

GODALMING TOWN COUNCIL

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Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Waverley Borough Council, The Bury, Godalming on THURSDAY, 9 MAY 2024 at 6.30pm.

Andy Jeffery

DATED this 3rd day of May 2024.

Andy Jeffery
Clerk to the Town Council

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

Where possible proceedings will be live streamed via the Town Council's You Tube page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [YouTube](#) channel and select "Live"

The meeting will be preceded by a reflection on 'the community from their perspective' from Annie Barker, Trustee and Volunteer of the Godalming & Villages Community Store.

AGENDA

1. MINUTES

THE TOWN MAYOR to sign as a correct record the Extraordinary Minutes of the Meeting of the Council held on the 21 March 2024.

2. APOLOGIES

TO RECEIVE 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 TOWN MAYOR 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:

- i. 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,
- ii. 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

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

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. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

7. RECEIPT OF COMMITTEE CHAIRS' REPORTS

To receive Chairmen's reports of the Committees as under:

Audit Committee

The Audit Committee makes several recommendations to Full Council regarding:

- **the Internal Auditor's report at year end. This recommendation to be considered at agenda item 17 below;**
- **the Annual Governance Statement. This recommendation to be considered at agenda item 18 below; and**
- **the Accounting Statements for the year ended 31 March 2024. This recommendation to be considered at agenda item 19 below.**

Treasury & Investment Strategy

The Audit Committee reviewed the Council's Treasury & Investment Strategy and affirmed the paramount importance of prioritizing the security of funds in all investment decisions. The Audit Committee further agreed that, among institutions meeting the requisite security standards, preference should be given to those demonstrating robust ethical and sustainable practices.

Consequently, the Audit Committee proposes an amendment to the existing policy to formally incorporate this preference and recommend that Full Council agrees to approve the amended policy (attached for the information of Members).

Environment & Planning Committee

Neighbourhood Community Infrastructure Levy

The Environment & Planning Committee recommends that Full Council agrees to approve the award of up to £33,000 of Neighbourhood CIL funding for the provision of bus shelters on Franklyn Road and Eashing Lane (Min No 550-23 refers).

Policy & Management Committee

Adoption of Policies

The Policy & Management Committee recommends that Full Council agrees to approve the adoption of the following policies (attached for the information of Members)

Grant Funding Policy & Procedure
Honorary Freeman & Freewoman Scheme

Members wished the Town Clerk to determine whether the Term Freeperson could be used. The relevant legislation states that a relevant authority may admit a person as an Honorary Freeman or an Honorary Freewoman, as such these are the terms that are to be used.

In checking this point, it was noted that the Town Clerk had erroneously indicated the ballot would be a simple majority, this is not the case and the legislation requires an affirmative vote by not less than two-thirds of the members of the relevant authority, which for GTC is no less than 12 members, as such, the draft policy has been amended to incorporate this requirement.

8. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	18 April 2024
Environment & Planning	22 February 2024 21 March 2024 25 April 2024
Policy & Management Committee	21 March 2024 25 April 2024
Staffing Committee	15 February 2024

9. MOTION ON NOTICE – ITEM FOR DECISION

Proposer: Cllr Crowe

Seconder: Cllr PMA Rivers

The Motion:

Despite recent mixed messages emanating from central government, Godalming Town Council wishes to agree with the [HM Treasury Equality, Inclusion & Belonging Statement](#) and assure staff and residents that “Diversity and inclusion is an integral part of the Council’s approach, both as an employer and a policy-maker”.

Godalming Town Council is proud to incorporate equality into its core objectives, making every effort to eliminate discrimination, create equal opportunities and develop good working relationships between different people.

Godalming Town Council recognises that everyone is different. The Council welcomes this diversity and wants to help every individual to meet their full potential.

The Council recognises that the task of promoting social inclusion, tackling discrimination, encouraging equal opportunities, and providing equality of opportunity in the provision of services and access to its facilities are of key importance for Godalming Town Council and the Council is committed to:

- eliminating unlawful discrimination, harassment and victimisation;
- advancing equality of opportunity; and
- fostering good relations between different groups.

In recognising the above, Godalming Town Council wishes to reaffirm its commitment to equality, diversity and inclusion, as set out in its Equality & Diversity Policy adopted on 18 May 2023 and to the duties imposed upon it by the [Equality Act 2010](#).

10. COMMUNITY OWNERSHIP FUND – REQUEST FOR EXTENSION OF FUNDING PERIOD – ITEM FOR DECISION

Recommendation: As a matter of financial prudence, Members to resolve to agree to withhold from granting any further Neighbourhood CIL awards until completion of the Crown Court public toilets reconfiguration and refurbishment (due for completion end of September) and grant monies for this project from the Community Ownership Fund are received.

Members requested, that in order to provide a contingency buffer in relation to the duration of the funding period for the COF grant that the Town Clerk seeks an extension of time from the DLUHC for the project delivery (Min No 565-23 refers). The Town Clerk has been informed that if required it is possible, in exceptional circumstances to request for an extension of up to 2-3 months. However, any such request would not be considered until Q3 of the funding period, which would be in June.

Having received planning consent on 5 April, excepting unforeseen issues, and subject to decisions made regarding the award of contract for the works, the Town Clerk remains of the view that refurbishment of Crown Court public toilets will be completed by 22 September 2024.

However, it should be noted that, if such exceptional circumstances do arise, for instance extreme weather events or essential supply chain issues, and an extension is not granted for GTC to complete the works, then *in extremis* the DLUHC could seek repayment of the whole or part of the grant previously paid or suspend any further payments. It should be said this is highly unlikely to be the case, but Officers are duty bound to ensure Members are aware that such a possibility exists.

Members will wish to note that the DLUHC has paid the first tranche of funding, £28,498, which represents the revenue costs to GTC for the design and contract management of the project. A further claim against the outstanding award sum of £165,988 will be submitted following the award of contract.

To ensure that this project can be delivered at no direct cost to residents, i.e cost of the refurbishment being met entirely from the Community Ownership Fund and developers' contributions from the Neighbourhood CIL fund, Officers recommend that Members ringfence the available uncommitted Neighbourhood CIL funds as a contingency for this project.

