London Area Allowances and Sleeping-In-Duty Allowance from 1 September 2023.

This equates to a £1 per hour rate rise across all pay points, plus 3.88% increase in the London Fringe Allowance.

10. **BUSINESS IMPROVEMENT DISTRICT LOAN FACILITY – ITEM FOR DECISION**

Members to resolve to approve a loan facility of up to £20,000 for the Godalming Business Improvement District (BID) board in advance of first payment from WBC to enable the setting up of the company, for joint working with Cranleigh, Farnham & Guildford on the Waverley Business Crime Reduction Partnership based on the introduction of the DISC app <https://discagainstcrime.com>. Additionally, the loan facility will also support work to establish collective procurement initiatives. In approving a loan facility, until the BID is fully established with its own banking mandate/account, GTC will support the paying of invoices, within the limits of the loan facility, on behalf of the BID board.

In considering this item, Members will wish to note that whilst this work could be delayed until after 1 April, in doing so it is likely Godalming would become an outlier within the Crime Reduction Partnership, with Guildford already having a partnership established and both Cranleigh and Farnham committed to the Waverley partnership. It is also felt important that the BID starts with immediate delivery of positive action in order to establish itself as a benefit to the business community.

**Actions for Establishment of the BID:**

Company Set Up

Company incorporation, operating agreement and bank account need to be in place by the 1 April. As learnt from the Cranleigh experience, the operating agreement is key to getting the bank account opened so needs to be developed as soon as possible in line with the levy collection and payment information for Godalming.

Target Timetable

January

- Company formation, articles agreed, and directors appointed
- Director training

February

- Operating agreement available and bank account opened
- Project Manager recruitment

March

- Advance funds deposited from WBC sufficient to pay accountants invoice and fees for work undertaken Nov-March

11. **EVENTS TASK & FINISH GROUP REPORT – ITEM FOR DECISION**

Members to receive the following reports from the Events Task & Finish Group:

Staycation Live Report – oral report following meeting of 5 January 2024.  
Events Programme 2024 – attached for the information of Members.

**D-DAY 80<sup>th</sup> Anniversary Commemorations**

Members are requested to agree to the following outline of events as part the D-Day 80<sup>th</sup> Anniversary Commemorations:

6 June 2024 is the 80<sup>th</sup> anniversary of D-Day. Whilst national events are taking place at the Normandy beaches on the day of the anniversary, communities throughout the country are holding commemorative events. In Godalming, the weekend before the anniversary is the

Town Show and the weekend after is Choirblast; both events attract additional numbers to the town. It is suggested that not only as part of the D-Day Anniversary, but also in support of these events GTC puts up flags representing the participating countries of the D-Day landings throughout the town centre. This task could be undertaken by the in-house facilities team prior to the Town Show with the take-down happening week commencing 8 July after the Summer Food Festival.

Music in the Park will be staging an extended bandstand Concert on 9 June (nearest Sunday to the D-Day Anniversary), which will be designated as the 'Town Council Concert'.

Additionally, it is hoped to have re-enactors at the Museum showing how life would have been at the Homefront at that time.

Costs for the D-Day Anniversary activities to be contained within the Festivals, Markets and Town promotion budgets.

12. COMMITTEE REPORTS & KEY DATES

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

13. COUNCILLORS DEPENDENTS' CARERS' SUPPORT SCHEME & COUNCILLORS' PARENTAL LEAVE POLICY – ITEM FOR DECISION

**Recommendation: Members to resolve to agree to recommend the Councillors Dependents' Carers' Support Scheme and the Councillors' Parental Leave Policy for adoption by Full Council.**

Members to consider the Councillors Dependents' Carers' Support Scheme and the Councillors' Parental Leave Policy (attached for the Information of Members) and if agreed, recommend the policies for adoption by Full Council.

14. UKRAINIAN SUPPORT FUND – ITEM FOR DECISION

**Recommendation: Members to consider a grant request from Godalming Ukraine Support Group.**

Members to receive a letter (attached for the information of Members) from Mr Peter Crane of the Godalming Ukrainian Support Group requesting a grant of £2,000 to support Ukrainian refugees in Godalming.

Full Council, held on 19 May 2022, resolved to provide reasonable support by way of council services and resources, along with the ability to provide grant funding of up to a total of £2,000 to community groups supporting Ukrainian refugees (Min No 24-22 refers). Subsequently on 21 September 2023 Full Council resolved to continue the support for a further year on the same Terms of Reference (Min No 285-23 refers).

Although Members had authorised delegated authority for the provision of reasonable support and use of grant funding, as the request was received in time to be placed on this agenda it was considered more appropriate for the request to come to Members.

15. BROADWATER PARK – FIRE DOORS – ITEM FOR DECISION

**Recommendation: Members are exceptionally requested to waive Financial Regulation 11.10 to approve the acceptance of the quote for replacement of existing and installation of new fire doors at Broadwater Youth & Community Centre and the authorisation of the required works, to be funded from the Land & Property reserve.**

Broadwater Park Community Centre was designed in the late 80's and opened in 1991. The fire doors installed into the main hall were of swing door action, which were common at the time for this type of building. Recent changes to regulations, coupled with 33 years' of wear and tear, have resulted in these doors no longer being an acceptable provision. Additionally, a change of use of a former storage space to a music studio requires the existing door set to be upgraded to fire doors.

Fire doors are one of the most important measures to safeguard the means of escape from fire. GTC's risk assessment has identified the doors in question are likely to be inadequate to resist the spread of fire and smoke between zones. As such action is required to correct this position. Replacement of or installation of new fire doors must be done by a competent installer.

In light of the importance of progressing this work, coupled with the difficulty the Facilities Supervisor encountered in obtaining competitive quotes, the Maintenance Supervisor has obtained a quote (attached for the information of Members as a commercial-in-confidence attachment) from an approved contractor. Members are exceptionally requested to waive FR 11.10 to approve the acceptance of the quote and the authorisation of the required works, to be funded from the Land & Property reserve.

#### 16. POLICY DOCUMENT REVIEW

Members are requested to review the policy documents listed below, where a policy is amended Members are requested to resolve to recommend adoption by Full Council; unamended policies will remain extant.

[GDPR – Removable Media Policy](#)

[GDPR – Subject Access Policy](#)

[GDPR – Privacy Notice – General](#)

[GDPR – Privacy Notice – Staff & Councillors](#)

[GDPR – Document Retention Policy](#)

[GDPR – Information Data Protection Policy](#)

[Community Events and Community Support Policy](#)

#### 17. SAFEGUARDING REPORT – QUARTER ENDING 31 DECEMBER 2023 – ITEM TO NOTE

**DBS Checks** - 1 DBS enhanced check has been carried out for the Museum.

Safeguarding issues arising from Youth Services:

One incident referred to Police, support for family now in place.

One incident of significant joint safeguarding work with an educational institution.

Ongoing contextual safeguarding work regarding a vulnerable cohort.

The specifics of the issues encountered are intentionally kept vague to maintain anonymity. A new procedure within the Youth Service is to have a weekly safeguarding meeting where staff can reflect on their safeguarding practice and discuss any issues that are a cause for concern. Some issues such as neglect can be difficult to monitor without procedures in place to document areas of concern regularly and diligently.

A further area of significance is that the Youth Service has continued to contribute to working groups seeking to improve contextual safeguarding and is now exploring doing this to a greater degree through the Mobile Project responding to concerning geographic areas. The Youth Service has also drastically increased its joint working with schools and is building a stronger relationship with Surrey Young Carers, all of which will strengthen its contribution to keeping vulnerable young people safe.

18. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – DISCUSSION

Chair to lead discussion on future reporting requirements for representatives on outside bodies.

19. COMMUNICATIONS ARISING FROM THIS MEETING

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

20. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 21 March 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

21. ANNOUNCEMENTS

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

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

22. STAFFING MATTERS

Members to receive an update from the Chair of the Staffing Committee on staffing matters.

## 7. BUDGET MONITORING REPORT

Members to consider a budget monitoring report to 31 December 2023 against the revised estimates agreed at Full Council on 14 December 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	14,690 u/s	10,000 u/s
Civic Expenses	2,857 u/s	0 u/s
Town Promotion	1,198 u/s	0 o/s
Staycation	0 u/s	0 u/s
Festivals & Markets	4,193 u/s	0 u/s
Christmas Lights	1,406 o/s	1,406 o/s
Coronation Concert	0 o/s	0 o/s
BWP Youth Centre	131 u/s	0 u/s
Pepperpot	2,024 u/s	0 o/s
The Square	1,405 u/s	0 u/s
Allotments	29 o/s	0 o/s
Wilfrid Noyce Community Centre	10,038 u/s	0 u/s
Bandstand	909 o/s	1,000 o/s
Godalming Museum	2,893 u/s	0 u/s
Land & Property Other	1,316 o/s	0 o/s
Crown Court Conveniences	1,500 o/s	0 o/s
Cemeteries	22,915 u/s	23,000 u/s
Mayors' Charity	980 u/s	0 o/s
Community Store	645 u/s	0 o/s
<b>TOTAL</b>	<b>61,442 u/s</b>	<b>30,594 u/s</b>

The monitoring report shows a current variance of £61,422 underspend against the revised Budget. Items to note in the forecast:

### **Head Office**

- £10.9k Interest Income – interest rates continue to be higher than budgeted and we have now moved most reserves into the higher interest bearing CCLA account.
- £1.3k General Office Expense overspend – cost of binding previous years' minutes and burial records.
- £135k Miscellaneous overspend – this is the payment CIL Funding and is offset by a transfer from reserves (Min Nos 582-21, 199-22, 413-22, 503-22, 615-22 and 356-23 refer).

### **Staycation**

- £10.6k Miscellaneous Expenses – this is the amount of the underwriting of Staycation Live that was called upon and is offset by a transfer from the Emerging Projects reserve (Min Nos 99-23, 119-23 and 427-23 refer).

### **Christmas Lights**

- £1.4k Professional Fees overspend – cost of additional support to upgrade and ensure the safety of the electrical supply.

## BWP Youth Centre

- £19.2k Repair/Alteration of Buildings overspend – balance of solar panels as part of Capital Works Programme and is offset by a transfer from the Capital Works reserve (Min Nos 314-22, 602-22, 188-23 and 196-23 refer).

## Wilfrid Noyce Centre

- £4.8k Energy Costs underspend – timing difference only. Will be absorbed when winter energy costs come through.
- £2.7k Cleaning underspend – quarterly cleaning charges from Waverley Borough Council not yet received. Timing difference only.

## Bandstand

- £1k Licensing/PRS overspend – PRS license significantly increased from prior years. This is due to Staycation Live which has been re-introduced after the break during COVID.

## Crown Court Conveniences

- £1.5k Professional Fees overspend – cost of building plans (Min Nos 94-23, 118-23, 159-23, 330-23 and 356-23 refer). All costs will be covered from COF Fund and CIL funding.

## Cemeteries

- £17.1k above budget revenue – Q3 has continued to have an extremely high burial rate resulting in a substantial amount of unbudgeted revenue.
- £6.9k Grounds Maintenance underspend – timing issue as QLS (our bulk grass cutting contractors) have not submitted latest invoice.

