

## GODALMING TOWN COUNCIL

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107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

17 May 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, 23 MAY 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, 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 YouTube page.** If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [YouTube](#) page.

Committee Members:

Councillor Follows – Chair

Councillor Adam  
Councillor Clayton  
Councillor Crooks  
Councillor Crowe  
Councillor C Downey  
Councillor S Downey  
Councillor Duce  
Councillor Heagin

Councillor Holliday  
Councillor Kiehl  
Councillor Martin  
Councillor PMA Rivers  
Councillor Steel  
Councillor Thomson  
Councillor Williams  
Councillor Weightman

### AGENDA

1. ELECTION OF COMMITTEE CHAIR

To receive nominations for the Chair of the Committee and to elect said Chair.

2. ELECTION OF COMMITTEE VICE-CHAIR

To receive nominations for the Vice-Chair of the Committee and to elect said Vice-Chair.

3. MINUTES

To approve as a correct record the minutes of the meeting held on the 25 April 2024, a copy of which has been circulated previously.

4. APOLOGIES FOR ABSENCE

To receive apologies for absence

5. 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.

6. 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.

7. QUESTIONS BY MEMBERS

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

8. 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.

9. BUDGET MONITORING

Members are asked to note a report from the responsible Finance Officer on the Council's financial performance to 30 April 2024 (report attached for the information of Members).

10. COMMITTEE REPORTS & KEY DATES

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

11. MUSEUM POLICIES

On 15 February 2024, Members considered the Museum Development Plan and agreed to the establishment of the Museum Co-ordination Group (Min No 509-23 refers).

As part of its work to support the Curator and the Trust in achieving re-accreditation in January 2025, the Museum Co-ordination Group, consisting of representatives from GTC, the Godalming Museum Trust (GMT) and the Curator, has reviewed the documents detailed below and recommend their approval by GTC.

GTC has a significant interest in the Collections' Care & Conservation Policy due to the fact that it is the owner of the museum collection that was curated between 1921 and 1974. With

regard to the Collections' Development Policy, the existing management agreement between Godalming Town Council and the Godalming Museum Trust states that:

*The Trust will prepare and keep under review an Acquisitions & Disposal Policy for the Museum which shall be approved by GTC and which shall not be amended without the approval of the Curator on behalf of GTC.*

The Collections' Development Policy is in effect an acquisitions and disposal policy.

If approved by GTC, these documents (attached for the information of Members) will be considered for adoption by the Godalming Museum Trust.

- Draft Collections' Care & Conservation Policy 2024-29
- Draft Collections' Development Policy 2024-29

12. ADMINISTRATIVE SUPPORT

Members to receive a verbal report from the Town Clerk relating to administrative support requirements.

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

Members to provide an update on the external body to which they are a Town Council representative if an update is available.

14. COMMUNICATIONS ARISING FROM THIS MEETING

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

15. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 4 July 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

16. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 16 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E COMMERCIAL-IN CONFIDENCE

17. THE SQUARE

Members to receive a verbal update from the Town Clerk on The Square.

## 9. BUDGET MONITORING REPORT

Members to consider a budget monitoring report to 30 April 2024 against the revised estimates agreed at Full Council on 16 May 2024 (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	43,791 u/s	0 u/s
Civic Expenses	4,546 u/s	0 u/s
Town Promotion	2,213 o/s	0 o/s
Staycation	0 u/s	0 u/s
Festivals & Markets	4,052 u/s	4,000 u/s
Christmas Lights	0 o/s	0 o/s
BWP Youth Centre	165,518 o/s	0 o/s
Pepperpot	1,941 u/s	0 u/s
The Square	2,558 o/s	0 u/s
Allotments	7 o/s	0 o/s
Wilfrid Noyce Community Centre	5,696 u/s	0 u/s
Bandstand	50 u/s	0 o/s
Godalming Museum	27 u/s	0 u/s
Land & Property Other	356 o/s	0 o/s
Crown Court Conveniences	22,727 u/s	0 o/s
Broadwater Park Extension	9,052 o/s	0 o/s
Cemeteries	26,648 u/s	6,000 u/s
Mayors' Charity	0 u/s	0 o/s
Community Store	520 u/s	0 o/s
<b>TOTAL</b>	<b>69,705 o/s</b>	<b>59,252 u/s</b>

The monitoring report shows a current variance of £69,705 overspend against the revised Budget. Items to note in the forecast:

### **Head Office**

- £46.4k Grants underspend – none of the SLA grants have yet been paid as waiting to receive required documentation per agreements before making payment (Min No 422-23 refers). This is a timing issue only as there is no reason to believe payments won't be made.
- £24.8k Miscellaneous overspend – this is the payment to Tuesley and Munstead Parish Council as part of the Godalming Joint Burial Committee dissolution agreement (Min No 420-21 refers). This is offset by a transfer from an earmarked reserve established for this purpose.

### **Civic Expenses**

- £5.0k Professional Fees underspend – Waverley Borough Council gave estimated costs of two recent by elections in the 2023/24 financial year which were accrued. Only one of those invoices has been received to date. This is a timing issue only.

### **Town Promotion**

- £2k Income underbudget – Floral Godalming sponsorship has not yet been invoiced. This is a timing difference only.

### BWP Youth Centre

- £168k Grants under budget – Waverley Borough Council has not yet paid the second instalment of the UKSPF funding.

### The Square

- £1.7k Income under budget – invoice to reclaim insurance from tenant done in May 2024. Timing difference only.

### Crown Court Conveniences

- First payment of £28.5k received from Community Ownership Fund (Min Nos 94-23, 118-23, 159-23, 330-23 and 356-23 refer).

### Broadwater Park Extension

- £9k spent on the Office Infill (Min Nos 117-23 and 265-23 refer). Project is being funded by CIL.

### Cemeteries

- £14.8 above budget revenue – majority of burials to date have been for people outside of Godalming, thus paying a premium.
- £5.9k Grounds Maintenance underspend – actual costs for Q4 grass cutting by QLS significantly under what was accrued resulting savings.

## GENERAL AND EAR MARKED RESERVES

	Balance b/f	Deficit/Surplus	Transfer from	Transfer to	Transfers between	Balance c/f
	1 April 2024	from Revenue a/c	Revenue a/c	Revenue a/c	Reserves	31 March 2025
	£	£	£	£	£	£
<b>Movement in Reserves to March 31 2025 (Actual)</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	665,404	384,625	48,000			1,098,029
<b>Sub-total unallocated reserves</b>	665,404					1,098,029
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	4,000		6,000			10,000
3 Community Infrastructure Levy	299,076					299,076
4 Emerging Projects	42,591		5,000			47,591
5 Youth	5,250					5,250
6 Afghan Refugees	529					529
7 Busbridge Parish Council	25,000			-25,000		0
8 Land & Property Maintenance	215,000		12,500			227,500
9 Capital Works Programme	1,900		58,000			59,900
10 Flood Wall Maintenance	6,000					6,000
11 Mayor's Charity	1,060					1,060
12 Community Store	0					0
13 Professional Fees	17,000					17,000
<b>Sub- total Earmarked Reserves</b>	617,406					673,906
<b>Balances</b>	1,282,810	384,625	129,500	-25,000	0	1,771,935