At present £687,872.84 has been collected as developers' contribution to Neighbourhood CIL, of which £469,890 has been committed to local projects (this figure includes the previously agreed £41,500 match funding for the Crown Court public toilets and the potential £33,000 for bus shelters at Franklyn Road and Eashing Lane), leaving a balance of £217,982.84.

11. CROWN COURT PUBLIC TOILETS – RECONFIGURATION & REFURBISHMENT – TENDER REPORT & AWARD OF CONTRACT – ITEM FOR DECISION

Recommendation: Members to resolve to make an award of contract for the reconfiguration and refurbishment of Crown Court public toilets.

The deadline for receipt of tenders for works to reconfiguration and refurbish of Crown Court public toilets was at 13.00 on 19 April 2024. The sealed tender documents were opened **on 22/04/24**, witnessed by the RFO and Cllr Heagin, where the names of the bidders and their tender price was recorded.

The received tenders have been evaluated against the tender specification by the appointed surveyors who have provided an anonymised tender report for consideration by the Council for the award of the contract (attached for the information of Members).

Financial regulations require any single item of expenditure in excess of £50,000 to be approved by Full Council.

Members to consider the tender report and are requested to make an award of contract for works for the reconfiguration and refurbishment of the Crown Court public toilets.

Members to note that the schedule would seek to set up the work site on 30 May 2024, meaning the public toilets would be closed until completion in September, the Community & Communications Officer has gained agreement with seven High Street hospitality providers to provide 'no purchase required' access to their toilet facilities whilst the public toilets are being refurbished and the disability facility at GTC offices will be available Monday-Saturday. The list of alternative facilities will be displayed on the site hoardings in Crown Court.

12. MAINTENANCE VEHICLES – ITEM FOR DECISION

Recommendation: Members to resolve to agree to the purchase of a second-hand EV, Renault Kangoo Maxi or similar at a cost up to £8,000 from the maintenance equipment budget.

Following on from the Policy & Management Committee meeting of 7 September 2023 (Min No 227-23 refers), and Full Council Meeting of 15 February 2024 (Min No 512 -23 refers), Members resolved to agree the lease of an electric tipper and the disposal of the Peugeot Partner in order to transition towards all maintenance vehicles being EV's.

Having placed requirements on Contract Finder as required by procurement regulations, negotiations are now underway with a supplier for the Maxus 9 e-deliver Tipper. However, the current lead time is in the region of 16 weeks (end of August).

The Maintenance Supervisor has requested for an additional vehicle in the short term, until the new tipper arrives as it has become apparent over the last few weeks (since the expansion of the maintenance team) that two vehicles are not sufficient.

If one operative is working at one of our facility locations with one vehicle, and another is out and about working on green spaces with the other vehicle. It means that the third operative is restricted to what they are able to do and with a fourth operative (Maintenance Assistant) coming on board at the beginning of May, it means that the team is not being as proactive and versatile as it could be.

Whilst the Maintenance Supervisor appreciates that it will take a little time for everyone to settle into the new structure and routines, he would, nonetheless, like to make his team as effective and efficient as possible, as early as possible and the lack of mobility is causing an obstacle to achieving this goal.

Whilst the Maintenance Supervisor has indicated a need for a short-term solution, these thoughts were based on either the retention of the Diesel Peugeot or its replacement with an electric equivalent once the tipper had arrived, thereby retaining three maintenance vehicles.

Whilst options for the hiring of a vehicle until the tipper is delivered have been explored, at nearly the same, or in some instances more expensive (£7,049-£7,998), than the outright purchase of a suitable future replacement for the Peugeot (Renault Kangoo Maxi £6,995-£7,500), the Operations & Compliance Officer and Maintenance Supervisor feel it would be more beneficial to make an outright purchase of an EV until the Tipper is delivered and then

dispose of the diesel Peugeot. This would then mean that all GTC maintenance vehicles were EV.

With a range of 143 miles, the Maintenance Supervisor believes such a vehicle would require charging approximately once per week or less. Based on the known range of the e-transporter and the anticipated range of the tipper at 120+ miles the Maintenance Supervisor has a planned charging regime that could be met by the current infrastructure at Eashing, with a viable fallback if additional charging facilities are needed during winter of peak operating periods.

Funding – In anticipation of equipment needs for an expanded maintenance team, Members made an allocation of £40,000 for equipment.

13. WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

Recommendation: Members to resolve to agree the recommendations contained within the new project/initiative assessment form – Provision of Welfare, Workshop and Ancillary Facilities at Eashing Cemetery Maintenance Depot.

Members are requested to consider the proposal contained within the New Projects/Initiatives Assessment Form – Provision of Welfare, Workshop and Ancillary Facilities at Eashing Cemetery Maintenance Depot (attached for the information of Members).

14. PROVISION FOR HORTICULTURAL CULTIVATION BY GTC MAINTENANCE TEAM

Recommendations: Members to resolve to agree the recommendations contained in the new project/initiative assessment form – Horticultural Cultivation Provision at Eashing Cemetery

Members are requested to consider the proposal contained within the New Projects/Initiatives Assessment Form – Horticultural Cultivation Provision at Eashing Cemetery (attached for the information of Members).

15. OCKFORD PARK BUILDING TASK & FINISH GROUP

Members are requested to nominate two representatives (alongside the Town Clerk) to work with WBC and other parties to seek to determine the details necessary for establishing a suitable community support Hub at the Ockford Park Hall.

16. HENRY SMITH CHARITIES' TRUSTEE – ITEM FOR DECISION

Recommendation: Members to resolve to approve nominees as the Town's Trustees of the local Henry Smith Charities

The two charities, the Educational Foundation of Henry Smith Charity and the Henry Smith Charity, based in Godalming (not to be mistaken for the Henry Smith Charity based in London) are jointly operated under a common board of Trustees. These charities exist to make grants to the needy in the ancient parish of Godalming. The joint annual income generated from investments enables grants of approximately £4,000 per annum in support of children/young people and adults in need.

Historically, the Town Council nominates three Trustees to represent the town, (it should be noted that the Town Council nominees are not restricted to elected members and the 'term of office' of a Trustee is not linked to the election cycle). The Trustees meet formally twice a year, but the business of the charities is conducted by email and telephone between meetings.

The current Trustees nominated by the Town Council are Cllr Joan Heagin term expiry 16 July 2024, and Messrs Michael Stubbs and Steven Cosser, whose terms expire on 11 March 2025. Michael Stubbs was elected as the Chair of Trustees on 2 April 2024.