## 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	342,711	326,367		-81,117	1,006,952
<b>Sub-total unallocated reserves</b>	418,991					1,006,952
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	26,602		6,000			32,602
3 Community Infrastructure Levy	241,522		339,726	-270,470		310,778
4 Emerging Projects	30,435		5,000	-24,340	32,000	43,095
5 Youth	0				5,250	5,250
6 Afghan Refugees	529					529
7 Busbridge Parish Council	0				25,000	25,000
8 Land & Property Maintenance	127,615		12,500		18,867	158,982
9 Capital Works Programme	0		26,500	-24,600		1,900
10 Flood Wall Maintenance	6,000					6,000
11 Mayor's Charity	1,844			-1,844		0
12 Community Store	0					0
<b>Sub- total Earmarked Reserves</b>	434,547					584,136
<b>Balances</b>	853,538	342,711	716,093	-321,254	0	1,591,088



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

## 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	1,041,644	1,041,644	0	1,041,644			100.0%
1102 Community Infrastructure Levy	0	0	0	339,726	339,727	1	339,727			100.0%
1303 Other customer/client receipts	0	1,300	1,300	7,832	10,433	2,601	14,733			53.2%
1304 Donations	15	0	(15)	124	0	(124)	0			0.0%
1401 Interest Received	3,757	500	(3,257)	26,798	15,917	(10,881)	17,417			153.9%
Head Office Costs :- Income	<b>3,772</b>	<b>1,800</b>	<b>(1,972)</b>	<b>1,416,125</b>	<b>1,407,721</b>	<b>(8,404)</b>	<b>1,413,521</b>			<b>100.2%</b>
4001 Salaries	38,834	36,483	(2,351)	242,487	241,510	(977)	322,000	79,513		75.3%
4002 Employer's NIC	4,409	6,425	2,016	24,833	27,307	2,474	36,400	11,567		68.2%
4003 Employer's Superannuation	6,844	6,457	(387)	42,513	42,386	(127)	56,633	14,120		75.1%
4011 Staff Training	0	350	350	795	830	35	1,880	1,085		42.3%
4012 Recruitment Advertising	0	0	0	0	0	0	1,500	1,500		0.0%
4013 Other Staff Expenses	0	50	50	0	100	100	250	250		0.0%
4102 Property Maintenance	550	200	(350)	1,098	831	(267)	2,400	1,302		45.8%
4103 Maintenance Contracts	587	175	(412)	2,074	1,758	(316)	2,283	209		90.8%
4111 Energy Costs	314	750	436	2,781	3,697	916	6,000	3,219		46.3%
4121 Rents	0	0	0	2,554	2,554	0	2,554	0		100.0%
4131 Rates	0	0	0	5,760	5,760	0	5,760	0		100.0%
4141 Water Services	0	25	25	0	50	50	125	125		0.0%
4161 Cleaning	280	380	100	2,620	2,811	191	4,560	1,940		57.4%
4162 Waste Removal	0	50	50	288	355	67	505	217		57.1%
4163 Domestic Supplies	14	20	6	223	239	16	299	76		74.7%
4164 Workshop Consumables	0	200	200	826	1,136	310	1,736	910		47.6%

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Month No: 9

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	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
4201 Public Transport	0	0	0	59	59	(0)	59		(0)	100.7%
4202 Car Allowances	18	80	62	424	446	22	1,000		576	42.4%
4204 Fuel Costs	214	300	86	2,600	2,700	100	3,600		1,000	72.2%
4205 Vehicle Maintenance	32	200	168	2,399	1,800	(599)	2,400		1	100.0%
4301 Equipment	0	0	0	1,153	1,500	347	2,000		847	57.7%
4303 Materials	0	0	0	4	0	(4)	0		(4)	0.0%
4304 Catering & Hospitality	46	45	(1)	269	405	136	540		271	49.8%
4305 Clothes, Uniform & Laundry	0	250	250	1,858	2,250	392	3,000		1,142	61.9%
4306 Printing	186	180	(6)	1,080	1,620	540	2,160		1,080	50.0%
4307 Stationery	240	400	160	3,197	3,596	399	4,800		1,603	66.6%
4308 General Office Expense	0	0	0	1,271	0	(1,271)	250		(1,021)	508.6%
4311 Professional Fees - Legal	0	0	0	273	273	0	273		0	100.0%
4312 Professional Fees - Surveyors	0	0	0	2,950	2,950	0	2,950		0	100.0%
4313 Professional Fees - Other	0	1,000	1,000	7,291	9,000	1,709	12,000		4,709	60.8%
4314 Audit Fees	0	0	0	2,604	2,604	0	3,104		500	83.9%
4315 Insurance	0	0	0	13,928	13,928	(0)	13,928		(0)	100.0%
4321 Bank Charges	31	30	(1)	309	283	(26)	373		64	82.8%
4322 Postage	0	850	850	742	1,692	950	1,992		1,250	37.2%
4323 Telephones	220	230	10	1,931	1,957	26	2,647		716	72.9%
4325 Computing	510	950	440	7,389	8,550	1,161	11,400		4,011	64.8%
4326 Website	67	200	133	3,698	3,912	214	4,512		814	82.0%
4341 Grants	1,000	0	(1,000)	54,924	53,924	(1,000)	60,000		5,076	91.5%
4342 Subscriptions	0	0	0	4,511	4,900	389	5,400		889	83.5%
4343 Licensing/PRS	0	0	0	113	113	0	113		0	100.0%

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Month No: 9

## 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
4900 Miscellaneous Expenses	3,580	165	(3,415)	270,732	135,592	(135,140)	136,875		(133,857)	197.8%
6000 Debt Charges - Principal	0	0	0	22,477	22,477	0	33,430		10,953	67.2%
6001 Debt Charges - Interest	0	0	0	32,692	32,691	(1)	44,274		11,582	73.8%
Head Office Costs :- Indirect Expenditure	<b>57,976</b>	<b>56,445</b>	<b>(1,531)</b>	<b>769,730</b>	<b>640,546</b>	<b>(129,184)</b>	<b>797,965</b>	<b>0</b>	<b>28,235</b>	<b>96.5%</b>
5001 Transfers from Reserves	(3,580)	0	3,580	(270,470)	(135,000)	135,470	(135,000)		135,470	200.3%
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	421,726	421,726	(0)	421,726		(0)	100.0%
Head Office Costs :- Other Costs	<b>(3,580)</b>	<b>0</b>	<b>3,580</b>	<b>153,756</b>	<b>289,226</b>	<b>135,470</b>	<b>289,226</b>	<b>0</b>	<b>135,470</b>	<b>53.2%</b>
<b>Net Income over Expenditure</b>	<b>(50,625)</b>	<b>(54,645)</b>	<b>(4,020)</b>	<b>492,639</b>	<b>477,949</b>	<b>(14,690)</b>	<b>326,330</b>			
<u>102 Civic Expenses</u>										
1303 Other customer/client receipts	0	0	0	12	12	0	12			97.3%
Civic Expenses :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>12</b>			<b>97.2%</b>
4102 Property Maintenance	0	0	0	750	749	(1)	749		(1)	100.1%
4121 Rents	0	220	220	64	1,760	1,696	2,420		2,356	2.6%
4303 Materials	0	0	0	11	0	(11)	0		(11)	0.0%
4304 Catering & Hospitality	16	50	34	347	345	(2)	495		148	70.2%
4305 Clothes, Uniform & Laundry	0	0	0	4	4	(0)	254		250	1.6%
4306 Printing	0	0	0	265	265	(0)	265		(0)	100.1%
4313 Professional Fees - Other	0	0	0	886	886	0	886		0	100.0%
4322 Postage	0	0	0	7	7	0	7		0	97.9%

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4325 Computing	132	240	108	1,267	2,160	893	2,880		1,613	44.0%
4327 Publicity Advertising	0	0	0	350	350	0	750		400	46.7%
4332 Mayor's Expenses	0	50	50	1,339	1,440	101	1,590		251	84.2%
4333 Members' Expenses	0	0	0	20	20	0	20		0	100.0%
4334 Members' Training	0	100	100	697	900	203	1,200		503	58.1%
4900 Miscellaneous Expenses	0	80	80	187	166	(21)	406		219	46.1%
<b>Civic Expenses :- Indirect Expenditure</b>	<b>149</b>	<b>740</b>	<b>591</b>	<b>6,194</b>	<b>9,052</b>	<b>2,858</b>	<b>11,922</b>	<b>0</b>	<b>5,728</b>	<b>52.0%</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>(149)</b>	<b>(740)</b>	<b>(591)</b>	<b>(12,183)</b>	<b>(15,040)</b>	<b>(2,857)</b>	<b>(17,910)</b>			
<u>104 Town Promotion</u>										
1303 Other customer/client receipts	505	0	(505)	3,873	2,810	(1,063)	2,810			137.8%
1304 Donations	0	0	0	960	960	0	960			100.0%
<b>Town Promotion :- Income</b>	<b>505</b>	<b>0</b>	<b>(505)</b>	<b>4,833</b>	<b>3,770</b>	<b>(1,063)</b>	<b>3,770</b>			<b>128.2%</b>
4102 Property Maintenance	121	0	(121)	121	0	(121)	0		(121)	0.0%
4121 Rents	0	250	250	0	250	250	250		250	0.0%
4162 Waste Removal	0	0	0	312	312	0	312		0	99.9%
4163 Domestic Supplies	0	0	0	99	99	0	99		0	99.9%
4171 Grounds Maintenance Costs	0	0	0	3,699	5,000	1,301	5,000		1,301	74.0%
4301 Equipment	0	0	0	1,919	1,481	(438)	1,481		(438)	129.5%

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

## 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
4304 Catering & Hospitality	0	0	0	3	0	(3)	0		(3)	0.0%
4306 Printing	0	0	0	396	396	(0)	396		(0)	100.1%
4313 Professional Fees - Other	596	0	(596)	5,187	4,585	(602)	4,585		(602)	113.1%
4327 Publicity Advertising	0	0	0	1,786	1,786	0	1,786		0	100.0%
4343 Licensing/PRS	252	0	(252)	252	0	(252)	0		(252)	0.0%
4900 Miscellaneous Expenses	0	0	0	618	618	(0)	1,118		500	55.3%
Town Promotion :- Indirect Expenditure	<b>969</b>	<b>250</b>	<b>(719)</b>	<b>14,392</b>	<b>14,527</b>	<b>135</b>	<b>15,027</b>	<b>0</b>	<b>635</b>	<b>95.8%</b>
5001 Transfers from Reserves	0	0	0	(3,590)	(3,590)	0	(3,590)		0	100.0%
Town Promotion :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>(3,590)</b>	<b>(3,590)</b>	<b>0</b>	<b>(3,590)</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Income over Expenditure</b>	<b>(464)</b>	<b>(250)</b>	<b>214</b>	<b>(5,969)</b>	<b>(7,167)</b>	<b>(1,198)</b>	<b>(7,667)</b>			
<u>105 Staycation</u>										
1303 Other customer/client receipts	0	0	0	325	325	0	325			100.0%
Staycation :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>325</b>	<b>325</b>	<b>0</b>	<b>325</b>			<b>100.0%</b>
4001 Salaries	0	0	0	33	33	0	33		0	100.0%
4162 Waste Removal	0	0	0	1,454	1,454	(0)	1,454		(0)	100.0%
4313 Professional Fees - Other	0	0	0	2,634	2,634	(0)	2,634		(0)	100.0%
4327 Publicity Advertising	0	0	0	900	900	0	900		0	100.0%
4900 Miscellaneous Expenses	10,580	0	(10,580)	10,580	0	(10,580)	0		(10,580)	0.0%
Staycation :- Indirect Expenditure	<b>10,580</b>	<b>0</b>	<b>(10,580)</b>	<b>15,601</b>	<b>5,021</b>	<b>(10,580)</b>	<b>5,021</b>	<b>0</b>	<b>(10,580)</b>	<b>310.7%</b>
5001 Transfers from Reserves	(10,580)	0	10,580	(10,580)	0	10,580	0		10,580	0.0%
Staycation :- Other Costs	<b>(10,580)</b>	<b>0</b>	<b>10,580</b>	<b>(10,580)</b>	<b>0</b>	<b>10,580</b>	<b>0</b>	<b>0</b>	<b>10,580</b>	
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(4,696)</b>	<b>(4,696)</b>	<b>0</b>	<b>(4,696)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