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

## 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	573,872	573,872	0	573,872	573,872	0	1,147,744			50.0%
1303 Other customer/client receipts	0	825	825	0	825	825	10,000			0.0%
1401 Interest Received	4,073	2,100	(1,973)	4,073	2,100	(1,973)	25,000			16.3%
Head Office Costs :- Income	<b>577,945</b>	<b>576,797</b>	<b>(1,148)</b>	<b>577,945</b>	<b>576,797</b>	<b>(1,148)</b>	<b>1,182,744</b>			<b>48.9%</b>
4001 Salaries	19,678	22,090	2,412	19,678	22,090	2,412	265,080	245,402		7.4%
4002 Employer's NIC	2,100	2,635	535	2,100	2,635	535	31,620	29,520		6.6%
4003 Employer's Superannuation	3,498	3,930	432	3,498	3,930	432	47,160	43,662		7.4%
4011 Staff Training	0	350	350	0	350	350	4,200	4,200		0.0%
4012 Recruitment Advertising	0	0	0	0	0	0	1,500	1,500		0.0%
4013 Other Staff Expenses	0	50	50	0	50	50	600	600		0.0%
4102 Property Maintenance	0	200	200	0	200	200	2,400	2,400		0.0%
4103 Maintenance Contracts	40	188	148	40	188	148	2,250	2,210		1.8%
4111 Energy Costs	554	500	(54)	554	500	(54)	6,000	5,446		9.2%
4121 Rents	1,064	2,650	1,586	1,064	2,650	1,586	2,650	1,586		40.2%
4131 Rates	6,628	6,100	(528)	6,628	6,100	(528)	6,100	(528)		108.7%
4141 Water Services	0	25	25	0	25	25	300	300		0.0%
4161 Cleaning	276	380	104	276	380	104	4,560	4,284		6.1%
4162 Waste Removal	35	50	15	35	50	15	600	565		5.8%
4163 Domestic Supplies	24	25	1	24	25	1	300	276		8.0%
4202 Car Allowances	101	80	(21)	101	80	(21)	1,000	899		10.1%
4301 Equipment	289	500	211	289	500	211	2,000	1,711		14.4%
4304 Catering & Hospitality	17	45	28	17	45	28	540	523		3.1%

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

## 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
4306 Printing	110	180	70	110	180	70	2,160		2,050	5.1%
4307 Stationery	442	400	(42)	442	400	(42)	4,800		4,358	9.2%
4308 General Office Expense	0	0	0	0	0	0	250		250	0.0%
4313 Professional Fees - Other	4,414	1,100	(3,314)	4,414	1,100	(3,314)	13,200		8,786	33.4%
4314 Audit Fees	189	500	311	189	500	311	3,300		3,111	5.7%
4315 Insurance	17,282	14,500	(2,782)	17,282	14,500	(2,782)	14,500		(2,782)	119.2%
4321 Bank Charges	68	35	(33)	68	35	(33)	420		352	16.2%
4322 Postage	74	100	26	74	100	26	1,950		1,876	3.8%
4323 Telephones	190	230	40	190	230	40	2,765		2,575	6.9%
4325 Computing	3,727	950	(2,777)	3,727	950	(2,777)	11,400		7,673	32.7%
4326 Website	60	200	140	60	200	140	2,400		2,340	2.5%
4341 Grants	(926)	45,500	46,426	(926)	45,500	46,426	64,700		65,626	(1.4%)
4342 Subscriptions	4,883	3,800	(1,083)	4,883	3,800	(1,083)	5,880		997	83.1%
4343 Licensing/PRS	0	0	0	0	0	0	120		120	0.0%
4900 Miscellaneous Expenses	25,000	165	(24,835)	25,000	165	(24,835)	1,981		(23,019)	1262.0%
6000 Debt Charges - Principal	0	0	0	0	0	0	34,501		34,501	0.0%
6001 Debt Charges - Interest	0	0	0	0	0	0	43,202		43,202	0.0%
Head Office Costs :- Indirect Expenditure	<b>89,815</b>	<b>107,458</b>	<b>17,643</b>	<b>89,815</b>	<b>107,458</b>	<b>17,643</b>	<b>586,389</b>	<b>0</b>	<b>496,574</b>	<b>15.3%</b>
5001 Transfers from Reserves	(145,000)	(120,000)	25,000	(145,000)	(120,000)	25,000	(120,000)		25,000	120.8%
5101 Contrib. to Premises Provision	2,500	2,500	0	2,500	2,500	0	2,500		0	100.0%
5102 Contrib. to Other Provisions	63,000	63,000	0	63,000	63,000	0	63,000		0	100.0%
Head Office Costs :- Other Costs	<b>(79,500)</b>	<b>(54,500)</b>	<b>25,000</b>	<b>(79,500)</b>	<b>(54,500)</b>	<b>25,000</b>	<b>(54,500)</b>	<b>0</b>	<b>25,000</b>	<b>145.9%</b>
<b>Net Income over Expenditure</b>	<b>567,630</b>	<b>523,839</b>	<b>(43,791)</b>	<b>567,630</b>	<b>523,839</b>	<b>(43,791)</b>	<b>650,855</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

## 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>102 Civic Expenses</u>										
4121 Rents	0	220	220	0	220	220	2,420		2,420	0.0%
4304 Catering & Hospitality	0	50	50	0	50	50	600		600	0.0%
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	500		500	0.0%
4306 Printing	0	0	0	0	0	0	800		800	0.0%
4313 Professional Fees - Other	(5,026)	0	5,026	(5,026)	0	5,026	300		5,326	(1675.4%)
4325 Computing	1,276	350	(926)	1,276	350	(926)	4,200		2,924	30.4%
4327 Publicity Advertising	0	0	0	0	0	0	750		750	0.0%
4332 Mayor's Expenses	0	110	110	0	110	110	1,320		1,320	0.0%
4334 Members' Training	0	100	100	0	100	100	1,200		1,200	0.0%
4900 Miscellaneous Expenses	114	80	(34)	114	80	(34)	960		846	11.9%
Civic Expenses :- Indirect Expenditure	<b>(3,636)</b>	<b>910</b>	<b>4,546</b>	<b>(3,636)</b>	<b>910</b>	<b>4,546</b>	<b>13,050</b>	<b>0</b>	<b>16,686</b>	<b>(27.9%)</b>
5102 Contrib. to Other Provisions	6,000	6,000	0	6,000	6,000	0	6,000		0	100.0%
Civic Expenses :- Other Costs	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Expenditure</b>	<b>(2,364)</b>	<b>(6,910)</b>	<b>(4,546)</b>	<b>(2,364)</b>	<b>(6,910)</b>	<b>(4,546)</b>	<b>(19,050)</b>			
<u>104 Town Promotion</u>										
1303 Other customer/client receipts	0	2,000	2,000	0	2,000	2,000	2,350			0.0%
Town Promotion :- Income	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>2,350</b>			<b>0.0%</b>
4162 Waste Removal	0	0	0	0	0	0	400		400	0.0%
4171 Grounds Maintenance Costs	263	0	(263)	263	0	(263)	5,000		4,737	5.3%



## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

## 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	500		500	0.0%
4304 Catering & Hospitality	0	0	0	0	0	0	100		100	0.0%
4306 Printing	0	0	0	0	0	0	400		400	0.0%
4327 Publicity Advertising	0	0	0	0	0	0	2,100		2,100	0.0%
4900 Miscellaneous Expenses	0	50	50	0	50	50	600		600	0.0%
Town Promotion :- Indirect Expenditure	<b>263</b>	<b>50</b>	<b>(213)</b>	<b>263</b>	<b>50</b>	<b>(213)</b>	<b>9,100</b>	<b>0</b>	<b>8,837</b>	<b>2.9%</b>
<b>Net Income over Expenditure</b>	<b>(263)</b>	<b>1,950</b>	<b>2,213</b>	<b>(263)</b>	<b>1,950</b>	<b>2,213</b>	<b>(6,750)</b>			
<u>105 Staycation</u>										
4001 Salaries	0	0	0	0	0	0	100		100	0.0%
4002 Employer's NIC	0	0	0	0	0	0	15		15	0.0%
4003 Employer's Superannuation	0	0	0	0	0	0	18		18	0.0%
4162 Waste Removal	0	0	0	0	0	0	1,500		1,500	0.0%
4313 Professional Fees - Other	0	0	0	0	0	0	3,450		3,450	0.0%
4327 Publicity Advertising	0	0	0	0	0	0	900		900	0.0%
Staycation :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,983</b>	<b>0</b>	<b>5,983</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(5,983)</b>			
<u>106 Festivals &amp; Markets</u>										
1303 Other customer/client receipts	7,460	4,440	(3,020)	7,460	4,440	(3,020)	14,060			53.1%
1304 Donations	140	0	(140)	140	0	(140)	0			0.0%
Festivals & Markets :- Income	<b>7,600</b>	<b>4,440</b>	<b>(3,160)</b>	<b>7,600</b>	<b>4,440</b>	<b>(3,160)</b>	<b>14,060</b>			<b>54.1%</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4001 Salaries	90	700	610	90	700	610	1,640		1,550	5.5%
4002 Employer's NIC	0	100	100	0	100	100	230		230	0.0%
4003 Employer's Superannuation	0	125	125	0	125	125	295		295	0.0%
4162 Waste Removal	267	350	83	267	350	83	700		433	38.2%
4203 Other Transport Costs	5	0	(5)	5	0	(5)	0		(5)	0.0%
4301 Equipment	246	0	(246)	246	0	(246)	0		(246)	0.0%
4304 Catering & Hospitality	116	60	(56)	116	60	(56)	180		64	64.3%
4306 Printing	0	0	0	0	0	0	530		530	0.0%
4313 Professional Fees - Other	2,945	1,200	(1,745)	2,945	1,200	(1,745)	2,400		(545)	122.7%
4327 Publicity Advertising	192	1,750	1,558	192	1,750	1,558	3,270		3,078	5.9%
4343 Licensing/PRS	0	0	0	0	0	0	600		600	0.0%
4900 Miscellaneous Expenses	0	200	200	0	200	200	700		700	0.0%
Festivals & Markets :- Indirect Expenditure	<b>3,860</b>	<b>4,485</b>	<b>625</b>	<b>3,860</b>	<b>4,485</b>	<b>625</b>	<b>10,545</b>	<b>0</b>	<b>6,685</b>	<b>36.6%</b>
<b>Net Income over Expenditure</b>	<b>3,740</b>	<b>(45)</b>	<b>(3,785)</b>	<b>3,740</b>	<b>(45)</b>	<b>(3,785)</b>	<b>3,515</b>			
<u>108 Christmas Lights</u>										
4313 Professional Fees - Other	0	0	0	0	0	0	46,016		46,016	0.0%
Christmas Lights :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>46,016</b>	<b>0</b>	<b>46,016</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(46,016)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

## 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	2,000	2,000	0	2,000	2,000	8,000			0.0%
1202 Grants - WBC	0	168,000	168,000	0	168,000	168,000	168,000			0.0%
1301 Premises Hire Charges	365	450	85	365	450	85	5,400			6.8%
1304 Donations	1,800	0	(1,800)	1,800	0	(1,800)	0			0.0%
<b>BWP Youth &amp; Community Centre :- Income</b>	<b>2,165</b>	<b>170,450</b>	<b>168,285</b>	<b>2,165</b>	<b>170,450</b>	<b>168,285</b>	<b>181,400</b>			<b>1.2%</b>
4001 Salaries	14,477	15,145	668	14,477	15,145	668	181,740	167,263		8.0%
4002 Employer's NIC	1,100	1,460	360	1,100	1,460	360	17,520	16,420		6.3%
4003 Employer's Superannuation	1,696	2,680	984	1,696	2,680	984	32,160	30,464		5.3%
4011 Staff Training	50	200	150	50	200	150	2,500	2,450		2.0%
4012 Recruitment Advertising	88	0	(88)	88	0	(88)	1,200	1,112		7.3%
4102 Property Maintenance	908	150	(758)	908	150	(758)	1,800	892		50.5%
4103 Maintenance Contracts	184	135	(49)	184	135	(49)	1,620	1,436		11.4%
4111 Energy Costs	782	400	(382)	782	400	(382)	4,800	4,018		16.3%
4131 Rates	1,556	1,500	(56)	1,556	1,500	(56)	1,500	(56)		103.7%
4141 Water Services	10	40	30	10	40	30	500	490		2.0%
4161 Cleaning	123	780	657	123	780	657	9,360	9,237		1.3%
4162 Waste Removal	70	100	30	70	100	30	1,200	1,130		5.8%
4163 Domestic Supplies	0	30	30	0	30	30	360	360		0.0%
4171 Grounds Maintenance Costs	42	30	(12)	42	30	(12)	400	358		10.4%
4201 Public Transport	19	0	(19)	19	0	(19)	100	81		19.4%
4202 Car Allowances	0	0	0	0	0	0	100	100		0.0%
4204 Fuel Costs	86	200	114	86	200	114	2,400	2,314		3.6%