To provide a degree of certainty and stability for the Trust, Members are asked to indicate approval for the above-named persons to continue for a second 4-year term as the Town's Trustees of the local Henry Smith charities.

17. REPORT OF THE INTERNAL AUDITOR

Members to consider the report of an internal audit conducted on 15 April 2024 by the Council's Internal Auditor Mulberry & Co (the report is attached for the information of Members) and to note the comments of the Audit Committee thereon.

Audit Point	Audit Findings	Council Response
End of year accounts	In my opinion the variance analysis requires a little more detail to explain the variances. This could be achieved by inserting more financial elements to wording element.	More detail has been added to the variance analysis.
Transparency	It was noted the web pages will need updating for the 2023/24 council year, namely pay-multiple, senior salaries and grants.	The RFO has now updated the transparency web page for 2023/24 for pay-multiple, senior salaries and grants.

18. ANNUAL GOVERNANCE STATEMENT

Members are required to consider the Annual Governance Statement (attached for the information of Members) and the answers to the questions posed by the Statement.

Members are advised to consider the Audit Committee's recommended answers to those questions alongside the Annual Governance Statement. The Audit Committee's recommended answers are attached for the information of Members.

19. ACCOUNTING STATEMENTS 2023/24

Members to consider and agree the Town Council's Accounting Statements for the Financial Year Ended 31 March 2024 (copy of Section 2 of the Annual Return is attached for the information of Members).

Explanations for key variances are also attached for the information of Members.

20. AUTHORISATION OF THE CLERK

TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

21. DATE OF NEXT MEETING

The date of the next Full Council meeting is the Annual Council/Mayor Making meeting scheduled to be held in the Council Chamber on Thursday, 16 May 2024 at 7.00pm.

22. 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 23 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E PERSONAL AND SENSITIVE. PERSONAL SENSITIVE INFORMATION

23. NOMINATION FOR HONORARY FREEDOM OF THE TOWN OF GODALMING

Members are requested to consider the nomination for the award of the Honorary Freedom of the Town of Godalming, (confidential nomination citation attached for the information of Members).

TREASURY & INVESTMENT POLICY

INTRODUCTION

Godalming Town Council (the 'Council') acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. In preparing its investment policy the Council is required under Section 15(1) of the Local Government Act 2003 to have regard to the requirements set in the Department for Communities and Local Government *Statutory Guidance on Local Government Investments* and guidance within *Governance and Accountability for Local Council's Practitioners Guide 2016*.

The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment;
- For the purpose of prudent management of its financial affairs.

The *Statutory Guidance on Local Government Investments* defines an investment as '*all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit*'. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

The Council defines its treasury management activities as '*the management of the Council's cash flows, its banking transactions, the effective control of the risks associated with those activities and the pursuit of best value performance consistent with those risks*'.

The Council defines its non-financial assets held to partially generate a profit as '*all of the buildings where rent or hireage fees are charged*'.

TREASURY INVESTMENT OBJECTIVES

The Council's treasury investment priorities are the security of reserves and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in Sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or lend and make a return, is unlawful and the Council may not engage in such activity.

SHORT TERM TREASURY INVESTMENTS

Short term investments are those offering high security and high availability, made in Sterling and maturing within two years.

For the prudent management of its treasury balances whilst maintaining sufficient levels of security and liquidity, the Council will use deposits with banks and building societies, Licensed Deposit Takers (licensed by either the Prudential Regulation Authority or Financial Conduct Authority), UK local authorities and other UK public authorities.

Institutions should meet the required rating at the time of investment.

Required ratings:

Type	Minimum Rating	Definition		
	Fitch	Moody's	S&P	
Short Term investments (maturities of less than one year)	F1	P-1	A2	Strong capacity to meet financial commitments. Low to medium risk. Numeral indicates higher end of rating
Medium Term investments (maturities of up to five years)	AA	AA	AA	Strong capacity to meet Financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances. Low to medium risk.

Of those institutions meeting the required rating at the time of investment, preference should be given to those with strong ethical and sustainable practices.

The Responsible Finance Officer, in consultation with the Chairman of the Audit Committee and Proper Officer, shall have the delegated power to invest in short term investments, with any such investment reported to the next Full Council meeting. The Council is ultimately responsible for its investments.

NON-SPECIFIED TREASURY INVESTMENT

These investments have greater potential risk – examples include investment in money markets, stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

LONG TERM TREASURY INVESTMENTS

Long term treasury investments shall be defined as greater than two years. The Council will use the same criteria for assessing long term investment as for short term investments. Should the Council wish to invest for periods greater than two years, it **must** identify the procedures for monitoring, assessing and mitigating the risk of loss of invested sums before committing to such an investment. The Responsible Finance Officer shall require Full Council approval before entering into any long term investment. The Council is ultimately responsible for its investments.

NON-FINANCIAL ASSETS

The Council's strategy in relation to the buildings it holds for income generation is to undertake regular maintenance to ensure they remain in proper working order, and to accumulate sufficient reserves to enable any major maintenance works to be completed as and when required.

The Council will also ensure that adequate insurance cover is held to mitigate the loss of income should significant damage ever occur.

REVIEW AND AMENDMENT

As recommended under the *Statutory Guidance on Local Government Investments*, this policy will be reviewed annually by the Audit Committee and ratified each year by Full Council.

The Council does not normally employ in-house or external financial advisors but will rely on information which is publically available.

The Council reserves the right to make variations to the Policy at any time, subject to the approval of Full Council. Any variations will be made available to the public.

FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this document will be published on the Council's website and a hard copy will be available from the Council's office

GRANT FUNDING POLICY & PROCEDURE

INTRODUCTION

Local councils in England and Wales can rely upon general powers to act and spend money, including the provision of funds (grants) to other organisations or bodies, unless they are restricted from doing so. The powers are as follows:

- (1) S.137 of the Local Government Act 1972
- (2) The General Power of Competence (England, if eligible)

S.137 cannot be used by a local council in England that is eligible to exercise the General Power of Competence except to donate money to certain charities and appeals (section 137(3)).

Overview of the Powers

General Power of Competence – S.1(1) of the Localism Act 2011 (the 2011 Act) provides that a local authority has power to do anything that individuals generally may do. “local authority” is defined in s.8 of the 2011 Act and includes an eligible parish council.