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## 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	535	0	(535)	18,305	17,544	(761)	18,419			99.4%
1304 Donations	0	0	0	300	0	(300)	0			0.0%
<b>Festivals &amp; Markets :- Income</b>	<b>535</b>	<b>0</b>	<b>(535)</b>	<b>18,605</b>	<b>17,544</b>	<b>(1,061)</b>	<b>18,419</b>			<b>101.0%</b>
4001 Salaries	28	0	(28)	224	890	666	890	666		25.1%
4002 Employer's NIC	0	0	0	0	134	134	134	134		0.0%
4003 Employer's Superannuation	0	0	0	0	164	164	164	164		0.0%
4102 Property Maintenance	9	0	(9)	9	0	(9)	0	(9)		0.0%
4162 Waste Removal	80	0	(80)	607	600	(7)	600	(7)		101.2%
4163 Domestic Supplies	24	0	(24)	24	0	(24)	0	(24)		0.0%
4203 Other Transport Costs	22	0	(22)	22	0	(22)	0	(22)		0.0%
4301 Equipment	142	0	(142)	1,347	1,136	(211)	1,136	(211)		118.6%
4304 Catering & Hospitality	108	0	(108)	516	187	(329)	187	(329)		276.1%
4305 Clothes, Uniform & Laundry	0	0	0	224	224	0	224	0		99.9%
4306 Printing	0	0	0	0	530	530	530	530		0.0%
4307 Stationery	47	0	(47)	53	6	(47)	6	(47)		877.3%
4313 Professional Fees - Other	256	0	(256)	3,671	2,700	(971)	2,700	(971)		135.9%
4327 Publicity Advertising	0	0	0	880	3,250	2,370	3,250	2,370		27.1%
4343 Licensing/PRS	252	0	(252)	252	600	348	600	348		42.0%
4900 Miscellaneous Expenses	67	0	(67)	161	700	539	700	539		23.0%
<b>Festivals &amp; Markets :- Indirect Expenditure</b>	<b>1,033</b>	<b>0</b>	<b>(1,033)</b>	<b>7,989</b>	<b>11,121</b>	<b>3,132</b>	<b>11,121</b>	<b>0</b>	<b>3,132</b>	<b>71.8%</b>
<b>Net Income over Expenditure</b>	<b>(498)</b>	<b>0</b>	<b>498</b>	<b>10,616</b>	<b>6,423</b>	<b>(4,193)</b>	<b>7,298</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

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## 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>108 Christmas Lights</u>										
4102 Property Maintenance	6	0	(6)	6	0	(6)	0		(6)	0.0%
4313 Professional Fees - Other	1,400	0	(1,400)	19,916	18,516	(1,400)	46,016		26,100	43.3%
Christmas Lights :- Indirect Expenditure	<b>1,406</b>	<b>0</b>	<b>(1,406)</b>	<b>19,922</b>	<b>18,516</b>	<b>(1,406)</b>	<b>46,016</b>	<b>0</b>	<b>26,095</b>	<b>43.3%</b>
<b>Net Expenditure</b>	<b>(1,406)</b>	<b>0</b>	<b>1,406</b>	<b>(19,922)</b>	<b>(18,516)</b>	<b>1,406</b>	<b>(46,016)</b>			
<u>109 Coronation Concert</u>										
1303 Other customer/client receipts	0	0	0	13,270	13,270	0	13,270			100.0%
Coronation Concert :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,270</b>	<b>13,270</b>	<b>0</b>	<b>13,270</b>			<b>100.0%</b>
4111 Energy Costs	0	0	0	1,830	1,830	0	1,830		0	100.0%
4162 Waste Removal	0	0	0	503	503	(0)	503		(0)	100.0%
4301 Equipment	0	0	0	11,279	11,279	0	11,279		0	100.0%
4304 Catering & Hospitality	0	0	0	77	77	(0)	77		(0)	100.1%
4307 Stationery	0	0	0	176	176	0	176		0	100.0%
4313 Professional Fees - Other	0	0	0	9,475	9,475	0	9,475		0	100.0%
4327 Publicity Advertising	0	0	0	100	100	0	100		0	100.0%
Coronation Concert :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,440</b>	<b>23,440</b>	<b>0</b>	<b>23,440</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
5001 Transfers from Reserves	0	0	0	(10,170)	(10,170)	(0)	(10,170)		(0)	100.0%
Coronation Concert :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>(10,170)</b>	<b>(10,170)</b>	<b>(0)</b>	<b>(10,170)</b>	<b>0</b>	<b>(0)</b>	<b>100.0%</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>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

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## 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>201 BWP Youth &amp; Community Centre</u>										
1201 Grants - SCC	0	0	0	9,744	9,394	(350)	9,394			103.7%
1202 Grants - WBC	0	0	0	101,185	101,185	0	101,185			100.0%
1204 Grants - Other	0	0	0	0	0	0	1,000			0.0%
1301 Premises Hire Charges	654	400	(254)	6,596	5,625	(971)	6,825			96.6%
1303 Other customer/client receipts	0	0	0	30	0	(30)	0			0.0%
1304 Donations	465	0	(465)	1,407	942	(465)	942			149.4%
<b>BWP Youth &amp; Community Centre :- Income</b>	<b>1,119</b>	<b>400</b>	<b>(719)</b>	<b>118,962</b>	<b>117,146</b>	<b>(1,816)</b>	<b>119,346</b>			<b>99.7%</b>
4001 Salaries	13,242	14,200	958	96,624	98,226	1,602	140,826	44,202		68.6%
4002 Employer's NIC	1,028	1,370	342	7,537	8,177	640	12,287	4,750		61.3%
4003 Employer's Superannuation	1,653	2,500	847	14,264	15,951	1,687	23,451	9,187		60.8%
4011 Staff Training	150	200	50	2,742	2,991	249	3,691	949		74.3%
4012 Recruitment Advertising	0	100	100	884	748	(136)	1,048	164		84.4%
4101 Repair/Alteration of Buildings	19,575	0	(19,575)	22,100	2,861	(19,239)	2,861	(19,239)		772.5%
4102 Property Maintenance	83	150	67	1,923	2,140	217	2,590	667		74.2%
4103 Maintenance Contracts	40	100	60	1,487	1,395	(92)	1,695	208		87.8%
4111 Energy Costs	1,151	500	(651)	4,049	3,157	(892)	4,657	608		86.9%
4131 Rates	0	0	0	1,415	1,415	0	1,415	0		100.0%
4141 Water Services	62	40	(22)	324	311	(13)	431	107		75.2%
4161 Cleaning	55	750	695	4,926	6,750	1,824	9,000	4,074		54.7%
4162 Waste Removal	0	100	100	593	710	117	1,010	417		58.7%
4163 Domestic Supplies	0	30	30	182	242	60	332	150		54.7%
4171 Grounds Maintenance Costs	0	30	30	1,789	1,849	61	1,979	191		90.4%



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

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## 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
4201 Public Transport	0	0	0	58	39	(19)	80		22	71.9%
4202 Car Allowances	0	25	25	283	307	24	332		49	85.3%
4203 Other Transport Costs	0	0	0	28	28	(0)	28		(0)	100.7%
4204 Fuel Costs	83	0	(83)	305	222	(83)	574		269	53.1%
4205 Vehicle Maintenance	611	0	(611)	1,419	640	(779)	1,140		(279)	124.5%
4301 Equipment	295	250	(45)	48,158	47,760	(398)	48,510		352	99.3%
4304 Catering & Hospitality	0	250	250	1,957	2,439	482	3,189		1,232	61.4%
4305 Clothes, Uniform & Laundry	0	125	125	235	125	(110)	250		16	93.8%
4307 Stationery	255	250	(5)	1,175	1,419	244	2,169		994	54.2%
4312 Professional Fees - Surveyors	0	0	0	14,500	12,000	(2,500)	12,000		(2,500)	120.8%
4313 Professional Fees - Other	198	0	(198)	4,651	3,174	(1,477)	3,174		(1,477)	146.5%
4315 Insurance	0	0	0	572	572	(0)	572		(0)	100.0%
4321 Bank Charges	0	0	0	11	11	0	11		0	100.0%
4323 Telephones	133	100	(33)	941	871	(70)	1,171		230	80.3%
4325 Computing	65	75	10	567	547	(20)	772		205	73.4%
4327 Publicity Advertising	0	0	0	0	0	0	250		250	0.0%
4343 Licensing/PRS	308	0	(308)	308	0	(308)	0		(308)	0.0%
4900 Miscellaneous Expenses	6	40	34	537	610	73	750		213	71.6%
7100 BWP - Creativity & Arts	27	0	(27)	117	0	(117)	0		(117)	0.0%
7102 BWP - Sports & Activities	6	0	(6)	8	0	(8)	0		(8)	0.0%
7104 BWP - Decorations & Lighting	29	0	(29)	51	0	(51)	0		(51)	0.0%
7105 BWP - Food & Cooking	19	0	(19)	127	0	(127)	0		(127)	0.0%
7200 UKSPF - Creativity & Arts	28	0	(28)	28	0	(28)	0		(28)	0.0%
7202 UKSPF - Sports & Activities	30	0	(30)	30	0	(30)	0		(30)	0.0%

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

## 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
7203 UKSPF - Gaming	853	0	(853)	853	0	(853)	0		(853)	0.0%
7204 UKSPF - Decorations & Lighting	107	0	(107)	107	0	(107)	0		(107)	0.0%
7205 UKSPF - Food & Cooking	32	0	(32)	208	0	(208)	0		(208)	0.0%
7300 HAF - Creativity & Arts	22	0	(22)	22	0	(22)	0		(22)	0.0%
7302 HAF - Sports & Activities	323	0	(323)	323	0	(323)	0		(323)	0.0%
7303 HAF - Gaming	0	0	0	160	0	(160)	0		(160)	0.0%
7305 HAF - Food & Cooking	371	0	(371)	371	0	(371)	0		(371)	0.0%
<b>BWP Youth &amp; Community Centre :- Indirect Expenditure</b>	<b>40,839</b>	<b>21,185</b>	<b>(19,654)</b>	<b>238,947</b>	<b>217,687</b>	<b>(21,260)</b>	<b>282,245</b>	<b>0</b>	<b>43,298</b>	<b>84.7%</b>
5001 Transfers from Reserves	(19,575)	0	19,575	(24,600)	(5,025)	19,575	(5,025)		19,575	489.6%
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>(19,575)</b>	<b>0</b>	<b>19,575</b>	<b>(22,100)</b>	<b>(2,525)</b>	<b>19,575</b>	<b>(2,525)</b>	<b>0</b>	<b>19,575</b>	<b>875.2%</b>
<b>Net Income over Expenditure</b>	<b>(20,145)</b>	<b>(20,785)</b>	<b>(640)</b>	<b>(97,885)</b>	<b>(98,016)</b>	<b>(131)</b>	<b>(160,374)</b>			
<u>202 Pepperpot</u>										
1301 Premises Hire Charges	645	700	55	6,445	6,322	(123)	8,422			76.5%
Pepperpot :- Income	<b>645</b>	<b>700</b>	<b>55</b>	<b>6,445</b>	<b>6,322</b>	<b>(123)</b>	<b>8,422</b>			<b>76.5%</b>
4102 Property Maintenance	4	100	96	20	217	197	517		497	3.9%
4103 Maintenance Contracts	0	125	125	975	1,125	150	1,500		525	65.0%
4111 Energy Costs	242	215	(27)	1,207	1,935	728	2,600		1,393	46.4%
4131 Rates	0	0	0	175	175	0	175		0	99.8%
4161 Cleaning	30	310	280	1,924	2,790	866	3,720		1,796	51.7%