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4205 Vehicle Maintenance	(7)	200	207	(7)	200	207	2,400		2,407	(0.3%)
4301 Equipment	580	0	(580)	580	0	(580)	0		(580)	0.0%
4304 Catering & Hospitality	0	0	0	0	0	0	500		500	0.0%
4307 Stationery	71	0	(71)	71	0	(71)	0		(71)	0.0%
4313 Professional Fees - Other	123	20	(103)	123	20	(103)	240		118	51.0%
4323 Telephones	139	100	(39)	139	100	(39)	1,200		1,061	11.6%
4325 Computing	578	160	(418)	578	160	(418)	1,920		1,342	30.1%
4327 Publicity Advertising	0	0	0	0	0	0	250		250	0.0%
4900 Miscellaneous Expenses	0	40	40	0	40	40	500		500	0.0%
7100 BWP - Creativity & Arts	30	100	70	30	100	70	1,200		1,170	2.5%
7101 BWP - Music	0	0	0	0	0	0	250		250	0.0%
7102 BWP - Sports & Activities	50	200	150	50	200	150	2,400		2,350	2.1%
7103 BWP - Gaming	0	50	50	0	50	50	600		600	0.0%
7104 BWP - Decorations & Lighting	0	0	0	0	0	0	200		200	0.0%
7105 BWP - Food & Cooking	35	150	115	35	150	115	1,800		1,765	1.9%
7200 UKSPF - Creativity & Arts	0	100	100	0	100	100	1,200		1,200	0.0%
7202 UKSPF - Sports & Activities	7	200	193	7	200	193	2,400		2,393	0.3%
7203 UKSPF - Gaming	131	50	(81)	131	50	(81)	600		469	21.8%
7205 UKSPF - Food & Cooking	0	100	100	0	100	100	1,200		1,200	0.0%
7300 HAF - Creativity & Arts	69	150	81	69	150	81	450		381	15.3%
7301 HAF - Music	0	1,000	1,000	0	1,000	1,000	4,000		4,000	0.0%
7302 HAF - Sports & Activities	143	0	(143)	143	0	(143)	0		(143)	0.0%
7303 HAF - Gaming	0	350	350	0	350	350	1,200		1,200	0.0%
7305 HAF - Food & Cooking	215	300	85	215	300	85	1,100		885	19.5%
<b>BWP Youth &amp; Community Centre :- Indirect Expenditure</b>	<b>23,353</b>	<b>26,120</b>	<b>2,767</b>	<b>23,353</b>	<b>26,120</b>	<b>2,767</b>	<b>284,870</b>	<b>0</b>	<b>261,517</b>	<b>8.2%</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

## 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
5101 Contrib. to Premises Provision	2,500	2,500	0	2,500	2,500	0	2,500		0	100.0%
5102 Contrib. to Other Provisions	168,000	168,000	0	168,000	168,000	0	168,000		0	100.0%
BWP Youth & Community Centre :- Other Costs	<b>170,500</b>	<b>170,500</b>	<b>0</b>	<b>170,500</b>	<b>170,500</b>	<b>0</b>	<b>170,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Income over Expenditure</b>	<b>(191,688)</b>	<b>(26,170)</b>	<b>165,518</b>	<b>(191,688)</b>	<b>(26,170)</b>	<b>165,518</b>	<b>(273,970)</b>			
<u>202 Pepperpot</u>										
1301 Premises Hire Charges	1,372	700	(672)	1,372	700	(672)	8,400			16.3%
Pepperpot :- Income	<b>1,372</b>	<b>700</b>	<b>(672)</b>	<b>1,372</b>	<b>700</b>	<b>(672)</b>	<b>8,400</b>			<b>16.3%</b>
4102 Property Maintenance	1	100	99	1	100	99	1,200		1,199	0.1%
4103 Maintenance Contracts	0	100	100	0	100	100	1,200		1,200	0.0%
4111 Energy Costs	205	215	10	205	215	10	2,600		2,395	7.9%
4131 Rates	175	790	615	175	790	615	790		615	22.1%
4161 Cleaning	(117)	315	432	(117)	315	432	3,780		3,897	(3.1%)
4301 Equipment	0	0	0	0	0	0	600		600	0.0%
4323 Telephones	40	52	12	40	52	12	624		584	6.4%
4343 Licensing/PRS	0	0	0	0	0	0	70		70	0.0%
Pepperpot :- Indirect Expenditure	<b>303</b>	<b>1,572</b>	<b>1,269</b>	<b>303</b>	<b>1,572</b>	<b>1,269</b>	<b>10,864</b>	<b>0</b>	<b>10,561</b>	<b>2.8%</b>
5101 Contrib. to Premises Provision	2,500	2,500	0	2,500	2,500	0	2,500		0	100.0%
Pepperpot :- Other Costs	<b>2,500</b>	<b>2,500</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>(1,431)</b>	<b>(3,372)</b>	<b>(1,941)</b>	<b>(1,431)</b>	<b>(3,372)</b>	<b>(1,941)</b>	<b>(4,964)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>203 The Square</u>										
1302 Rents	0	560	560	0	560	560	6,750			0.0%
1303 Other customer/client receipts	0	1,700	1,700	0	1,700	1,700	1,700			0.0%
The Square :- Income	<b>0</b>	<b>2,260</b>	<b>2,260</b>	<b>0</b>	<b>2,260</b>	<b>2,260</b>	<b>8,450</b>			<b>0.0%</b>
4315 Insurance	1,998	1,700	(298)	1,998	1,700	(298)	1,700		(298)	117.5%
The Square :- Indirect Expenditure	<b>1,998</b>	<b>1,700</b>	<b>(298)</b>	<b>1,998</b>	<b>1,700</b>	<b>(298)</b>	<b>1,700</b>	<b>0</b>	<b>(298)</b>	<b>117.5%</b>
<b>Net Income over Expenditure</b>	<b>(1,998)</b>	<b>560</b>	<b>2,558</b>	<b>(1,998)</b>	<b>560</b>	<b>2,558</b>	<b>6,750</b>			
<u>204 Allotments</u>										
1303 Other customer/client receipts	0	0	0	0	0	0	2,850			0.0%
Allotments :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,850</b>			<b>0.0%</b>
4102 Property Maintenance	0	0	0	0	0	0	300		300	0.0%
4141 Water Services	27	20	(7)	27	20	(7)	260		233	10.3%
4162 Waste Removal	0	0	0	0	0	0	215		215	0.0%
4171 Grounds Maintenance Costs	0	0	0	0	0	0	1,000		1,000	0.0%
Allotments :- Indirect Expenditure	<b>27</b>	<b>20</b>	<b>(7)</b>	<b>27</b>	<b>20</b>	<b>(7)</b>	<b>1,775</b>	<b>0</b>	<b>1,748</b>	<b>1.5%</b>
<b>Net Income over Expenditure</b>	<b>(27)</b>	<b>(20)</b>	<b>7</b>	<b>(27)</b>	<b>(20)</b>	<b>7</b>	<b>1,075</b>			
<u>205 Wilfrid Noyce Community Centre</u>										
1301 Premises Hire Charges	5,368	4,000	(1,368)	5,368	4,000	(1,368)	44,500			12.1%
Wilfrid Noyce Community Centre :- Income	<b>5,368</b>	<b>4,000</b>	<b>(1,368)</b>	<b>5,368</b>	<b>4,000</b>	<b>(1,368)</b>	<b>44,500</b>			<b>12.1%</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4001 Salaries	0	280	280	0	280	280	3,360		3,360	0.0%
4002 Employer's NIC	0	40	40	0	40	40	480		480	0.0%
4003 Employer's Superannuation	0	50	50	0	50	50	600		600	0.0%
4102 Property Maintenance	251	300	49	251	300	49	3,600		3,349	7.0%
4103 Maintenance Contracts	2,198	660	(1,538)	2,198	660	(1,538)	7,920		5,722	27.8%
4111 Energy Costs	1,170	1,100	(70)	1,170	1,100	(70)	13,200		12,030	8.9%
4121 Rents	0	0	0	0	0	0	250		250	0.0%
4131 Rates	1,160	5,000	3,840	1,160	5,000	3,840	5,000		3,840	23.2%
4141 Water Services	183	170	(13)	183	170	(13)	2,040		1,857	9.0%
4161 Cleaning	(1)	1,400	1,401	(1)	1,400	1,401	16,800		16,801	0.0%
4162 Waste Removal	93	160	67	93	160	67	1,920		1,827	4.8%
4163 Domestic Supplies	2	50	48	2	50	48	600		598	0.4%
4301 Equipment	0	300	300	0	300	300	4,000		4,000	0.0%
4313 Professional Fees - Other	0	0	0	0	0	0	1,650		1,650	0.0%
4323 Telephones	40	83	43	40	83	43	996		956	4.0%
4343 Licensing/PRS	0	0	0	0	0	0	650		650	0.0%
4900 Miscellaneous Expenses	0	100	100	0	100	100	1,200		1,200	0.0%
Wilfrid Noyce Community Centre :- Indirect Expenditure	<b>5,097</b>	<b>9,693</b>	<b>4,596</b>	<b>5,097</b>	<b>9,693</b>	<b>4,596</b>	<b>64,266</b>	<b>0</b>	<b>59,169</b>	<b>7.9%</b>
5101 Contrib. to Premises Provision	2,500	2,500	0	2,500	2,500	0	2,500		0	100.0%
Wilfrid Noyce Community Centre :- Other Costs	<b>2,500</b>	<b>2,500</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>(2,229)</b>	<b>(8,193)</b>	<b>(5,964)</b>	<b>(2,229)</b>	<b>(8,193)</b>	<b>(5,964)</b>	<b>(22,266)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