Godalming Town Council is an eligible council to exercise the General Power of Competence (GPC). In considering how the town council grants public funds to other organisations and bodies, the relationship between S.137 and the GPC is important and has been used to guide the council’s Grant Funding Policy & Procedure exercised under the GPC.

Purpose of Grants Provided by Godalming Town Council

The guiding principle and the basic power for the council to provide either direct grant funding or grant-aid-in-kind, is that there must be a direct benefit to the civic parish of Godalming or part thereof, or all or some of its inhabitants. The council is the body to determine whether or not such benefit will accrue, and a decision by the council can only be challenged on the grounds that it was wholly unreasonable.

The use of “some” in relation to the inhabitants means that the council cannot use the power to benefit a single individual. However, it may be possible for the council to help an organisation that supports individuals, for example a youth organisation wishing to fund participation in a national or international event.

The council must also ensure that the direct benefit accruing to its area or residents is commensurate with the expenditure incurred. This means that a council should not spend a disproportionately large amount on something which has no or very little direct benefit.

The council can only provide funds to a public or voluntary body for expenditure on publicity when it is incidental to the main purpose for which the council is giving financial assistance.

Section 137(3) of the Local Government Act 1972 states that contributions may be made to charities and bodies providing a public service on a non-profit making basis, but only in furtherance of their work in the United Kingdom. It is unlawful for a council to contribute to a charity or a public service body operating overseas, or to a fund established to help persons outside the UK.

Contributions to UK charities and bodies providing a public service do not have to bring any direct benefit to the council's area or to its inhabitants.

Authorisation of Expenditure

As councillors are collectively expressing an opinion as to the commensurate local benefit, grants provided by Godalming Town Council must be properly authorised by resolution.

Contributions to Voluntary Bodies, Charities etc.

Where a council provides financial assistance, it will require the body or charity to furnish a written statement of how the money has been spent, within 12 months after the assistance has been given.

TYPES OF GRANTS

Godalming Town Council will allocate funds for the provision of council funded grants as part of the annual budget setting process. The level of funds available each year for Council Community Grants will be the balance of the overall grants budget set by the Council less the sum agreed to support Service Level Agreements.

Service Level Agreements

Service Level Agreements (SLA) are an instrument through which the council guarantees a specified level of financial support, for an agreed period of time, for the provision of a specific service that benefits the community. Such arrangements allow the service provider the financial security to invest in the service and the council with measurable outcomes for the support provided.

- Awarding of SLA's will only be considered once per administration (a new administration begins following each 'All Up' local election, usually held every four years on the first Thursday in May).
- Consideration for the award of SLA's will begin in the September of the first year of each new administration period with the aim that negotiations are to be concluded by the Full Council meeting in the December of the first year of the administration.
- Agreed SLA's will run for a maximum of four years from the 1st day of April following the resolution of Full Council to the 31st day of March of the year following the next 'All Up' local election (a period of four years).
- No single agreement is to exceed 4 years before coming back to Council for review/renegotiation/renewal.

All SLA applications are to be supported by a statement setting out the purpose of the SLA funding, the last two years of audited accounts of the service provider, or in the case of a new organisation a full budget proposal, and the name and position of the proposed signatories for any agreed SLA. The statement of purpose is to include how the service to be supported will provide a direct benefit to the civic parish of Godalming or part thereof, or all or some of its inhabitants, along with the proposed measurable/definable outcomes.

SLAs, whilst providing a degree of certainty for service providers and council alike, can commit a significant amount of the council's available grant funds. Councillors, when considering either the renewal of an existing agreement or the awarding of a new SLA, will be required to consider the accumulative effect of SLA funding on the ability to provide one-off project funding through Community Grants.

Community Grants

The Council's Community Grants Fund is primarily aimed at providing grants of less than £1,500 for initiatives identified by Members that are of benefit to the local community, or which community groups and residents have brought to the attention of Members as being of benefit to an area within the civic parish of Godalming or will provide a benefit to residents of the parish. Exceptionally, grants of up to £2,500 may be considered.

The allocation of funds to the Community Grants Fund will be divided into three accounting periods, with one third of the Community Grant funds being available for grant awards made by the Policy & Management Committee at each of the July, October, and February meeting of the committee.

All applications for grant awards from the Community Grants Fund are required to be 'sponsored' by at least two Members of the Council in order to bring it to committee. The applicant or one of the Members supporting the application is required to email the Town Clerk with the details of the initiative/project, setting out:

The aim of the initiative/project.

Who it will benefit.

The sum being applied for and the purpose for which the funds will be used.

Who will be responsible for the delivery of the project.

The names of the Councillors 'sponsoring' the application.

On receipt, if required, the Town Clerk shall contact the named councillors to confirm they have agreed to sponsor the application. Once confirmed the application will be put to the next designated meeting of the Policy & Management Committee.

A Community Grant award should meet the basic selection criteria of providing benefit to the community.

For organisations that do not have a bank account, funds will be held by the Town Council, who will make appropriate arrangements to pay suppliers direct/reimburse costs on production of receipts. Funds will not be paid into personal accounts without proof of expenditure.

Urgent Applications

If a situation arises where, due to unforeseen circumstances, a community group or organisation that provides a benefit for the residents of the Parish of Godalming needs to seek grant funding in order to continue to operate, it may apply at any time to the Town Clerk for consideration by the Council. In making an urgent application the applicant must:

- Provide a covering letter stating why the application cannot be deferred to the next designated grant awarding meeting. The covering letter would need to explain, if the reserves held by an organisation are greater than the amount being applied for, why the organisation is unable to use its reserves.
- Provide a full set of accounts, including current in year balances, liabilities, and assets.

On receipt of an urgent application and having confirmed the application meets the criteria, the Town Clerk will, in consultation with the Chair of the Policy & Management Committee, bring the application forward for consideration by Members at the next Policy & Management Committee meeting.

In considering an urgent application submitted after the February award meeting, Members may make an award from any balance remaining in the Grants Fund.