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

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## 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
4301 Equipment	0	0	0	0	0	0	600		600	0.0%
4323 Telephones	52	52	(0)	508	468	(40)	624		116	81.4%
4343 Licensing/PRS	0	0	0	70	70	0	70		0	100.0%
Pepperpot :- Indirect Expenditure	<b>328</b>	<b>802</b>	<b>474</b>	<b>4,879</b>	<b>6,780</b>	<b>1,901</b>	<b>9,806</b>	<b>0</b>	<b>4,927</b>	<b>49.8%</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Pepperpot :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Income over Expenditure</b>	<b>317</b>	<b>(102)</b>	<b>(419)</b>	<b>(934)</b>	<b>(2,958)</b>	<b>(2,024)</b>	<b>(3,884)</b>			
<u>203 The Square</u>										
1302 Rents	2,531	562	(1,969)	9,068	7,662	(1,406)	9,350			97.0%
1303 Other customer/client receipts	0	0	0	1,351	1,352	1	1,352			100.0%
The Square :- Income	<b>2,531</b>	<b>562</b>	<b>(1,969)</b>	<b>10,419</b>	<b>9,014</b>	<b>(1,405)</b>	<b>10,702</b>			<b>97.4%</b>
4315 Insurance	0	0	0	1,622	1,622	0	1,622		0	100.0%
The Square :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,622</b>	<b>1,622</b>	<b>0</b>	<b>1,622</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Income over Expenditure</b>	<b>2,531</b>	<b>562</b>	<b>(1,969)</b>	<b>8,797</b>	<b>7,392</b>	<b>(1,405)</b>	<b>9,080</b>			
<u>204 Allotments</u>										
1303 Other customer/client receipts	0	0	0	2,787	2,830	43	2,830			98.5%
Allotments :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,787</b>	<b>2,830</b>	<b>43</b>	<b>2,830</b>			<b>98.5%</b>
4102 Property Maintenance	0	0	0	26	26	(0)	326		300	8.0%

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

## 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
4141 Water Services	7	20	13	161	175	14	255		94	63.3%
4162 Waste Removal	0	0	0	0	0	0	215		215	0.0%
4171 Grounds Maintenance Costs	0	0	0	1,466	1,466	0	1,966		500	74.6%
4313 Professional Fees - Other	0	0	0	85	85	0	85		0	100.0%
4342 Subscriptions	0	0	0	56	56	0	56		0	99.7%
Allotments :- Indirect Expenditure	<b>7</b>	<b>20</b>	<b>13</b>	<b>1,794</b>	<b>1,808</b>	<b>14</b>	<b>2,903</b>	<b>0</b>	<b>1,109</b>	<b>61.8%</b>
<b>Net Income over Expenditure</b>	<b>(7)</b>	<b>(20)</b>	<b>(13)</b>	<b>993</b>	<b>1,022</b>	<b>29</b>	<b>(73)</b>			
<u>205 Wilfrid Noyce Community Centre</u>										
1301 Premises Hire Charges	3,578	3,000	(578)	38,240	36,824	(1,416)	47,824			80.0%
1303 Other customer/client receipts	0	0	0	53	(120)	(173)	(120)			(43.8%)
Wilfrid Noyce Community Centre :- Income	<b>3,578</b>	<b>3,000</b>	<b>(578)</b>	<b>38,293</b>	<b>36,704</b>	<b>(1,589)</b>	<b>47,704</b>			<b>80.3%</b>
4001 Salaries	0	250	250	503	838	335	1,588		1,085	31.7%
4002 Employer's NIC	0	38	38	0	74	74	188		188	0.0%
4003 Employer's Superannuation	0	46	46	0	92	92	230		230	0.0%
4102 Property Maintenance	658	300	(358)	2,960	2,902	(58)	3,802		842	77.8%
4103 Maintenance Contracts	1,236	645	(591)	6,531	5,805	(726)	7,740		1,209	84.4%
4111 Energy Costs	1,117	1,060	(57)	4,738	9,540	4,802	12,720		7,982	37.2%
4121 Rents	0	0	0	0	250	250	250		250	0.0%
4131 Rates	0	0	0	1,160	1,160	(0)	1,160		(0)	100.0%
4141 Water Services	148	170	22	872	1,009	137	1,519		647	57.4%
4161 Cleaning	30	1,365	1,335	8,785	11,487	2,702	15,582		6,797	56.4%

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

## 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	0	160	160	790	996	206	1,476		686	53.5%
4163 Domestic Supplies	17	50	33	219	299	80	449		230	48.8%
4301 Equipment	0	300	300	7,763	8,013	250	9,313		1,550	83.4%
4313 Professional Fees - Other	0	0	0	1,484	1,484	0	1,484		0	100.0%
4323 Telephones	83	83	(0)	786	747	(39)	996		210	78.9%
4343 Licensing/PRS	506	0	(506)	506	650	144	650		144	77.9%
4900 Miscellaneous Expenses	0	100	100	0	200	200	500		500	0.0%
<b>Wilfrid Noyce Community Centre :- Indirect Expenditure</b>	<b>3,795</b>	<b>4,567</b>	<b>772</b>	<b>37,097</b>	<b>45,546</b>	<b>8,449</b>	<b>59,647</b>	<b>0</b>	<b>22,550</b>	<b>62.2%</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
<b>Wilfrid Noyce Community Centre :- Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Income over Expenditure</b>	<b>(217)</b>	<b>(1,567)</b>	<b>(1,350)</b>	<b>(1,304)</b>	<b>(11,342)</b>	<b>(10,038)</b>	<b>(14,443)</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	30	20	30			33.3%
<b>Bandstand :- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>30</b>	<b>0</b>	<b>30</b>			<b>100.0%</b>
4102 Property Maintenance	0	50	50	162	262	100	412		250	39.3%
4111 Energy Costs	0	0	0	245	245	0	245		0	100.0%
4301 Equipment	0	0	0	98	98	0	98		0	99.9%
4343 Licensing/PRS	1,008	0	(1,008)	1,182	173	(1,009)	173		(1,009)	683.1%
4900 Miscellaneous Expenses	0	0	0	30	30	0	30		0	100.0%
<b>Bandstand :- Indirect Expenditure</b>	<b>1,008</b>	<b>50</b>	<b>(958)</b>	<b>1,717</b>	<b>808</b>	<b>(909)</b>	<b>958</b>	<b>0</b>	<b>(759)</b>	<b>179.2%</b>
<b>Net Income over Expenditure</b>	<b>(1,008)</b>	<b>(50)</b>	<b>958</b>	<b>(1,687)</b>	<b>(778)</b>	<b>909</b>	<b>(928)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

## 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	5,119	5,118	(1)	6,824			75.0%
1303 Other customer/client receipts	0	0	0	680	680	0	920			73.9%
Godalming Museum :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,799</b>	<b>5,798</b>	<b>(1)</b>	<b>7,744</b>			<b>74.9%</b>
4001 Salaries	6,944	6,657	(287)	37,595	37,659	64	50,211		12,616	74.9%
4002 Employer's NIC	602	1,454	852	2,875	3,872	997	5,162		2,287	55.7%
4003 Employer's Superannuation	745	2,714	1,969	4,415	6,667	2,252	8,887		4,472	49.7%
4011 Staff Training	0	0	0	525	525	0	1,025		500	51.2%
4102 Property Maintenance	9	110	101	4,607	3,377	(1,230)	3,707		(900)	124.3%
4103 Maintenance Contracts	79	115	36	884	875	(9)	1,220		336	72.5%
4121 Rents	0	0	0	1,277	1,277	0	1,277		0	100.0%
4202 Car Allowances	0	0	0	0	0	0	160		160	0.0%
4301 Equipment	63	0	(63)	221	158	(63)	158		(63)	140.0%
4307 Stationery	0	30	30	0	60	60	150		150	0.0%
4313 Professional Fees - Other	48	0	(48)	48	0	(48)	0		(48)	0.0%
4315 Insurance	0	0	0	3,500	3,500	0	3,500		0	100.0%
4322 Postage	0	80	80	0	160	160	400		400	0.0%
4323 Telephones	0	15	15	0	30	30	75		75	0.0%
4325 Computing	144	235	91	1,436	2,115	679	2,820		1,384	50.9%
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%
Godalming Museum :- Indirect Expenditure	<b>8,635</b>	<b>11,410</b>	<b>2,775</b>	<b>57,382</b>	<b>60,275</b>	<b>2,893</b>	<b>81,752</b>	<b>0</b>	<b>24,370</b>	<b>70.2%</b>
<b>Net Income over Expenditure</b>	<b>(8,635)</b>	<b>(11,410)</b>	<b>(2,775)</b>	<b>(51,584)</b>	<b>(54,477)</b>	<b>(2,893)</b>	<b>(74,008)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

## 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	670	0	670			100.0%
Land & Property - Other :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>670</b>	<b>670</b>	<b>0</b>	<b>670</b>			<b>100.0%</b>
4102 Property Maintenance	623	325	(298)	4,093	4,035	(58)	5,010		917	81.7%
4103 Maintenance Contracts	0	100	100	0	200	200	500		500	0.0%
4111 Energy Costs	104	110	6	833	840	7	1,170		337	71.2%
4121 Rents	0	0	0	168	168	1	168		1	99.7%
4141 Water Services	37	270	233	1,411	1,779	368	2,589		1,178	54.5%
4151 Fixtures & Fittings	0	0	0	0	0	0	250		250	0.0%
4161 Cleaning	1,378	1,470	92	14,242	14,428	186	18,838		4,596	75.6%
4163 Domestic Supplies	205	0	(205)	954	748	(206)	748		(206)	127.5%
4171 Grounds Maintenance Costs	0	400	400	1,558	2,342	784	3,742		2,184	41.6%
4301 Equipment	0	0	0	4,204	3,787	(417)	3,787		(417)	111.0%
4315 Insurance	0	0	0	224	224	0	224		0	100.0%
4900 Miscellaneous Expenses	0	150	150	85	535	450	985		900	8.6%
Land & Property - Other :- Indirect Expenditure	<b>2,347</b>	<b>2,825</b>	<b>478</b>	<b>27,770</b>	<b>29,086</b>	<b>1,316</b>	<b>38,011</b>	<b>0</b>	<b>10,241</b>	<b>73.1%</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>(2,347)</b>	<b>(2,825)</b>	<b>(478)</b>	<b>(29,600)</b>	<b>(30,916)</b>	<b>(1,316)</b>	<b>(39,841)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

## 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>209 Crown Court Conveniences</u>										
4313 Professional Fees - Other	0	0	0	1,500	0	(1,500)	0		(1,500)	0.0%
Crown Court Conveniences :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>0</u>	<u>(1,500)</u>	<u>0</u>	<u>0</u>	<u>(1,500)</u>	
<b>Net Expenditure</b>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>(1,500)</b></u>	<u><b>0</b></u>	<u><b>1,500</b></u>	<u><b>0</b></u>			
<u>301 Cemeteries</u>										
1302 Rents	2,025	1,850	(175)	23,048	22,598	(450)	28,148			81.9%
1303 Other customer/client receipts	2,675	1,130	(1,545)	15,375	13,710	(1,665)	17,140			89.7%
1401 Interest Received	0	0	0	300	300	(0)	300			100.1%
1700 Interment	4,820	2,375	(2,445)	33,970	30,645	(3,325)	37,765			90.0%
1701 Monument	460	200	(260)	4,377	3,657	(720)	4,288			102.1%
1702 Purchase of Grave Space	11,515	4,800	(6,715)	66,065	55,100	(10,965)	69,910			94.5%
Cemeteries :- Income	<u><b>21,495</b></u>	<u><b>10,355</b></u>	<u><b>(11,140)</b></u>	<u><b>143,135</b></u>	<u><b>126,010</b></u>	<u><b>(17,125)</b></u>	<u><b>157,551</b></u>			<u><b>90.9%</b></u>
4014 Sexton Duties	0	0	0	150	150	0	150		0	100.0%
4015 Grave Digging	0	1,130	1,130	10,950	13,710	2,760	17,140		6,190	63.9%
4102 Property Maintenance	(350)	250	600	18,229	16,490	(1,739)	17,140		(1,089)	106.4%
4103 Maintenance Contracts	0	205	205	1,383	1,793	410	2,508		1,125	55.1%
4111 Energy Costs	667	500	(167)	5,664	5,785	121	7,285		1,621	77.7%
4131 Rates	0	0	0	1,710	1,710	(0)	1,710		(0)	100.0%
4141 Water Services	22	36	14	384	403	19	511		127	75.2%
4162 Waste Removal	249	500	251	3,638	4,039	401	5,539		1,901	65.7%
4163 Domestic Supplies	174	0	(174)	843	565	(278)	565		(278)	149.2%