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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>206 Bandstand</u>										
4102 Property Maintenance	0	50	50	0	50	50	600		600	0.0%
4111 Energy Costs	0	0	0	0	0	0	250		250	0.0%
4343 Licensing/PRS	0	0	0	0	0	0	250		250	0.0%
Bandstand :- Indirect Expenditure	<b>0</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>1,100</b>	<b>0</b>	<b>1,100</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(50)</b>	<b>(50)</b>	<b>0</b>	<b>(50)</b>	<b>(50)</b>	<b>(1,100)</b>			
<u>207 Godalming Museum</u>										
1302 Rents	0	1,706	1,706	0	1,706	1,706	6,824			0.0%
1303 Other customer/client receipts	616	240	(376)	616	240	(376)	960			64.2%
Godalming Museum :- Income	<b>616</b>	<b>1,946</b>	<b>1,330</b>	<b>616</b>	<b>1,946</b>	<b>1,330</b>	<b>7,784</b>			<b>7.9%</b>
4001 Salaries	4,705	4,455	(250)	4,705	4,455	(250)	53,460		48,755	8.8%
4002 Employer's NIC	317	470	153	317	470	153	5,640		5,323	5.6%
4003 Employer's Superannuation	487	790	303	487	790	303	9,480		8,993	5.1%
4011 Staff Training	0	0	0	0	0	0	1,000		1,000	0.0%
4102 Property Maintenance	249	110	(139)	249	110	(139)	1,320		1,071	18.9%
4103 Maintenance Contracts	79	115	36	79	115	36	1,380		1,301	5.7%
4121 Rents	1,064	1,300	236	1,064	1,300	236	1,300		236	81.9%
4202 Car Allowances	0	0	0	0	0	0	160		160	0.0%
4307 Stationery	0	30	30	0	30	30	360		360	0.0%
4315 Insurance	1,926	3,500	1,574	1,926	3,500	1,574	3,500		1,574	55.0%
4322 Postage	0	80	80	0	80	80	960		960	0.0%



## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

## 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
4323 Telephones	0	15	15	0	15	15	180		180	0.0%
4325 Computing	915	235	(680)	915	235	(680)	2,820		1,905	32.5%
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%
Godalming Museum :- Indirect Expenditure	<b>9,743</b>	<b>11,100</b>	<b>1,357</b>	<b>9,743</b>	<b>11,100</b>	<b>1,357</b>	<b>84,560</b>	<b>0</b>	<b>74,817</b>	<b>11.5%</b>
<b>Net Income over Expenditure</b>	<b>(9,127)</b>	<b>(9,154)</b>	<b>(27)</b>	<b>(9,127)</b>	<b>(9,154)</b>	<b>(27)</b>	<b>(76,776)</b>			
<u>208 Land &amp; Property - Other</u>										
4001 Salaries	7,243	10,560	3,317	7,243	10,560	3,317	126,720		119,477	5.7%
4002 Employer's NIC	686	1,165	479	686	1,165	479	13,980		13,294	4.9%
4003 Employer's Superannuation	1,282	1,870	588	1,282	1,870	588	22,440		21,158	5.7%
4102 Property Maintenance	124	325	201	124	325	201	3,900		3,776	3.2%
4103 Maintenance Contracts	0	100	100	0	100	100	1,200		1,200	0.0%
4111 Energy Costs	133	115	(18)	133	115	(18)	1,380		1,247	9.7%
4141 Water Services	174	270	96	174	270	96	3,240		3,066	5.4%
4151 Fixtures & Fittings	0	250	250	0	250	250	1,000		1,000	0.0%
4161 Cleaning	3,026	1,630	(1,396)	3,026	1,630	(1,396)	19,560		16,534	15.5%
4163 Domestic Supplies	160	100	(60)	160	100	(60)	1,200		1,040	13.4%
4164 Workshop Consumables	351	200	(151)	351	200	(151)	2,400		2,049	14.6%
4171 Grounds Maintenance Costs	0	400	400	0	400	400	5,000		5,000	0.0%
4204 Fuel Costs	0	275	275	0	275	275	3,300		3,300	0.0%
4205 Vehicle Maintenance	0	200	200	0	200	200	2,400		2,400	0.0%
4301 Equipment	2,421	0	(2,421)	2,421	0	(2,421)	0		(2,421)	0.0%
4305 Clothes, Uniform & Laundry	2,172	325	(1,847)	2,172	325	(1,847)	3,900		1,728	55.7%