GRANTS CRITERIA – SLA & COMMUNITY GRANTS

Service Level Agreements – Minimum Criteria

(You must meet this for your application to be considered)

Groups applying must provide the following with their application:

- Constitution or aims
- Copy of budget for current financial year
- Copy of last annual report to members (this will not be required for a new organisation)
- The group must have a bank account in the name of the group
- Statement of the purpose of the SLA funding
- Last two years' of audited accounts or in the case of a new organisation a full budget proposal
- Name and position of the proposed signatories for any agreed SLA.

NB. The statement of purpose is to include how the service to be supported will provide a direct benefit to the civic parish of Godalming or part thereof, or all or some of its inhabitants, along with the proposed measurable/definable outcomes.

Selection Criteria – Community Grants

(Your application will be assessed on the degree to which it meets the following)

- Applications should demonstrate a direct benefit to the civic parish of Godalming or part thereof, or all or some of its inhabitants.
- The organisation or group must not have received grant funding from the town council for the project applied for in the same financial year.
- Priority will be given to those applications which advance the aims of Godalming Town Council's Corporate plan
- Priority will be given to those applications for which the grant will lever in/match other funds.

Grant Conditions – All Grants

Grant recipients must:

- Apply the grant to the purpose for which it was awarded.
- Provide evidence to the town council within one year of the award of the grant detailing how the grant was spent.
- Work with the Town Council to make opportunities to recognize the council's contribution to the project eg. by arranging an appropriate press release and photo opportunity with you and the Mayor of Godalming (we will provide copies of our logo for printed and digital media, and we can provide a simple certificate for display if that would be appropriate).



HONORARY FREEMAN/WOMAN SCHEME

POLICY STATEMENT

Local councils may exercise powers under (section 249(5) and (6) of the Local Government Act 1972) to confer the title of “honorary freeman” or “honorary freewoman” to persons of distinction and those who, in the Council’s opinion, have rendered eminent services to the Council’s area.

From time to time, members of the community demonstrate outstanding service and/or contribution to the wellbeing of the town or outstanding feats of endeavour or achievement that bring credit to the community, and it is recognised that their commitment should be acknowledged. The council may choose to do so by awarding to an individual the title of Honorary Freeman/woman of the Town of Godalming’.

SERVICE

The nominee may have given extensive and eminent service to the Civil Parish of Godalming and its local community or may have made a significant contribution to the well-being of its residents, the preservation of its historic character or its natural or built environment. The nominee must have made an outstanding contribution to the town such that the nominee’s contribution can be seen to have been a wholly altruistic and public-spirited desire to contribute to the benefit of the town and its residents. Exceptionally, a nominee may have achieved outstanding feats of endeavour or achievement which brings national or international credit to the community.

NOMINATION CRITERIA

The following will be taken into account when consideration is given to granting the honour of Honorary Freeman/woman of the Town:

1. Service in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.
2. Town Councillors or Officers of the Town Council are not excluded from consideration, however, any nominated Town Councillor or Council Officer must have retired from the post.
3. Nominees need not necessarily be residents of Godalming, but will be judged on their contribution to the town.
4. The nominee’s contribution to the wellbeing of the community must be considered outstanding, exceptional or unique.

PROCEDURE

1. Nominations must be made in the strictest confidence without the nominee’s knowledge.

2. Any nominations received will be considered in confidential session by the Full Council with a secret ballot of Members.
3. No less than 12 members of the Council must vote in favour of the nomination for it to pass.
4. The outcome of the ballot on all nominations is final.
5. The record minutes shall record either “the council resolved to invite a nominee to accept the award of Honorary Freeman/women of the Town” (without naming the nominee) or “the council, having considered nominations, made no award for Honorary Freeman/woman of the Town”.
6. If Full Council resolves that the nominee should be made an Honorary Freeman/woman of the town, the nominee will be invited to accept the honour.
7. If accepted, appropriate arrangements, as agreed in consultation with the recipient and the Mayor, will be made for the presentation of the award. This may be at the next Full Council Meeting, the Annual Meeting of the Electors, or at some other occasion/event as deemed appropriate.
8. If the presentation is made elsewhere than a meeting of the Full Council, it shall be subject to an immediate press release. However, in order to record the name of the recipient within the record minutes, the name of the recipient, the date and occasion of the presentation shall be reported at agenda item 6 - Receipt of Official Announcements at the next meeting of the Full Council following the presentation.

ENTITLEMENTS

The rights attached to the honorary position are not stipulated in legislation, accordingly, this council will invite its Honorary Freeman/woman to the town’s civic events.

Any person declared an Honorary Freeman/woman of the Town may designate himself/herself ‘Honorary Freeman/woman of the Town of Godalming.

LIMITATION ON HOLDERS OF AWARD

The Council to bear in mind the special nature of this award and limit its numbers accordingly.

Drake & Kannemeyer LLP

CHARTERED SURVEYORS



Ground Floor River Court
The Old Mill Business Complex
Mill Lane Godalming Surrey
GU7 1EY 01483 425744
URL: www.dkgroup.co.uk

TENDER REPORT

FOR

**REFURBISHMENT AND
RECONFIGURATION**

AT

**CROWN COURT TOILETS
GODALMING
SURREY
GUDY**

FOR

**GODALMING TOWN COUNCIL
107-109 HIGH STREET,
GODALMING,
SURREY,
GU7 1AQ**



223-06-01 -- Tender Report

25 April 2024



1.0 INTRODUCTION

Godalming Town Council intends to reconfigure and refurbish the existing public conveniences and plant room at Crown Court, Godalming to accommodate 5no universal toilets, 1no wheelchair accessible toilet and 1no baby change toilet with a common lobby and service/plant room.

A traditional procurement route was chosen with Drake & Kannemeyer LLP being appointed to prepare technical drawings, specifications and tender documents. The form of contract selected is a JCT Intermediate Contract with Contractors Design 2016.

The Council published the tender on an Online contract finder portal.

Tenders were returned to the Council offices by 18th April 2024.

All figures stated are exclusive of VAT.

2.0 TENDER RESULTS

Four (4) contractors returned a tender price and the results are below. Contractors are identified by a letter as their names are withheld from the tender report.