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

## 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
4164 Workshop Consumables	30	15	(15)	856	318	(538)	363		(493)	235.8%
4171 Grounds Maintenance Costs	2,671	5,000	2,329	23,767	30,675	6,908	45,675		21,908	52.0%
4172 Memorial Inspection	0	0	0	10	10	(0)	2,010		2,000	0.5%
4202 Car Allowances	0	40	40	0	80	80	220		220	0.0%
4203 Other Transport Costs	51	0	(51)	1,835	0	(1,835)	0		(1,835)	0.0%
4204 Fuel Costs	0	100	100	238	438	200	738		500	32.3%
4205 Vehicle Maintenance	0	250	250	214	715	501	1,465		1,251	14.6%
4301 Equipment	1,068	1,000	(68)	12,699	11,609	(1,090)	14,609		1,910	86.9%
4304 Catering & Hospitality	12	0	(12)	178	72	(106)	72		(106)	247.8%
4305 Clothes, Uniform & Laundry	0	0	0	132	132	0	132		0	100.0%
4307 Stationery	3	0	(3)	1,299	1,296	(3)	1,296		(3)	100.2%
4311 Professional Fees - Legal	0	0	0	2,723	2,723	0	2,723		0	100.0%
4313 Professional Fees - Other	0	500	500	85	585	500	1,085		1,000	7.8%
4314 Audit Fees	0	0	0	(60)	(60)	0	(60)		0	100.0%
4321 Bank Charges	0	0	0	47	47	1	47		1	98.9%
4324 Broadband	0	20	20	166	186	20	246		80	67.5%
4325 Computing	0	0	0	90	90	0	90		0	100.0%
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	60	60	190		190	0.0%
Cemeteries :- Indirect Expenditure	<b>4,596</b>	<b>9,576</b>	<b>4,980</b>	<b>87,831</b>	<b>93,621</b>	<b>5,790</b>	<b>124,999</b>	<b>0</b>	<b>37,168</b>	<b>70.3%</b>
<b>Net Income over Expenditure</b>	<b>16,899</b>	<b>779</b>	<b>(16,120)</b>	<b>55,304</b>	<b>32,389</b>	<b>(22,915)</b>	<b>32,552</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

## 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>414</u> <u>Mayors Charity 2023 - A Duce</u>										
1303 Other customer/client receipts	0	0	0	870	0	(870)	0			0.0%
1304 Donations	263	0	(263)	435	0	(435)	0			0.0%
Mayors Charity 2023 - A Duce :- Income	<b>263</b>	<b>0</b>	<b>(263)</b>	<b>1,305</b>	<b>0</b>	<b>(1,305)</b>	<b>0</b>			
4304 Catering & Hospitality	0	0	0	305	0	(305)	0		(305)	0.0%
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>326</b>	<b>0</b>	<b>(326)</b>	<b>0</b>	<b>0</b>	<b>(326)</b>	
<b>Net Income over Expenditure</b>	<b>263</b>	<b>0</b>	<b>(263)</b>	<b>980</b>	<b>0</b>	<b>(980)</b>	<b>0</b>			
<u>415</u> <u>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>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

## 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>416 Community Store</u>										
1304 Donations	645	0	(645)	5,235	0	(5,235)	0			0.0%
Community Store :- Income	<b>645</b>	<b>0</b>	<b>(645)</b>	<b>5,235</b>	<b>0</b>	<b>(5,235)</b>	<b>0</b>			
4102 Property Maintenance	0	0	0	20	0	(20)	0		(20)	0.0%
4103 Maintenance Contracts	0	0	0	61	0	(61)	0		(61)	0.0%
4162 Waste Removal	0	0	0	187	0	(187)	0		(187)	0.0%
4900 Miscellaneous Expenses	475	0	(475)	4,321	0	(4,321)	0		(4,321)	0.0%
Community Store :- Indirect Expenditure	<b>475</b>	<b>0</b>	<b>(475)</b>	<b>4,590</b>	<b>0</b>	<b>(4,590)</b>	<b>0</b>	<b>0</b>	<b>(4,590)</b>	
<b>Net Income over Expenditure</b>	<b>170</b>	<b>0</b>	<b>(170)</b>	<b>645</b>	<b>0</b>	<b>(645)</b>	<b>0</b>			
Grand Totals:- Income	35,089	16,817	(18,272)	1,786,449	1,747,166	(39,283)	1,804,316			99.0%
Expenditure	100,408	107,870	7,462	1,443,738	1,465,897	22,159	1,798,896	0	355,158	80.3%
<b>Net Income over Expenditure</b>	<b>(65,319)</b>	<b>(91,053)</b>	<b>(25,734)</b>	<b>342,711</b>	<b>281,269</b>	<b>(61,442)</b>	<b>5,420</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(65,319)</b>			<b>342,711</b>						

Charity registration number 1175294

Company registration number 10847748 (England and Wales)

**FARNCOMBE DAY CENTRE LIMITED**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

# FARNCOMBE DAY CENTRE LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Dr E W Hislop (Chair) Ms S Thompson Mr T M Gammon Ms L A Grout Ms A Storrier (Treasurer) Mr M E D Fry Ms J E Elcombe Mr D Barker Ms R Thomson	(Appointed 11 April 2023) (Appointed 11 April 2023) (Appointed 14 September 2023)
<b>Charity number</b>	1175294	
<b>Company number</b>	10847748	
<b>Registered office and Principal address</b>	Farncombe Day Centre St John's Street Farncombe Godalming Surrey GU7 3EJ	
<b>Independent examiner</b>	Frances Wilde FCCA DChA Warner Wilde Chartered Certified Accountants 4 Marigold Drive Bisley Surrey GU24 9SF	
<b>Bankers</b>	Co-operative Bank PLC - Manchester 1 Balloon Street Manchester M60 4EP  Lloyds Bank PLC - Godalming 49 High Street Godalming Surrey GU7 1AT	

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# FARNCOMBE DAY CENTRE LIMITED

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# FARNCOMBE DAY CENTRE LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2023

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The trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The Trustees operate a day and social centre for those living in the Farncombe and Godalming area. The Centre is open every weekday throughout the year. The service provided is used primarily by those over the age of 50 but is encouraging more attendance by younger users. Its main objectives are providing a nutritious mid-day meal at a reasonable price, adjusted annually in line with inflation, offering social activities and entertainment, and providing additional services, such as assisted bathing, chiropody, hairdressing etc. Many users would be unable to attend the Centre without transport, so the Charity operates a minibus, which, for a subsidised price, provides individual door to door transport.

The minibus is equipped with a tail lift to accommodate wheelchairs and those who cannot use stairs. The Centre also provides a Community Meals Service (CMS), which delivers meals within the area of Godalming, Farncombe and Milford. As well as providing the same two course midday meal, the service also offers the delivery of a light tea and the option of the delivery of frozen meals to cover weekends and other holidays. The CMS service is delivered to users' homes by volunteer drivers and also provides an important social benefit as it allows the Centre, through its drivers, to check on the wellbeing of users.

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties. The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

Following the transition back to normal services in 2021-22 after the Covid lockdown, 2022-23 has seen the Centre operating fully. With both the in-house meals and the CMS, the level of takeup of the Centre's services is noticeably higher than was normal prior to Covid.

As well as the grants covered in the following section, the Centre continued to receive support from local businesses and the wider community, all of which were extremely helpful in allowing the Centre to continue to operate. The Day Centre staff are very dedicated, and they are assisted by supportive and kind volunteers. It is truly a team effort, for which the Trustees and users are very grateful. The cost of providing paid staff to carry out these essential duties would be considerable. Along with many other charitable organisations, we continue to have some difficulty in recruiting volunteers. In addition to providing financial support for the Day Centre through the partnership, Waverley Borough Council has been most generous in providing and maintaining the Day Centre premises.

#### **Financial review**

Our net income for the financial year decreased by £2,900 to £6,722. Our total Income increased by £5,478, however this was offset by an increase in expenditure of £8,378.

The Charity is supported by Waverley Borough Council both by direct funding and the provision of premises. The 3-year Funding Agreement which commenced on April 1, 2022 from the Council provides £60,000, an increase of £6,000 from the prior year. This grant accounts for 32% of the Charity's running costs. The Trustees appreciate that working together with Waverley Borough Council in the context of this agreement that enables the Day Centre to continue to provide its services to the local community its duration. In the prior year we also received £12,000 from Waverley Brough Council to fund a care assistant position.

# FARNCOMBE DAY CENTRE LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

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The Charity benefitted from generous grant funding to support the running of the Day Centre's minibus services. We recorded income in the year of £11,667 from the Henry Smith Charity (through the Community Fund for Surrey), £2000 from the Thomas Trust Fund and £5,000 from Godalming Town Council. A further grant was received from the Community Foundation for Surrey for £5,573 to fund the purchase of a commercial washing machine and tumble drier for the centre.

Donation and Legacy income received by the Charity increased by £7,290 to £10,238. The charity benefitted from a number of 'one off' donations in the year as well as receiving legacies left by prior users of the centre. Expenditure at the Centre was £8,378 higher than the prior financial year. This was driven mainly by increased catering costs due to price inflation as well as higher minibus costs due to increase in lease costs driven by Finance charges related to the Minibus Lease rental.

The Charity's financial accounts for 2022-23 show a surplus of £6,722 for the year.

The Charity normally aims to hold a general reserve of between 6 and 9 months running costs in the belief that this level provides a reasonable buffer against the sudden loss of one or more major sources of income or failure in fundraising. As at 31 March 2023 the reserve represented 10.65 months running cost. This cushion for contingencies means that the Charity can make some improvements to its facilities. In the longer term, the Charity will need to generate a greater level of donations or income from its activities. However, the need to generate income has to be balanced with the need to provide services at an affordable price for users of the Day Centre, many of whom come from the poorest parts of the Waverley Borough.

The Charity has set aside sufficient funds to meet its contractual obligations of the minibus leasing agreement. The Trustees have given full consideration to alternative methods of transporting Day Centre users both to the Day Centre and for organised outings and have concluded that leasing is the most cost effective option available to ensure the Day Centre continues to operate effectively and meet the needs of its user community.

#### **Risk Management**

The Trustees prepare a formal Budget each year which enables them to identify significant factors and risks that Farncombe Day Centre is likely to face in the coming period. In addition, the Trustees review regularly the main operational risks to ensure the smooth functioning of its activities. The Trustees have identified and reviewed the risks to which the Charity is exposed and have appropriate controls in place.

#### **Structure, governance and management**

As of 1 April 2018 the Charity operating and managing the Farncombe Day Centre is Farncombe Day Centre Limited, which is controlled by its governing document, Articles of Association of November 2017. This charity has taken over from the previous charity, Age Concern Farncombe with the trustees having set up a new charitable company, limited by guarantee, Farncombe Day Centre Limited (charity 1175294 and company number 10847748). The change was formally approved by the membership of Age Concern Farncombe at an Extraordinary General Meeting on 24 July 2017. The transfer of assets and liabilities of Age Concern Farncombe to Farncombe Day Centre Limited was done by Deed of Declaration on 31 March 2018.