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

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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
4325 Computing	419	0	(419)	419	0	(419)	0		(419)	0.0%
4900 Miscellaneous Expenses	0	50	50	0	50	50	600		600	0.0%
Land & Property - Other :- Indirect Expenditure	<b>18,191</b>	<b>17,835</b>	<b>(356)</b>	<b>18,191</b>	<b>17,835</b>	<b>(356)</b>	<b>212,220</b>	<b>0</b>	<b>194,029</b>	<b>8.6%</b>
5101 Contrib. to Premises Provision	2,500	2,500	0	2,500	2,500	0	2,500		0	100.0%
Land & Property - Other :- Other Costs	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Expenditure</b>	<b>(20,691)</b>	<b>(20,335)</b>	<b>356</b>	<b>(20,691)</b>	<b>(20,335)</b>	<b>356</b>	<b>(214,720)</b>			
<u>209 Crown Court Conveniences</u>										
1101 Government Grants	28,498	0	(28,498)	28,498	0	(28,498)	0			0.0%
Crown Court Conveniences :- Income	<b>28,498</b>	<b>0</b>	<b>(28,498)</b>	<b>28,498</b>	<b>0</b>	<b>(28,498)</b>	<b>0</b>			
4312 Professional Fees - Surveyors	5,505	0	(5,505)	5,505	0	(5,505)	0		(5,505)	0.0%
4313 Professional Fees - Other	267	0	(267)	267	0	(267)	0		(267)	0.0%
Crown Court Conveniences :- Indirect Expenditure	<b>5,771</b>	<b>0</b>	<b>(5,771)</b>	<b>5,771</b>	<b>0</b>	<b>(5,771)</b>	<b>0</b>	<b>0</b>	<b>(5,771)</b>	
<b>Net Income over Expenditure</b>	<b>22,727</b>	<b>0</b>	<b>(22,727)</b>	<b>22,727</b>	<b>0</b>	<b>(22,727)</b>	<b>0</b>			
<u>210 Broadwater Park Extension</u>										
4101 Repair/Alteration of Buildings	9,052	0	(9,052)	9,052	0	(9,052)	0		(9,052)	0.0%
Broadwater Park Extension :- Indirect Expenditure	<b>9,052</b>	<b>0</b>	<b>(9,052)</b>	<b>9,052</b>	<b>0</b>	<b>(9,052)</b>	<b>0</b>	<b>0</b>	<b>(9,052)</b>	
<b>Net Expenditure</b>	<b>(9,052)</b>	<b>0</b>	<b>9,052</b>	<b>(9,052)</b>	<b>0</b>	<b>9,052</b>	<b>0</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>301 Cemeteries</u>										
1302 Rents	2,130	2,025	(105)	2,130	2,025	(105)	29,300			7.3%
1303 Other customer/client receipts	2,450	1,200	(1,250)	2,450	1,200	(1,250)	14,400			17.0%
1700 Interment	8,040	3,200	(4,840)	8,040	3,200	(4,840)	38,400			20.9%
1701 Monument	525	230	(295)	525	230	(295)	2,760			19.0%
1702 Purchase of Grave Space	14,080	5,750	(8,330)	14,080	5,750	(8,330)	69,000			20.4%
Cemeteries :- Income	<b>27,225</b>	<b>12,405</b>	<b>(14,820)</b>	<b>27,225</b>	<b>12,405</b>	<b>(14,820)</b>	<b>153,860</b>			<b>17.7%</b>
4014 Sexton Duties	150	0	(150)	150	0	(150)	0	(150)		0.0%
4015 Grave Digging	(2,400)	1,200	3,600	(2,400)	1,200	3,600	14,400	16,800		(16.7%)
4102 Property Maintenance	24	800	776	24	800	776	9,600	9,576		0.2%
4103 Maintenance Contracts	0	205	205	0	205	205	2,560	2,560		0.0%
4111 Energy Costs	653	400	(253)	653	400	(253)	4,800	4,147		13.6%
4131 Rates	2,310	2,000	(310)	2,310	2,000	(310)	2,000	(310)		115.5%
4141 Water Services	51	50	(1)	51	50	(1)	600	549		8.5%
4162 Waste Removal	503	500	(3)	503	500	(3)	6,000	5,497		8.4%
4163 Domestic Supplies	0	30	30	0	30	30	360	360		0.0%
4164 Workshop Consumables	0	150	150	0	150	150	1,800	1,800		0.0%
4171 Grounds Maintenance Costs	(2,524)	3,400	5,924	(2,524)	3,400	5,924	41,000	43,524		(6.2%)
4172 Memorial Inspection	0	0	0	0	0	0	2,000	2,000		0.0%
4202 Car Allowances	0	40	40	0	40	40	500	500		0.0%
4204 Fuel Costs	0	100	100	0	100	100	1,200	1,200		0.0%
4205 Vehicle Maintenance	0	250	250	0	250	250	3,000	3,000		0.0%
4301 Equipment	(1,069)	1,000	2,069	(1,069)	1,000	2,069	52,000	53,069		(2.1%)

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

## 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
4313 Professional Fees - Other	0	0	0	0	0	0	2,000		2,000	0.0%
4324 Broadband	0	20	20	0	20	20	240		240	0.0%
4327 Publicity Advertising	650	0	(650)	650	0	(650)	0		(650)	0.0%
4900 Miscellaneous Expenses	0	30	30	0	30	30	400		400	0.0%
Cemeteries :- Indirect Expenditure	<b>(1,653)</b>	<b>10,175</b>	<b>11,828</b>	<b>(1,653)</b>	<b>10,175</b>	<b>11,828</b>	<b>144,460</b>	<b>0</b>	<b>146,113</b>	<b>(1.1%)</b>
<b>Net Income over Expenditure</b>	<b>28,878</b>	<b>2,230</b>	<b>(26,648)</b>	<b>28,878</b>	<b>2,230</b>	<b>(26,648)</b>	<b>9,400</b>			
<u>416 Community Store</u>										
1304 Donations	520	0	(520)	520	0	(520)	0			0.0%
Community Store :- Income	<b>520</b>	<b>0</b>	<b>(520)</b>	<b>520</b>	<b>0</b>	<b>(520)</b>	<b>0</b>			
<b>Net Income</b>	<b>520</b>	<b>0</b>	<b>(520)</b>	<b>520</b>	<b>0</b>	<b>(520)</b>	<b>0</b>			
Grand Totals:- Income	<b>651,309</b>	<b>774,998</b>	<b>123,689</b>	<b>651,309</b>	<b>774,998</b>	<b>123,689</b>	<b>1,606,398</b>			<b>40.5%</b>
Expenditure	<b>266,683</b>	<b>320,668</b>	<b>53,985</b>	<b>266,683</b>	<b>320,668</b>	<b>53,985</b>	<b>1,606,398</b>	<b>0</b>	<b>1,339,715</b>	<b>16.6%</b>
<b>Net Income over Expenditure</b>	<b>384,625</b>	<b>454,330</b>	<b>69,705</b>	<b>384,625</b>	<b>454,330</b>	<b>69,705</b>	<b>0</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>384,625</b>			<b>384,625</b>						

10. GTC REPRESENTATIVES ON EXTERNAL ORGANISATIONS & KEY DATES (TOWN EVENTS)

<b>REPRESENTATION ON EXTERNAL BODIES</b>	
<b>External Organisation</b>	<b>TC Rep</b>
Fairtrade Steering Group	Cllr Clayton
Farncombe Day Centre	Cllr Crowe
St Marks CC Management Committee	Cllr Kiehl
Godalming/Mayen Association	Town Mayor Cllr PMA Rivers
Sport Godalming	Cllr Adam
Godalming & District Chamber of Commerce	Cllr Holliday
Go-Godalming Association	Town Mayor Cllr Steel
Godalming Museum Trust	Cllr Steel Cllr Weightman
Holloway Hill Sports Association	Cllr Heagin
Citizens' Advice SW Surrey (observer)	Cllr Steel
SALC	Cllr Heagin
Godalming Cycle Forum	Cllr Crooks
District Scout Council	Cllr Crooks

## KEY DATES FOR MEMBERS' INFORMATION (TOWN EVENTS ETC.)

Event	Date
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 Lights Switch-on	Sunday, 24 November 2024
Christmas Festival Market	Saturday, 30 November 2024
Farncombe Christmas Lights Switch-on	Friday, 6 December 2024
Farncombe Christmas Market	Saturday, 7 December 2024

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

# Godalming Museum

## Collections Care and Conservation Policy

Approved by the Trustees on : .....