DRAKE & KANNEMEYER LLP GODALMING TOWN COUNCIL – CROWN COURT TOILETS – REFURBISHMENT AND RECONFIGURATION. Result of tender opening ceremony held at the Council offices on 22/04/2024				
	Company Name	Tender Sum	Contract Period	Notes
1	CONTRACTOR A	183,435.00	17 weeks Inc. 2wk lead-in	Error on Form of Tender – i.e. £183,435 in numbers, and £185,435 in words. No price for Prelims Section in Breakdown. Draft Programme with no dates issued
2	CONTRACTOR B	172,720.00	17weeks inc. 2wk lead-in	Possible error on Question E2 on Tender Bidder's Information. All documents priced; Tender breakdown included. Draft Sequence of Work Programme with no dates issued; Collection Page Summary issued
3	CONTRACTOR C	220,594.24	17 weeks inc. 2-3wk lead-in	Contractor has produced their own Elemental Cost Plan as well as Priced Schedule of Works
4	CONTRACTOR D	195,837.20	17 weeks inc. 2-3wk lead-in	Invalid Tender. Contractor did not submit the Tender Bidder's Information and has therefore been disqualified. Error on Form of Tender – i.e. £195,837.20 in numbers, and £195,807.20 in words.

3.0 GENERAL COMMENTS RELATING TO THE TENDERS

All returning contractors completed and submitted the Form of Tender. Contractor D did not submit the Tender Bidder's Information and the tender was therefore disqualified.

All returning contractors bids are based on the stipulated contract period of 17 weeks with lead in periods varying from 2 to 3 weeks.

All returning contractors returned a priced tender issue schedule of works except contractor C who submitted an elemental cost plan.

All returning contractors prices are arithmetically correct except contractor C.

4.0 TENDER ANALYSIS

A breakdown of each contractor's price is reproduced in the table below and comments made regarding the returned tenders.

	CONTRACTOR A	CONTRACTOR B	CONTRACTOR C	CONTRACTOR D
PRELIMINARIES		£18,000.00 (3,000 taken out of prelims)	£11,149.43	Invalid
CONTINGENCY TAKEN FROM PRELIMINARIES SECTION		£3,000.00 (taken out of contingency)		
SCHEDULE OF WORKS		£157,720.00	£209,444.81	170,920.51
CONTRACTORS OVERHEADS AND PROFIT				
DIRECTORS ADJUSTMENTS				
OTHER				
SUBMITTED TENDER	£183,435.00	£172,720.00	£220,594.24	£195,837.20
Arithmetical Correction	£183,635.00		£219,750.28	£195,876.71
Omissions	£21,000.00	£3,000.00 £3,000.00	£21,000.00	£3,039.51
Adjusted TENDER TOTAL	£204,635.00	£178,720.00	£240,750.28	£198,876.71

4.1 CONTRACTOR A

Contractor A – Tender Bidder's Information

- a. Contractor A is a private limited company and is registered with Companies House. The date of incorporation is 31 January 2020.
- b. Insurance - Employers Liability Insurance up to £10,000,000, and Public Liability Insurance to £1,000,000. It has not had any claims above £100,000 in the last three years.
- c. Technical Capability and Ability of relevant organisations: Contractor A has worked on buildings being used by members of the public, and mainly on residential refurbishments projects, including extension, conversions, and structural alterations. The contractor has not declared a failure to complete any project nor had a claim exceeding £5000 over the past three years.
- d. Commercial matters: Liquidated and ascertained damages – None; Contract Termination – None; Litigation – None; Conflicts of Interest: None
- e. Health and Safety: H&SAW Policy and systems in place; no breaches; no fatal accidents or major injuries.
- f. References: No references given.

Contractor A was the second lowest tender at £183,435.00 from the Form Tender.

Contractor A provided a fully priced schedule of works which was added and found to be arithmetically correct. However, Contractor A did not include the £3,000 for the Provisional Sums and the £18,000 for the Contingency Sums as per the Prelims. These figures were added, and the adjusted figures came to £204,635.00, and this would have changed their position to third lowest, however, Contractor A moved up the ranking to second place due to disqualification of Contractor D's submission.

4.2 CONTRACTOR B

Contractor B – Tender Bidder's Information

- a. Contractor B Partnership. It was formed on 14 December 1980.
- b. Insurance - Employers Liability Insurance up to £10,000,000, and Public Liability Insurance to £5,000,000; and Professional Liability or Indemnity Insurance to £5,000,000. It has not had any claims above £100,000 in the last three years.
- c. Technical Capability and Ability of relevant organisations: Contractor B has worked on public sector buildings with local authorities; Education buildings; commercial office fitouts and drainage and structural underpinning works. The contractor has not declared a failure to complete any project nor had a claim exceeding £5000 over the past three years.
- d. Commercial matters: Liquidated and ascertained damages – None; Contract Termination – None; Litigation – None; Conflicts of Interest: None
- e. Health and Safety: Contractor B has H&SAW Policy in place; no breaches; no fatal accidents or major injuries. There was an error in response to Question E2, and the Contractor has since confirmed by email that they have safe systems of working in place.
- f. References: 3no references given.

Contractor B returned the lowest and the most competitive tender.

Contractor B provided a fully priced schedule of preliminaries and schedule of works. The priced schedule was added but found to be arithmetically correct. However, Contractor B subtracted £3000 allowed in the Provisional Sums for unforeseen drainage works and subtracted £3000 from the contingency sums as in the Prelims. These figures were added back on, and the adjusted figures came to £178,720.00, however this does not change their ranking.

Contractor B remains the lowest contractor and the most competitive contractor.

If Contractor B is the preferred contractor, the revised form of tender will need to be completed and included in the contract documents.

4.3 CONTRACTOR C

Contractor C – Tender Bidder's Information

- a. Contractor C is a Sole Trader. No date of formation given.
- b. Insurance - Employers Liability Insurance up to £10,000,000, and Public Liability Insurance to £5,000,000; and Professional Liability or Indemnity Insurance Due for renewal. It has not had any claims above £100,000 in the last three years.
- c. Technical Capability and Ability of relevant organisations: Contractor C has worked Education buildings and a Youth Centre for a local authority. The contractor has not declared a failure to complete any project nor had a claim exceeding £5000 over the past three years.
- d. Commercial matters: Liquidated and ascertained damages – No; Contract Termination – No; Litigation – No; Conflicts of Interest: None
- e. Health and Safety: Contractor C has H&SAW Policy in place as well as H&SAW systems in place; no breaches; no fatal accidents or major injuries.
- f. References: 1no reference given.

Contractor C was the highest tender at £220,594.24, but due to disqualification of Contractor D, Contractor C rose up to third place.