Farncombe Day Centre has a Board of Trustees, who are also Directors of the charitable company. Trustees are appointed by the Board of Trustees at their regular meetings. The Trustees undertake the management function with meetings being held monthly or bi-monthly which are attended by the Manager to whom day to day management is delegated within defined terms of reference.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Ms G Loveluck  
Dr E W Hislop (Chair)  
Ms S Thompson  
Mr T M Gammon  
Ms L A Grout  
Ms A Storrier (Treasurer)  
Mr M E D Fry  
(Resigned 10 February 2023)



# FARNCOMBE DAY CENTRE LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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Ms L Philippson	(Resigned 25 July 2022)
Ms J E Elcombe	(Appointed 11 April 2023)
Mr D Barker	(Appointed 11 April 2023)
Ms R Thomson	(Appointed 14 September 2023)

Trustee applications are invited from interested parties and references are taken. An applicant is provided with an induction pack, including the constitution and previous minutes of Trustee meetings. To gain an understanding of the Day Centre's activities and operations, the applicant meets with the Chair and is invited to visit the Day Centre prior to attending Board meetings as an observer. If the Trustees and the applicant mutually agree, the applicant is elected at a subsequent meeting of the Trustees.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

### Plans for future

Plans for future The Trustees continue to work to ensure the Day Centre is a valued community asset within the financial constraints under which they operate. This will of necessity involve a continuing review of the services that are offered and the charges that are made, together with continuing efforts to expand the number of users of the Centre. In addition, the Trustees will continue to seek to diversify the Charity's funding sources.

The trustees' report was approved by the Board of Trustees.



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**Dr E W Hislop (Chairman)**

Trustee

Dated: 18/12/23

# FARNCOMBE DAY CENTRE LIMITED

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF FARNCOMBE DAY CENTRE LIMITED

---

I report to the trustees on my examination of the financial statements of Farncombe Day Centre Limited (the charity) for the year ended 31 March 2023.

#### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



**Frances Wilde FCCA DChA**

Warner Wilde  
Chartered Certified Accountants  
4 Marigold Drive  
Bisley  
Surrey  
GU24 9SF

Dated: 18 December 2023

# FARNCOMBE DAY CENTRE LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Restricted funds 2022 £	Total 2022 £
	Notes					
<b>Income from:</b>						
Donations and legacies	3	72,238	22,240	94,478	59,974	87,974
Charitable activities	4	99,693	-	99,693	-	100,977
Investments	5	284	-	284	-	26
<b>Total income</b>		<u>172,215</u>	<u>22,240</u>	<u>194,455</u>	<u>28,000</u>	<u>188,977</u>
<b>Expenditure on:</b>						
Charitable activities	6	167,051	20,682	187,733	27,714	179,355
<b>Net income for the year/ Net movement in funds</b>		5,164	1,558	6,722	286	9,622
Fund balances at 1 April 2022		165,407	13,360	178,767	13,074	169,145
<b>Fund balances at 31 March 2023</b>		<u><u>170,571</u></u>	<u><u>14,918</u></u>	<u><u>185,489</u></u>	<u><u>13,360</u></u>	<u><u>178,767</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# FARNCOMBE DAY CENTRE LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	10		30,480		12,510
<b>Current assets</b>					
Debtors	11	4,823		7,622	
Cash at bank and in hand		166,585		169,732	
		<u>171,408</u>		<u>177,354</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(16,399)</u>		<u>(11,097)</u>	
Net current assets			155,009		166,257
<b>Total assets less current liabilities</b>			<u>185,489</u>		<u>178,767</u>
<b>Income funds</b>					
Restricted funds	14		14,918		13,360
Unrestricted funds			170,571		165,407
			<u>185,489</u>		<u>178,767</u>

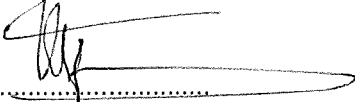
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.


The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Companies Act 2006.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 18/12/23

  
.....  
Dr E W Hislop (Chair)  
Trustee

  
.....  
Ms A Storrier (Treasurer)  
Trustee

Company registration number 10847748

# FARNCOMBE DAY CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

---

### 1 Accounting policies

#### Charity information

Farncombe Day Centre Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Farncombe Day Centre, St John's Street, Farncombe, Godalming, Surrey, GU7 3EJ.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# FARNCOMBE DAY CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings and equipment	20% straight line
----------------------------------	-------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# FARNCOMBE DAY CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Donations and gifts	10,238	-	10,238	4,948	-	4,948
Grants receivable	62,000	22,240	84,240	55,026	28,000	83,026
	<u>72,238</u>	<u>22,240</u>	<u>94,478</u>	<u>59,974</u>	<u>28,000</u>	<u>87,974</u>

# FARNCOMBE DAY CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 3 Donations and legacies

(Continued)

#### Grants receivable for core activities

Waverley Borough Council	60,000	-	60,000	54,000	12,000	66,000
CFS - Sente Software & Mamie Mollan funds	-	1,667	1,667	-	3,500	3,500
Godalming Town Council	-	5,000	5,000	-	5,000	5,000
Henry Smith Foundation	-	10,000	10,000	-	7,500	7,500
CFS - Cyrus Fund	-	5,573	5,573	-	-	-
Thomas Trust Fund	2,000	-	2,000	-	-	-
Other	-	-	-	1,026	-	1,026
	<u>62,000</u>	<u>22,240</u>	<u>84,240</u>	<u>55,026</u>	<u>28,000</u>	<u>83,026</u>

CFS - Community Foundation Surrey



# FARNCOMBE DAY CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 4 Charitable activities

	Day Centre General 2023 £	Day Centre Catering 2023 £	Community Meals Service 2023 £	Total 2023 £	Day Centre General 2022 £	Day Centre Catering 2022 £	Community Meals Service 2022 £	Total 2022 £
Sales within charitable activities	13,489	34,820	31,952	80,261	9,986	29,957	46,440	86,383
Minibus	18,326	-	-	18,326	13,022	-	-	13,022
Charitable rental income	1,106	-	-	1,106	1,572	-	-	1,572
	<u>32,921</u>	<u>34,820</u>	<u>31,952</u>	<u>99,693</u>	<u>24,580</u>	<u>29,957</u>	<u>46,440</u>	<u>100,977</u>

The Community Meals Service delivers meals to residents in the Farncombe, Milford and Godalming areas. This is a separate service to the drop-in catering provided at the Day Centre.

# FARNCOMBE DAY CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### 5 Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Interest receivable	284	26

# FARNCOMBE DAY CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 6 Charitable activities

	Day Centre General 2023 £	Day Centre Catering 2023 £	Minibus Transport 2023 £	Total 2023 £	Day Centre General 2022 £	Day Centre Catering 2022 £	Minibus Transport 2022 £	Total 2022 £
Staff costs	66,387	24,420	16,482	107,289	67,325	23,761	15,789	106,875
Depreciation and impairment	6,135	-	-	6,135	9,671	-	-	9,671
Catering purchases	-	31,656	-	31,656	-	25,205	-	25,205
Hairdressing and baths	213	-	-	213	525	-	-	525
Printing, stationery and telephone	3,459	-	-	3,459	3,499	-	-	3,499
Cleaning materials	1,214	-	-	1,214	1,197	-	-	1,197
Social activities	2,674	-	-	2,674	1,384	-	-	1,384
Repairs and renewals	5,876	-	-	5,876	3,981	-	-	3,981
Minibus lease	-	-	10,952	10,952	-	-	8,553	8,553
Minibus costs - other	-	-	4,610	4,610	-	-	3,897	3,897
CMS meal trays	-	3,551	-	3,551	-	2,962	-	2,962
CMS volunteer petrol	-	2,040	-	2,040	-	2,294	-	2,294
Miscellaneous expenses	908	-	-	908	896	-	-	896
	<u>86,866</u>	<u>61,667</u>	<u>32,044</u>	<u>180,577</u>	<u>88,478</u>	<u>54,222</u>	<u>28,239</u>	<u>170,939</u>
Share of support costs (see note 7)	4,752	-	-	4,752	3,777	-	-	3,777
Share of governance costs (see note 7)	2,404	-	-	2,404	4,639	-	-	4,639
	<u>94,022</u>	<u>61,667</u>	<u>32,044</u>	<u>187,733</u>	<u>96,894</u>	<u>54,222</u>	<u>28,239</u>	<u>179,355</u>
<b>Analysis by fund</b>								
Unrestricted funds	90,007	61,667	15,377	167,051	81,680	54,222	15,739	151,641
Restricted funds	4,015	-	16,667	20,682	15,214	-	12,500	27,714
	<u>94,022</u>	<u>61,667</u>	<u>32,044</u>	<u>187,733</u>	<u>96,894</u>	<u>54,222</u>	<u>28,239</u>	<u>179,355</u>

# FARNCOMBE DAY CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2023*

---

### 6 Charitable activities

(Continued)

The Community Meals and Day Centre use the same premises and staff to prepare all meals. Community Meals are delivered hot on sealed trays in insulated bags by Volunteers who are reimbursed for mileage driven. Although not shown separately in the accounts, an allocation of 46% of charitable activity expenditure to the Community Meal Service is considered reasonable. This is calculated based on the percentage split of charitable activity income generated by the Community Meal Service.

# FARNCOMBE DAY CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 7 Support costs

	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Insurance	1,662	-	1,662	1,672	-	1,672
Licences and permits	1,627	-	1,627	285	-	285
IT costs	635	-	635	642	-	642
Training	828	-	828	1,068	-	1,068
Advertising	-	-	-	110	-	110
Independent Examiners fee	-	1,332	1,332	-	1,296	1,296
Bank charges	-	767	767	-	847	847
Payroll costs	-	691	691	-	682	682
Other governance costs	-	(386)	(386)	-	1,814	1,814
	<u>4,752</u>	<u>2,404</u>	<u>7,156</u>	<u>3,777</u>	<u>4,639</u>	<u>8,416</u>
Analysed between Charitable activities	<u>4,752</u>	<u>2,404</u>	<u>7,156</u>	<u>3,777</u>	<u>4,639</u>	<u>8,416</u>

Governance costs include Independent Examination fees of £1,332 (2022: £1,266)

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 9 Employees

The average monthly number of employees during the year was:

	2023	2022
	Number	Number
	9	9
	<u>9</u>	<u>9</u>
Employment costs	2023	2022
	£	£
Wages and salaries	105,844	104,575
Social security costs	75	1,011
Other pension costs	1,370	1,289
	<u>107,289</u>	<u>106,875</u>

There were no employees whose annual remuneration was more than £60,000.

# FARNCOMBE DAY CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

10 Tangible fixed assets	Fixtures, fittings and equipment	
	£	
<b>Cost</b>		
At 1 April 2022		63,209
Additions		24,105
		<u>87,314</u>
At 31 March 2023		87,314
<b>Depreciation and impairment</b>		
At 1 April 2022		50,699
Depreciation charged in the year		6,135
		<u>56,834</u>
At 31 March 2023		56,834
<b>Carrying amount</b>		
At 31 March 2023		<u>30,480</u>
At 31 March 2022		<u>12,510</u>
<b>11 Debtors</b>	<b>2023</b>	<b>2022</b>
	£	£
<b>Amounts falling due within one year:</b>		
Other debtors	3,266	3,189
Prepayments	1,557	4,433
	<u>4,823</u>	<u>7,622</u>
	<u>4,823</u>	<u>7,622</u>
<b>12 Creditors: amounts falling due within one year</b>	<b>2023</b>	<b>2022</b>
	£	£
	<b>Notes</b>	
Other taxation and social security	717	1,060
Deferred income	13 10,833	2,500
Accruals	4,849	7,537
	<u>16,399</u>	<u>11,097</u>
	<u>16,399</u>	<u>11,097</u>
<b>13 Deferred income</b>	<b>2023</b>	<b>2022</b>
	£	£
Other deferred income	10,833	2,500
	<u>10,833</u>	<u>2,500</u>
	<u>10,833</u>	<u>2,500</u>

# FARNCOMBE DAY CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 13 Deferred income

(Continued)

Deferred income is included in the financial statements as follows:

	2023	2022
	£	£
Deferred income is included within:		
Current liabilities	10,833	2,500
	<u>          </u>	<u>          </u>
Movements in the year:		
Deferred income at 1 April 2022	2,500	-
Released from previous periods	(2,500)	-
Resources deferred in the year	10,833	2,500
	<u>          </u>	<u>          </u>
Deferred income at 31 March 2023	10,833	2,500
	<u>          </u>	<u>          </u>

The minibus grant is deferred to the extent that it contributes to funding costs incurred in a future period.