This policy will be reviewed by: .....

### Statement of purpose

This policy has been written in accordance with the museum's Statement of Purpose and the Collections Development Policy. All relevant staff (paid and volunteer) have read and agreed to abide by the policy. The Collections Care and Conservation Plan sets out the way the policy will be put into action and should be read in conjunction with the Forward Plan or Business Plan, the Emergency Plan, any other plans affecting the collections and the museum buildings.

### The purpose of the Collections Care and Conservation Policy is to set a framework for:

- The preservation of the collections and buildings in the care of the museum,
- Preventative and remedial conservation of the collections
- The safe use of and access to collections, within the limits of the museum's resources

### Context

The museum aims to improve the care and conditions of all its collection in accordance with Benchmarks in Collections Care, Signposts or other approved standards within the limits of its resources.

The safety and preservation of the collection will be considered from the outset of any plans to alter the displays or storage, to modify the buildings or to allow access to any part of the collections.

### People

The care of the collections is the responsibility of everyone who works in or visits the museum. Any concerns regarding the collections should be reported in writing to the Curator.

The museum trains all staff and volunteers who handle the collections in the course of their work. No untrained personnel are allowed to handle items from the accessioned collection.

Researchers or other visitors working with the collections will be briefed on how to handle the items they are working on and will be supervised at all times.

Any problems or concerns relating to the care of the collection are referred by the an appropriately qualified conservator. The museum will check the suitability of conservators chosen to work or advise on the collections. A professionally accredited conservator or a conservator listed on the Conservation Register will normally be chosen.

No item in the collections will be modified or altered until advice has been obtained from a suitably qualified conservator. Only suitably trained and qualified conservators will carry out remedial treatment on objects. The museum will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.

### **The Buildings**

The museum recognises that the maintenance of its buildings is fundamental to the preservation of both the building and collection and endeavours to keep the buildings in a suitable condition.

The museum's collection is stored and displayed in the following buildings; Godalming Museum, and the Pepperpot. The body responsible for the upkeep of the buildings is Godalming Town Council.

The museum carries out an annual inspection of all buildings housing the collection and notifies the body responsible about any remedial or maintenance work required.

### **The Collections**

The museum is aware of the risks to the collection from environmental factors, poor handling, storage and display materials and methods, and of the need to record the condition of the collection.

The museum cares for the collections in store, on display and, by setting suitable requirements, on loan. The details are listed in the Collection Care and Conservation Plan.

The collections will be suitably insured with costs paid by Godalming Town Council.

### **The Collection: Working Items**

The museum has a separate policy for the care of historic working items (e.g. machinery, clocks, mechanical toys, instruments).



# Collections Development Policy

**Name of museum:** Godalming Museum

**Name of governing body:**

**Date on which this policy was approved by governing body:**

**Policy review procedure:**

The collections development policy will be published and reviewed every five years.

**Date at which this policy is due for review:**

*Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections. Accreditation Scheme for Museums*

## **1 Relationship to other relevant policies/plans of the organisation:**

**1.1** The museum's statement of purpose is:

Godalming Museum aims to promote the enjoyment and understanding of the heritage of the town and its surrounding villages, and to encourage and support lifelong learning. It does this by collecting, safeguarding and making accessible, local artefacts and knowledge, within a welcoming, stimulating and inclusive environment.

**1.2** The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

**1.3** By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

**1.4** Acquisitions outside the current stated policy will only be made in exceptional circumstances.

**1.5** The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

**1.6** The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

**1.7** The museum will not undertake disposal motivated principally by financial reasons.

## **2 History of the collections**

From its foundation in January 1921, Godalming Museum intended "to display specimens of local interest". Early acquisitions included the notes and collections of local historians Charles Softley (1829 - 1916), Percy Woods (1849 - 1922) and Samuel Welman (1847-1920s). Mr Fudger, the proprietor of the Empire Cinema in Godalming, donated photographs, lantern slides and film. Members of the first Museum Committee included Samuel Allden who presented flint tools, each carefully marked with its find spot, and the Borough Surveyor, George Bertram Hartfree who donated notes on local rainfall and the electricity and water supply and fossils found in the course of his work. Another committee member was Arts and Crafts architect Hugh Thackeray Turner who passed on rural by-gones given to him by Gertrude Jekyll and a piece of his own decorated china. By July 1921 "a large number of exhibits of local interest [had] accumulated and the Museum [presented] an interesting collection of relics of the old Town and district."

The last honorary curator, Dr John Nichols, was an archaeologist who added finds from his excavations of a Mesolithic site at Witley and Roman sites at Thorncombe Street and Binscombe

to the collection. In 1952 the museum became part of the responsibilities of the Borough Librarian and this was reflected in the creation of a wide ranging local studies collection of documents, photographs, prints and drawings and ephemera. Joseph Mealor, the first curator/librarian asked local companies to donate examples of their products. Stanley Dedman curator/librarian 1955-1972 developed a particular interest in James Edward Oglethorpe and collected publications about the General and the foundation of Georgia, USA.

In 1964 the Godalming Museum collection was described as “a small though interesting collection of items, mainly of local interest. There are specimens of rocks and fossils from the area; a good selection of relics from the Stone Ages and from Roman Britain, found locally; examples of the old industries of Godalming as well as samples of more recent manufactures in the wool trade; and, numerous exhibits showing what life must have been like in former times”

Godalming Museum Trust was formed in 1986, initially to raise funds for the museum to move from the Old Town Hall to its present building. The Trustees’ vision for the new museum was that “the permanent displays will be devoted to the history of the town and its villages and the life of their peoples” with a particular emphasis on General Oglethorpe, Gertrude Jekyll and Sir Edwin Lutyens. They were fortunate in being able to raise grant funding to purchase paintings and drawings by Miss Jekyll and an archive of letters and drawings documenting Lutyens’ design of Fulbrook. Grant funding also enabled the purchase of related items including paintings by Helen Allingham and Miles Birket Foster and there were generous donations of paintings by members of the Jekyll family. The new acquisitions were displayed in an Arts and Crafts Gallery in the new museum, alongside treasures already in the collection which included the NUWSS banner for Godalming, designed by Miss Jekyll and donated to the museum by a fellow member of the NUWSS in the 1930s.

Collecting in the 21st century has included oral history, particularly documenting local industries, many of which closed down in the latter part of the 20th century. Recent donations have included large collections of photographs of local views and the number of digital items donated to the museum is on the increase.