Contractor C provided a fully priced schedule of preliminaries and schedule of works. The priced schedule was added but found to be arithmetically incorrect. The tender sum in the Form of Tender was £843.96 less than the breakdown in the priced schedule of works. In addition, the Contractor did not include the £3,000 for the Provisional Sums and the £18,000 for the Contingency Sums as per the Prelims. These figures were added, and the adjusted figures came to £240,750.28 but this does not change their ranking as the third lowest tender.

CONTRACTOR D

Contractor D did not complete the Tender Bidder's Information. It was clearly stated that the form should be completed, and failure to do so will disqualify the Tender. Consequently, Contractor D's tender was rendered invalid.

Nevertheless, a Tender Analysis was carried out on the submitted documents.

Contractor D submitted the third lowest tender sum at £195,876.71.

Contractor D provided a fully priced schedule of works which was added and found to be arithmetically correct. However, Contractor D did not include the £3,000 for the Provisional Sums as per the Prelims. These figures were added, and the adjusted figures came to £198,876.71, but this would have changed their ranking position to the second place had they not been disqualified, but this does not have any effect on the position of the lowest and the most competitive tender.

5.0 PRICING LEVELS

The prices obtained are generally competitive, with the lowest three bids closely matched.

The lowest priced returned is close to the budget cost of £189,984.99 reported in the third quarter 2024 for the outline scheme.

6.0 PROVISIONAL SUMS AND CONTINGENCY

The following provisional and contingency sums are included.

Item	Value
Unforeseen builders work in relation underground drainage	£3,000.00
Contingency sum @ 10% of budget cost	£18,000.00
TOTAL	£21,000.00

The above sums can only be expended by contract instruction.

7.0 AMENDMENTS TO THE BUILDING REGULATIONS AND CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The prices returned includes contractors' costs associated with the CDM Regulations 2015 and the recent changes to the Building Regulations.

The successful contractor will be appointed as Principal Contractor for the Building Regulations and the CDM Regulations.

10.0 RECOMMENDATION

Should the Council proceed with the project, a contract should be placed with Contractor B.

Before entering a formal contract, the contractor will need to agree the adjusted costs.

Please note that the tenders are net of VAT and exclude professional fees.

Subject to financial assessment by the Council.

NEW PROJECT/INITIATIVE ASSESSMENT FORM

Proposal Name/Title	Provision of Welfare, Workshop and Ancillary Facilities at Eashing Cemetery Maintenance Depot
Aim/Objective	1. To meet GTC's obligations under the Workplace (Health, Safety and Welfare) Regulations 1992
Corporate Plan Reference	Pt 2 s3, Pt 4 D1,
Recommendation(s)	<p>1. Members to resolve to agree the provision of welfare, workshop and ancillary facilities at Eashing Maintenance depot as set out within this proposal.</p> <p>2. Members to resolve to authorise expenditure of up to £30,000 from the maintenance equipment budget</p>
Proposal	
<p><u>Maintenance Team</u></p> <ol style="list-style-type: none"> In August 2019 GTC made the decision to in-source elements of its grounds and building maintenance requirements. The rationale being primarily to reduce reliance on contractors, improve standards, to be proactive in preventative maintenance, improve the public realm environment and biodiversity as well as support GTC and partnership events. An initial team of two full-time operatives were employed on two-year fixed contracts, with an additional part-time assistant being added in September 2020 on a fixed 3-month contract, which was extended until April 2021, when along with the full-time operatives all were transferred to permanent contracts. In August 2022 the part-time maintenance assistants' hours were increased to bring the maintenance team to three full-time employees. Following the 2023 local elections and subsequent adoption of this administration's Corporate Plan 2023-2027 and the Council approved an increase to the maintenance team of 1 x FTE. As a result, from May 2024 the maintenance team comprises of four full-time employees, (1 x Maintenance Supervisor, 1 x Maintenance Operative, 2 x Maintenance Assistants). <p><u>Welfare Facilities</u></p> <ol style="list-style-type: none"> In 2000, when the last cemetery Supervisor and labourer retired, the Joint Burial Committee decided to out-source grounds maintenance of the cemeteries, they also removed the supporting infrastructure, including workshops, garage/storage and welfare facilities at Eashing Cemetery. Subsequent to that decision, in 2013 when plans for the refurbishment of the conformist chapel were mooted, the Joint Burial Committee were informed of their duty under the Workplace (Health, Safety and Welfare) Regulations 1992 resulting in the provision of a DDA Compliant toilet and wash hand basin being provided within the Eashing Cemetery Chapel buildings. 	

6. The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety, and welfare issues, including the requirement that adequate welfare facilities are provided for people at work.
7. The regulations require a minimum of one toilet and wash hand basin per five workers. The existing facilities at Eashing, installed in 2013, (and subsequently upgraded with a new septic tank and drain field in 2023), meet the requirements of the regulations. However, an issue caused by the lack of a 'public' toilet, especially when a funeral is taking place, means that the staff facilities are used by the general public. Staff find it difficult to deny someone attending a funeral the use of the staff toilet, so would like to see a separate toilet facility that can be used by those attending a funeral, retaining the existing facility predominantly for staff use or for those requiring a wheelchair accessible facility.
8. Toilet facilities are just one aspect of the Workplace (Health, Safety and Welfare) Regulations 1992, and in 2020 when GTC established its own direct maintenance team, the regulatory requirements of the Act widened.
9. 2022 saw the installation of a washing machine and tumble dryer to clean and dry work clothing, a shower room and restroom, at that point the administration/office area for the maintenance team was located in the Chapel workshop.
10. In relation to rest room facilities, the welfare regulations require that they should be readily accessible and have seats provided for workers to use during breaks. These should be in a place where personal protective equipment need not be worn. Rest areas or rooms should be large enough and have sufficient seats with backrests and tables for the number of workers likely to use them at any one time. Where workers regularly eat meals at work, suitable and sufficient facilities should be provided for the purpose. Work areas can be counted as rest areas and as eating facilities, provided they are adequately clean and there is a suitable surface on which to place food, the Eashing Cemetery workshop is not considered as meeting this minimum requirement. Where provided, eating facilities should include a facility for preparing or obtaining a hot drink. Where hot food cannot be obtained in or reasonably near to the workplace, workers may need to be provided with a means for heating their own food (eg microwave oven).
11. Whilst GTC is providing restroom facilities outwith of the workshop area, due to the relocation of the office/admin area from the workshop to the same space occupied by the rest room facilities (the relocation was due to a number of reasons, including working climate during the winter) it is now also a work area. Although this is acceptable within the letter of the regulations, it is neither practicable nor conducive to an efficient or effective way of working, for example the Maintenance Supervisor trying to carry out administrative tasks whilst someone else is having a lunch break is not a satisfactory position for either person.
12. Additionally, the same space is also used to house the staff's personal lockers.
13. The regulations require GTC as an employer to provide an adequate, suitable, and secure space to store workers' own clothing and special clothing. As far as is reasonably practicable the facilities should allow for drying clothing. Changing facilities should also be provided for workers who change into special work clothing. The facilities should be readily accessible from workrooms and washing and eating facilities, and should ensure the privacy of the user, be of sufficient capacity, and be provided with seating.
14. GTC is failing in this area, although lockers have been provided to secure personal belongings, the current changing arrangements are neither adequate nor suitable.