# FARNCOMBE DAY CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			Balance at 31 March 2023 £
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	
Elsley Trust	2,507	-	-	2,507	-	-	2,507
Minibus	-	12,500	(12,500)	-	16,667	(16,667)	-
VGP (Care assistant)	-	12,000	(12,000)	-	-	-	-
Dining chairs	6,265	-	(1,757)	4,508	-	(1,757)	2,751
Washer & tumble dryer	-	-	-	-	5,573	(278)	5,295
Ipads and fridge (CFS)	2,320	-	(834)	1,486	-	(834)	652
Sealing Machine (Godalming Council)	1,982	-	(518)	1,464	-	(518)	946
Sealing Machine (CFS)	-	3,500	(105)	3,395	-	(628)	2,767
	<u>13,074</u>	<u>28,000</u>	<u>(27,714)</u>	<u>13,360</u>	<u>22,240</u>	<u>(20,682)</u>	<u>14,918</u>



# FARNCOMBE DAY CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 15 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Fund balances at 31 March 2023 are represented by:						
Tangible assets	18,069	12,411	30,480	1,657	10,853	12,510
Current assets/ (liabilities)	152,502	2,507	155,009	163,750	2,507	166,257
	<u>170,571</u>	<u>14,918</u>	<u>185,489</u>	<u>165,407</u>	<u>13,360</u>	<u>178,767</u>

### 16 Events after the reporting date

In November 2022, the charity agreed a 5-year lease for a minibus at a cost of £947.13 + VAT per month. The minibus was delivered in September 2023.

### 17 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

Calendar of Events in Godalming Jan 2024-Dec 2024				Key:	GTC Events	GTC Partnered Event	GTC Supported Event	Other Events								
Organiser	Event	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Benefit	GTC Support	GTC income/ expenditure
GTC	Weekly Friday Pop Up	5,12, 19,26	2,9, 16,23	1,8,15, 22,29	6,12, 19,26	3,10,17, 24,31	7,14, 21,28	5,12, 19,26	2,9,16, 23,30	6,13, 20,27	4,11, 18,25	1,8,15, 22,29	6,13, 20,27	Economic/ Place-making	Organise Market & activities	£5,000
GTC	Spring Festival				Sat 6									Economic/ Place-making	Organise Event	£3,000
GTC	Godalming Museum Reminiscence Club	Mon 15	Mon 19	Mon 18	Mon 15	Mon 20	Mon 17	Mon 15	Mon 19	Mon 16	Mon 21	Mon 18	Mon 16	Well-being	Social Media	£0
GTC	Floral Godalming (sponsored ongoing)						Judging w/c 24 tbc	Judging w/c 8 tbc						Well-being / Place-making	GTC covers full cost offset by sponsors, GTC grounds staff responsible for Floral Godalming Displays	-£5,000
GTC	Staycation Holiday Programme								Sat 3 - Sun 11					Economic/ Place-making / well-being	Curate program, social media and publicity, provision of venues	-£2,000
GTC	Shakespeare Walk								Sat 10 (Tbc)					Well-being / Place-making	End of Staycation Event	-£1,000
GTC	Farncombe Market Station car park			Sat 16			Sat 15			Sat 21				Economic/ Place-making	Organise Market, provide Tobyman	£450
GTC	Remembrance Service and Parade											Sun 10		Civic	GTC organises event, printing of service sheet, PA system, town wreathes	-£750
GTC	Godalming Christmas Lights Parade											Sun 24		Well-being / Place-making	Organise event in conjunction with Godalming BID	?
GTC	Godalming Christmas Festival Market											Sat 30		Well-being / Place-making	Organise Market, activities and Switch on Charater	£2,500
GTC	Farncombe Christmas Lights												Fri 6	Well-being / Place-making	Organise ativities	£0
GTC	Farncombe Christmas Market												Sat 7	Well-being / Place-making	Organise Market, provide Tobyman	£150
GTC/GDCOC	Food Festival/Classic Car Fest							Sun 7						Economic/ Place-making	GTC organises the Food Festival on behalf of the Chamber for an agreed fee	£2,300
Sport Godalming	Godalming Run					Sun 19								Economic/ Place-making / well-being	GTC Manages Road Closure	-£280
Godalming Rugby Club	Fireworks											Fri 1		Well-being / Place-making	GTC manages infrastructure requirements, procession & Social Media Promotion	£2,000
GTC/EVE	Plant Based Artisan Market			Sat 2		Sat 4			Sat 3			Sat 2		Economic/ Place-making / well-being	GTC Manages Road Closure, Street Trading Licence and promotes via social media, Organisers fee per pitch	£1,000

Organiser	Event	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Benefit	GTC Support	GTC Cost
GTC/Hills to Harbour/SWR	Walking Festival (date tbc) in partnership with Hills to Harbour CRP				tbc									Well-being	GTC Station adoptors & Stakholders of Community rail partnership, promotes events via Social media	£0
GTC/Hills to Harbour/SWR	Bike Dr Event/bike marking (date tbc) in partnership with Hills to Harbour CRP			Sat 16			Sat 15			Sat 21				Well-being	GTC Station adoptors & Stakholders of Community rail partnership, promotes events via Social media	£0
Rotary in Godalming	Godalming Repair Café	Sat 27	Sat 24	Sat 30	Sat 27	Sat 26	Sat 29	Sat 27	Sat 31	Sat 28	Sat 26	Sat 30	Sat 28	Economic	GTC Hosts webpage & promotes via Social media	£0
Rotary in Godalming	Duck Race									TBC				Well-being / Place-making	GTC loans equipment	£0
Rotary in Godalming	Spring Fayre (the Bursys)					Sat 4								Economic/ Place-making / well-being	GTC loans equipment	£0
Godalming Film Society/GTC	Relaxed Screening (WNC)	Sat 20		Sat 16		Sat 20		Sat 20		Sat 16				Well-being	Grant-aid for WNC, manage tickets & social media	-£400
Churches Together	CTIG Easter Event				Fri 29									Well-being	Assist with road closure application	£0
Go Godalming Association	Music in the Park Bandstand Concerts				Sun 28	Sun 6, 12, 19, 26	Sun 2, 9, 16, 23, 30	Sun 7, 14, 21, 28	Sun 4, 11, 18, 26	Sun 8, 15, 22				Economic/ Place-making / well-being	GTC Bandstand FOC, Social media promotion, GTC sponsored concert	-£250
Godalming Round Table	Round Table Town Show & Carnival						Sat 1							Place-making / well-being	Manage Road Closure for procession, loan equipment, FOC WNC	-£192
Choirblast	Choir Blast Festival (Phillips Memorial Park)						Sat 8							Well-being	GTC advise on event planning, Grant aid	-£192
TST	TST Staycation Live Music Festival								Fri 2, Sat 3, Sun 4					Economic/ Place-making / well-being	GTC's PLI, support management plan, funds waste management & first aid. Financial guarantee in 2023, to be reviewed for 2024.	-£3,000
Godalming Trust	Surrey Heritage Open Weekend								14-15					Well-being	GTC funds promotion of event, FOC use of Pepperpot, Museum manages tickets	-£1,800
Sport Godalming	Go Godalming Association Sport for all Awards											Fri 15		Well-being	FOC WNC for awards ceremony	-£112
Tesla/Godalming Theatre Group	Autumn Pumpkin Trail										w/c 20			Well-being	Social media promotion	£0
Churches Together	CTIG Carol Service/Concert												tbc	Civic / Well-being	Social media promotion	£0

Organiser	Event	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Benefit	GTC Support	GTC Cost
Godalming Performing Arts Committee	Godalming Music Festival		14 Feb - 19 Mar											Place-making / well-being	Social media promotion	£0
Godalming Trust	Godalming Trust Guided Town Walks					tbc	tbc	tbc						Place-making / well-being	Social media promotion	£0
St Johns Church, Farncombe	St Johns Spring Fayre (St Johns Church, Farncombe)					tbc								Place-making / well-being	Social media promotion	£0
Surrey Beer Festival	Surrey Beer Festival (the Burys)						14/15							Economic/ Place-making	Allow use of water, connection to power & Flood Lights at recharge costs	£0
Oktoberfest	Surrey Beer Festival (the Burys)										tbc			Economic/ Place-making	Allow use of water, connection to power & Flood Lights at recharge costs	£0
Possible Future Events																
Friday after work concerts tbc																
Street market/craft market either one off or regular																
Godalming Ghost Walk																
															<b>Income/expenditure</b>	<b>£1,424</b>
															<b>36 Different Events over 195 Days</b>	

9. GTC REPRESENTATIVES ON EXTERNAL ORGANISATIONS REPORTS & 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 11 January 2024 meeting	13/07/23	12/10/23 11/01/24
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	Deferred to 11 January 2024 meeting	12/10/23	11/01/24
Sport Godalming	Cllr Adam	Deferred to 11 January 2024 meeting	12/10/23	11/01/24
Godalming & District Chamber of Commerce	Cllr Holliday	Report provided	23/11/23	
Go-Godalming Association	Town Mayor Cllr Steel	Report provided	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
Christmas Festival & Lights Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Friday, 1 December 2023
Farncombe Christmas Market	Saturday, 2 December 2023
Spring Festival	Saturday, 6 April 2024
Annual Council/Mayor Making	Thursday, 16 May 2024
Godalming Run	Sunday, 19 May 2024
Town Show	Saturday, 1 June 2024
Summer Food Festival	Sunday, 7 July 2024 - tbc
Staycation	Saturday, 3-Sunday, 11 August 2024 - tbc
Heritage Weekend	Saturday, 14-Sunday, 15 September 2024
Town Fireworks	Friday, 1 November 2024
Remembrance Sunday	Sunday, 10 November 2024
Christmas Festival & Lights Switch-on	Saturday, 30 November 2024
Farncombe Christmas Lights Switch-on	Friday, 6 December 2024 - tbc

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

## **COUNCILLORS DEPENDENTS' CARERS' SUPPORT SCHEME**

### **1. Purpose:**

The Councillors Dependents' Carers' Support Scheme should ensure that potential candidates are not deterred from standing for election to council and should enable current councillors to continue despite any change in their personal circumstances.

The Council should actively promote the scheme to prospective and new councillors both before and following an election. This may assist in supporting a greater diversity of councillor representation.

### **2. Legislation:**

Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

### **3. Eligibility:**

3.1. Councillors who are responsible for providing care to children/dependent relatives may make use of the Dependents' Carers' Support Scheme to assist with financial loss incurred in paying for care of the child/dependent relative whilst attending the approved duties specified at Annex 1.

3.2. As agreed on an individual basis with the Town Clerk and in consultation with the RFO, the Support Scheme can also cover costs associated with Councillors who themselves need carer assistance for attendance at duties specified at Annex 1.

### **4. Dependents' Carers' Allowance Criteria:**

A Godalming Town Councillor who has incurred expenses for the care of a dependent relative whilst carrying out approved duties, is eligible to make use of the Dependents' Carers' Support Scheme.

4.1. It applies to care for those who cannot be left unsupervised due to social or medical grounds who are normally dependent on the councillor for such care. Dependents are defined as children aged 15 or under, elderly, disabled or unwell relatives.

4.2. The Support Scheme will be reimbursed at cost for both childcare, dependent adult care and more specialist medical care.

4.3. In respect of specialist medical care provision, evidence from a medical practitioner that this type of provision is required for a dependent should be provided to the Town Clerk for approval prior to the submission of the first claim.

4.4. The paid carer must be aged 18 or over and cannot be a member of the immediate family or household (spouse, parents, siblings, and children, including step and adopted). Members are encouraged to use a registered childminder/carer where practicable.

4.5. In addition to the duration of the meeting/duty being attended by the claimant, up to one hour may be added to the claim to enable the councillor to travel to/ from meetings, provided the dependent remains with the carer for the duration (where extra additional time may be necessary prior authorisation must be sought from the Town Clerk).