### **3 An overview of current collections**

Godalming Museum collects material relating to the town and its associated villages. The collecting area extends beyond past and present town boundaries to include villages, hamlets and locations formerly or presently the responsibility of other municipal authorities. Godalming's association with these places has an historical and geographical basis derived from traditional social, industrial, cultural and commercial connections. The collecting area of Godalming Museum is bounded approximately by: -

- To the north, a line including Peasmarsh, Compton and Puttenham
- To the east, a line including Shalford, Bramley and Alfold
- To the south, a line including Dunsfold, Chiddingfold and Hindhead
- To the west, a line including Thursley, Elstead and Shackleford

When the term local is used in this Policy, it refers to this area.

Within this area and within this collecting policy, the Museum collects items dating from earliest times up to and including the present day. The current collections consist mainly of local

geology, archaeology and local history. Local history material includes Local Studies Library and Archive collections. The Museum also collects items for handling.

#### Natural History and Ethnography

The Museum has a few natural history specimens and ethnographic items. For the most part these have been collected because of a link with a local individual (for instance a woven bowl from North Africa, collected by Gertrude Jekyll).

#### Geology

The Museum has a small collection of local and non-local material.

#### Archaeology

The Museum has a collection of archaeological material, the majority of it local. It ranges from single finds, through finds from early excavations to site archives deposited by present day Archaeological Units working in the area.

#### Local History

The Museum has a good collection of material relating to the lives and experience of local people, to local agriculture, industries and trades and illustrating the topography of the area. This collection includes items relating to local personalities such as the garden designer Gertrude Jekyll. It also includes works of art, which are collected primarily for the interest of their local connection, although consideration is also given to artistic merit. Reference books, ephemera, photographs and maps are made available to researchers through the Museum's Local Studies Library. The collection includes digital copies of photographs and documents.

#### Archives

The Museum holds the significant Percy Woods Archive and an additional collection of other locally relevant material. The collection includes oral history which is stored digitally on computer and on audio CDs and transcribed into hard copy.

#### Handling Collection

The Museum has a small collection of duplicate, non-provenanced or non-local material which has been collected for handling within the Museum, for schools loans boxes and as spares and consumable working parts for machinery in the collections (eg the 19th century knitting machine).

## **4 Themes and priorities for future collecting**

#### Natural History and Ethnography

In future, the Museum will collect neither natural history nor ethnographic material unless it has significant local history interest. The presumption will be that Haslemere Museum collects natural history and ethnographic material for the people of Waverley.

#### Geology

The Museum will continue to collect only local, provenanced geology, aiming to fill gaps in its present collection and build a small, representative collection for display and as a reference for identifications.

## Archaeology

The Museum will continue to collect local, provenanced archaeology. It will accept archaeological archives excavated by archaeological units where possible (see 4 below) and where the excavation took place within the following boundaries (agreed with Guildford and Haslemere Museums and with the Museum of Farnham):-

- To the north and east, the boundary of Waverley Borough
- To the south, a line including Witley, Hascombe and Rowly
- To the west, a line including Elstead and Shackleford

## Local History

The Museum will continue to collect Local History, avoiding duplication and seeking to fill in gaps in the collections.

## Archives

In the future, the Museum will only collect archive material of pre-eminent local interest or connected to material already in the collections. The presumption will be that the Surrey History Centre collects archive material for Surrey. In particular the museum will not collect Domestic Buildings Research Group (DBRG) reports as the Surrey History Centre has a complete collection which is managed to ensure compliance with data protection requirements.

## Handling Collection

The Museum will continue to collect material for handling within the Museum and taking out to schools, for schools loans boxes and as spares and consumable working parts for machinery in the collections (e.g. the 19th century knitting machine). It will be made clear to potential donors if their gift is to be used in this way. Items will be accessioned into the Handling Collection and it is accepted that they may need to be disposed of if they are not used or if their condition deteriorates. Non-local material may be collected for the Handling Collection.

## **5 Themes and priorities for rationalisation and disposal**

**5.1** The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

**5.2** The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

The Museum has a programme to dispose of items which have been collected in the past but now fall outside its collecting policy. There are only a small number of items in this category - mostly Natural History, a few Ethnographic objects and Local History items with no strong local connection. The Museum will also consider the disposal of duplicate items within the collection.

## **6 Legal and ethical framework for acquisition and disposal of items**

**6.1** The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

## 7 Collecting policies of other museums

**7.1** The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

**7.2** Specific reference is made to the following museum(s)/organisation(s):

- Charterhouse Archive - Material relating to Charterhouse School in Godalming
- Museum of Farnham - Local history, especially costume
- Guildford Museum - Archaeology, local history, material relating to Gertrude Jekyll
- Haslemere Museum - Geology and natural history across Waverley, ethnography
- Museum of Garden History - Material relating to Gertrude Jekyll
- Surrey History Centre - Archives across Surrey
- The Rural Life Living Museum - Rural life in South West Surrey
- The Watts Gallery - The lives and work of George Frederic and Mary Watts

## 8 Archival Holdings

As the museum holds archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

## 9 Acquisition

**9.1** The policy for agreeing acquisitions is:

- i) Review by the Curator with reference to the stipulations in section 9.1.iii
- ii) For items acquired by means other than free donation proposed items will be reviewed by the Curator as above, and if deemed desirable for acquisition will be referred to the Trustees of Godalming Museum for review.
- iii) The following will be assessed when considering any item for acquisition:
  - Relevance to the Museum's collecting aims,
  - How and if the item relates to Godalming and its history/people,
  - Item condition,
  - Item provenance,
  - Storage implications,
  - Terms of donation,
  - Any costs associated with acquisition
  - Possible duplication of objects already within the collection

**9.2** The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

**9.3** In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural

Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

## **10 Human remains**

**10.1** The museum does not currently hold or intend to acquire any human remains in the near future. However:

**10.2** If the museum acquires human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

## **11 Biological and geological material**

**11.1** So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

## **12 Archaeological material**

**12.1** The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

**12.2** In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

## **13 Exceptions**

**13.1** Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

## **14 Spoliation**

**14.1** The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

## **15 The Repatriation and Restitution of objects and human remains**

**15.1** The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

**15.2** The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

## **16 Disposal procedures**

**16.1** All disposals will be undertaken with reference to the Spectrum primary procedures on disposal.

**16.2** The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account. Where objects are owned by either Waverley Borough Council or Godalming Town Council these bodies must be contacted and advised of the wish to dispose of the item and a decision must be mutually agreed.

**16.3** When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

**16.4** When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.

**16.5** The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

**16.6** A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.

**16.7** Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.



**16.8** If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

**16.9** The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

**16.10** Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.

**16.11** The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.

**16.12** Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with Spectrum procedure on deaccession and disposal.

**16.13** The museum will not dispose of items by exchange.

**16.14** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

**16.15** It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

**16.16** Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.

**16.17** Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

**16.18** The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of

controlled substances, a police certificate should be obtained and kept in the relevant object history file.

DRAFT

## 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.