4.6. Claims should be made on the Members Dependents' Carers' Support Scheme claim form (available from the RFO).

4.7. The scheme has no daily or monthly maximum claim when undertaking approved councillor duties.

## 5. Payment:

- 5.1. Payments will be made retrospectively to either care provider or councillor, providing they are supported by the appropriate claim form and invoices/receipts.
- 5.2. Payment will be processed on the first available appropriate payment run following receipt and will be paid via BACS to a nominated bank or building society account.
- 5.3. Where a Godalming Town Councillor is also a member of another authority, they may not claim from more than one authority in respect of the same duties.
- 5.4. Records of payments made to Members are held by the RFO and are open to inspection by Local Government elector's resident in the area and are subject to both internal and external audit.

Any queries relating to Dependents' Carers' Support Scheme should be referred to the Town Clerk.

### Summary

Care costs can be claimed for all formal council work including attending council meetings, committees and sub-committees, meetings for other bodies for which Councillors have been appointed by the council, as well as attending internal and external learning and development sessions.

Care costs cannot be claimed for ward work, constituency meetings, political group meetings or meeting preparation time.

## ANNEX 1

The following are approved duties in respect of which councillors may make use of the Dependents' Carers' Support Scheme:

- i. all scheduled and extraordinary meetings of the council or its committees upon which a claimant is an elected or appointed Member;
- ii. all internal and external learning and development sessions booked for Members by an Officer of Godalming Town Council;
- iii. meetings and/or briefings convened or authorised by a Proper Officer of the Council (Town Clerk/RFO) provided that councillors of at least two political groups have been invited;
- iv. formal inspections and site visits authorised by the council, and;
- v. meetings of all other bodies to which councillors are appointed as a representative of the council or a committee. These include:
  - a. joint committees with staff (SHE for example)
  - b. working panels
  - c. Task & Finish Groups and
  - d. advisory groups and outside bodies (appointed to by the council).
- vi. the carrying out of any other duty approved by the council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the council or any of its committees or sub-committees.



## **COUNCILLORS' PARENTAL LEAVE POLICY**

There is currently no legal right for councillors to take Parental Leave and any arrangement adopted by this council is a voluntary one.

Section 85 of the Local Government Act 1972 places a requirement on councillors to attend a meeting of the council within a 6 consecutive month period unless Full Council agrees to an extended leave of absence prior to the expiration of that 6-month period. This policy has been adopted by Godalming Town Council in the knowledge that any leave taken under this policy, that goes beyond 6-months, is an approved reason under section 85 of the Act without further Full Council approval. This is on the understanding that for a councillor to take advantage of this policy they must comply with the notification/agreement requirements set out. Failure to do so could mean that a councillor automatically vacates their elected office.

It should be noted that the political makeup of the council is not altered by a councillor taking Parental Leave, as such no changes to the allocated places of the Staffing or Audit Committees, or any sub-committee, Task & Finish group or other body of the Council will be required or made.

### **Purpose, Scope and Background**

The policy aims to ensure that, insofar as possible, councillors can take appropriate leave at the time of birth or adoption; that both parents are able to take leave; and that reasonable and adequate arrangements are in place to provide cover for the councillor's responsibilities during any period of leave taken.

### **Policy:**

#### **1. Leave Periods**

- 1.1. Councillors giving birth are entitled to up to 6-months parental leave from the due date, with the option to extend by up to a further 26 weeks, by agreement if required. Expectant mothers may also wish to start parental leave earlier due to health reasons, and such a notification can be dealt with as per 5.1 below.
- 1.2. In addition, where the birth is premature, the councillor is entitled to take leave during the period between the date of the birth and the due date in addition to the 6-months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6-months.
- 1.3. In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52-week entitlement.
- 1.4. Councillors shall be entitled to take a minimum of 2 weeks parental leave if they are the biological father or nominated carer of their partner/spouse following the birth or adoption of their child(ren).
- 1.5. A councillor who has made shared parental leave arrangements through their employment, is requested to advise the council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from council.
- 1.6. Where both parents are councillors, leave may be shared up to a maximum of 24 weeks for the first 6 months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.
- 1.7. A councillor who adopts a child through an approved adoption agency shall be entitled to take up to 6-months adoption leave from the date of placement, with the option to extend up

to 52 weeks by agreement if required. For the purposes of this policy, surrogacy will fall under the definition of adoption and the policy shall be applicable if a councillor has applied for or is intending to apply for a Parental Order in relation to the child, in which case they shall be entitled to take up to 6-months leave with the option to extend up to 52 weeks by agreement if required.

- 1.8. Any councillor intending to take parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the council, both in terms of the pre notification requirements for when the leave is to start, to extend their leave beyond 6-months and the point at which they intend to return.
- 1.9. Any councillor taking parental leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.
- 1.10. The relevant political groups/the Council will, in so far as able, facilitate any arrangements made by relevant councillors which allow for the casework of a councillor on Parental Leave to be completed by another ward councillor, or another councillor if that is not feasible. Likewise, the relevant political group will, in so far as able, provide a substitute member on any minor committee, sub-committee, Task & Finish group, advisory group or other body of the council on which the councillor taking leave is elected to, or nominated to attend.
- 1.11. The council will ensure that the councillor on Parental Leave continues to have access to their council email account and will continue to provide council agendas, reports, minutes and other documents via email.
- 1.12. Absences from council meetings during any period of Parental Leave will be noted as such, rather than being attributed to general absence. The number of 'Possible Attendance' for meetings published on the adopted Schedule of Council Meetings and any extraordinary meetings will be adjusted to negate those meeting held during a councillor's period of Parental Leave.
- 1.13. If a councillor wishes to have a keeping in touch day or attend a meeting (KIT day) then they should notify their Group Leader (if applicable) and Proper Officer as per section 5, although this will not affect any calculation of the leave periods or be taken into account for an extended leave period.

## **2. Parish Basic Allowance**

- 2.1. If a Parish Basic Allowance has been adopted by Godalming Town Council, councillors shall continue to receive the Parish Basic Allowance in full whilst on Parental Leave.

## **3. Chairs' Allowances**

- 3.1. If Godalming Town Council has adopted a higher Chairs' Allowance in addition to the Parish Basic Allowance, a councillor elected as Chair of the Council (Mayor) shall continue to receive the Chairs' Allowance in full whilst on parental or adoption leave until the end of their current elected term of office at the next Annual Council.

## **4. Resigning from Office and Elections**

- 4.1. If a councillor decides not to return at the end of their parental or adoption leave, they must notify the council at the earliest possible opportunity. Any allowance payable will cease from the effective resignation date.
- 4.2. If an election is held during the councillor's parental or adoption leave and they are not re-elected, or decide not to stand for re-election, any allowance payable will cease from the 4<sup>th</sup>

day after the ordinary day of election when they would legally vacate office (subject to any specific legal provisions relating to a Chair of Council, Vice Chair of Council).

## **5. Notification requirements**

- 5.1. The councillor must notify the Proper Officer by email (to: [townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk)) no later than the end of the 15<sup>th</sup> week before the expected week of childbirth of the dates of any intended parental or adoption leave or as soon as is reasonably practicable and provide:
  - (i) the week the baby/child is due (in the case of adoption leave – date of placement);
  - (ii) the period of leave the councillor intends to take; and
  - (iii) when they want their leave to start. This will be acknowledged within 2 weeks. An exemption to this would be health reasons for the mother or prematurity of the child, in which case notification is to be as soon as possible to the above email.
- 5.2 If a councillor wishes to return from leave earlier than originally planned, or have a KIT day, they should notify the Proper Officer by email (as above), who will provide confirmation that the information has been received and from what date they will resume the responsibilities of any remunerated post, or KIT arrangements as appropriate.
- 5.3 If a councillor taking leave wishes to extend this beyond 6-months (as set out in this policy), then no later than 4 weeks before the end of the 6-month period, the councillor should notify the Proper Officer. The Proper Officer shall then liaise with the relevant councillor's Group Leader to agree this, or if the councillor is independent/not in a group, then the Leader of the Council to agree this and confirm that this is acceptable.

Mr Peter Crane

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3 January 2024

Dear Mr Jeffrey

Further to our conversation of 20 December, I write to request the grant of up to £2,000 that is available to Support Groups in the Godalming area on a discretionary basis. I will detail below the work we do for our local Ukrainian Refugees, but essentially, we require this grant urgently to support the moves of Ukrainian families from their Host Family into private rented accommodation (we have six families moving in the next few months, with more to follow as they find jobs). Although we provide a huge amount of help in these moves, we need a man and a van to move larger pieces of furniture. If you were to provide us with this grant, the majority of the money would be used for this purpose, but we'd also like to refresh some of our educational material and provide additional financial support on house moves when required.

My friend Cherry Gay originally set up the Ukrainian Support Group in April 2022 as Ukrainian Refugees fled the war with Russia – as you know we have a significant number of such refugees in the Godalming area, with almost all initially living with Host families. We have around 25 supporters giving as much time as they are able. Initially Cherry set up the group to provide English lessons to the Ukrainian Refugees, the vast majority of whom spoke very little English. Cherry brought on board 5 ex-teachers to provide the lessons. The idea being that with improved English, they could find jobs in the area and contribute to the local economy. These lessons were provided at the Baptist Church in Godalming where their team have been excellent supporters of our work and in the first year the lessons were provided twice each week, on a Monday and Friday. The formal English lessons have continued on a Monday, with the Friday switching to a Coffee Morning, again with support from The Baptist Church, where Ukrainians can come along in an informal setting, meet their friends and practice their English with our supporters. We have had about 50 Ukrainians join our group - most of whom now have jobs, mostly in the hospitality industry, schools and retail outlets, but we maintain contact and they all know we are there if they need us. We feel that this is a real success story, evidenced by the award that Cherry received from the Council in March 23 for her tireless work in supporting our Ukrainian friends.

As time has gone on, our service to the Ukrainians has expanded into helping them find jobs and as they've found jobs, we've worked with local Estate Agents and Waverley Borough Council (WBC) to help them find, move into and furnish their own accommodation. WBC has been very helpful – paying deposits and first month rents as a gift and providing loans where Estate Agents have demanded six months' rent in advance. Godalming Town Council was also helpful in offering the use of a van and a driver which we utilised a number of times to pick up furniture generously donated by

local residents and deliver it to flats or our storage garage. Unfortunately, that arrangement came to an end in October. We have also provided help in setting up Broadband in flats, buying cars, liaising on access to local schools, accessing healthcare when needed and sorting and cataloguing the many donations of bedding, clothes, toys, small furnishings and homewares for Refugees which had sat untouched in a storeroom in The Council Offices in Godalming. We are now able to use these for the purpose that they were donated for.

Initially we raised several thousand pounds which was used for student books, teaching materials white boards etc. when setting up the school. This year we have attended Godalming events such as The Duck Race, The Town Carnival and Loseley Christmas Fair and raised several thousand pounds which has helped support some of our work. However, it has become more difficult to raise funds now as there are many competing good causes. We also give of our own money, time and effort – we actively help in moving furniture and possessions. In situations where the Council has been unable to help financially to move Ukrainian families into their own flats, we have a scheme whereby we loan money to them and they pay back into the fund as they are able. However, now our funds are severely depleted and we badly need access to a man and a van to continue assisting with the house moves. We want to continue to help with these moves, but without this grant we simply won't be able to. Despite lots of contact with the council, we only became aware of the grant very recently by reading the minutes of a council meeting, although we now know that it has been available since May 22.

We believe that from small beginnings, we have set up an excellent model that takes Ukrainian Refugees from learning English, into jobs and from that into their own accommodation. These people simply want to work and progress their lives in the UK and contribute to the local economy – a real win-win. The model also takes a huge amount of pressure away from Council services.

We believe that we are very worthy of the maximum grant of £2,000 and look forward to hearing from you following the Council Meeting on 11 January.

Yours sincerely,

Peter Crane

Ukrainian Support Group in the Godalming area

## 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.