Workshop Facilities

15. Eashing Cemetery is the Council's largest single land asset, and the management of the cemetery is a significant part of the maintenance teams day-to-day functions. The use of the former non-conformist chapel as a workshop facility, along with the provision of two work compounds, provides a good base for not just the cemetery, but also GTC's wider maintenance operations.
16. However, whilst the compounds and green waste management area work well, the re-purposing of a 124-year-old former chapel building into a workshop is not without its challenges. Whilst the maintenance team and the Operations & Compliance Officer have made significant improvements to the layout and way the workshop is used, there are a number of fundamentals that require further work to enable the workshop to be more suitable and useable throughout the year in a safe and acceptable way. The tasks required are not insurmountable and the adaptations made to Nightingale Cemetery Chapel to enable the Skillway workshops to operate throughout the year are a good example of how to achieve the desired results. It should be noted that unlike Nightingale, which is a Grade II listed building, Eashing Cemetery buildings are not listed.

The Way Forward

17. Eashing Cemetery and the Chapel Buildings are a significant asset to Godalming Town Council and should be utilised to their maximum capacity, not only for the continued operation of the cemetery, but also in achieving the Council's wider aims as expressed within its Corporate Plan. The Maintenance Supervisor considers that, with some achievable improvements, Eashing to be a good base for the maintenance team to operate from. These improvements include:
 - a) changes to the open decorative metal gates on the chapel buildings to reduce chilling factor from the wind (as per Skillway Chapels);
 - b) inspection and repair of the chapel roof to identify cause of water seepage;
 - c) secondary glazing chapel windows within the exiting workshop area (as per Skillway Chapels);
 - d) providing a separate WC facility for use by members of the public on funeral days;
 - e) provision of adequate changing and restroom facilities for staff;
 - f) separation of existing rest room facilities from admin office area; and
 - g) additional storage and small works area.
18. Whilst point (a)-(c) are works that either the maintenance team can progress or in the case of the roof, arrange for appropriate inspection and repair, items (d)-(g) are items that would need to be agreed by the Council.

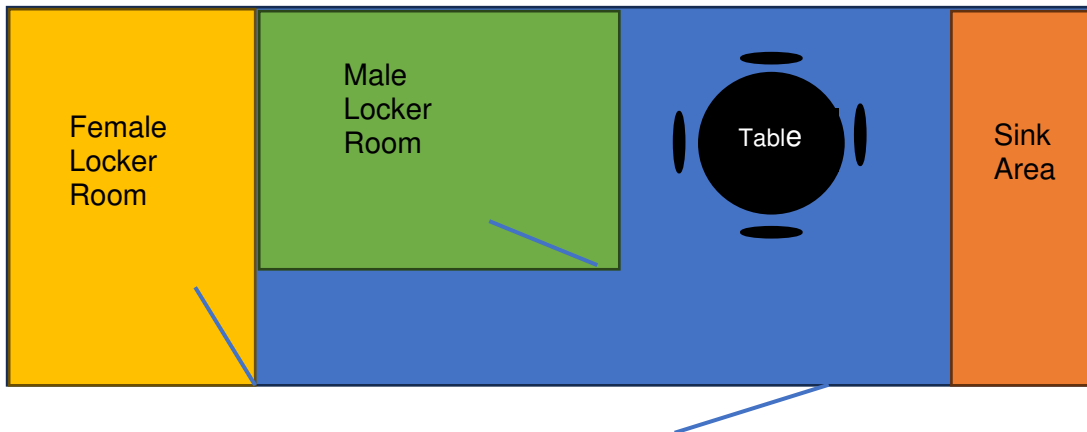
19. Having discussed options with the Maintenance Supervisor and Operations & Compliance Officer, it is suggested that the most practicable way to achieve point (d) could be by locating a self-contained toilet unit to the rear of the non-conformist chapel building. This location would allow for the unit to be easily connected into the existing drainage system and for the provision of a water supply. See photos below for example of unit.



20. In regard to point (e) the provision of new, changing and restroom facilities for staff would also resolve point (f). This could be achieved by providing a self-contained restroom with separate male and female changing/locker rooms within an anti-vandal cabin located to the rear of the non-conformist chapel positioned next to the independent toilet facility. This location would allow for easy connection to a water supply and connection of the sink waste to the existing drainage system. See photos below for example of unit.



21. The internal layout of the changing and rest room facility would be similar to that shown below (not to scale)



22. The storage and small works area - point (g) could be achieved by use of a second, similar unit, whilst it would be possible to stack these units and reduce the ground footprint, this would require planning consent. It is possible to locate both units at ground level along with the toilet unit to the rear of the non-conformist chapel, if all units are at ground level, then works would be within Permitted Development Rights (details provided later in the report). Having all units at ground level would require additional base pads to be installed, however this additional cost is likely to be less than the cost of submitting a planning application (both financially and staff time) and the cost of access steps to the upper unit.

Location and Aesthetics

23. The units would be located to the rear of the non-conformist chapel building and would not affect the aesthetics of the cemetery as seen from the cemetery approaches. It is fair to say that the rear of the chapel buildings as seen from the parking area would not be enhanced by the units in their basic industrial form. However, once in place the aesthetics can be improved either by wooden cladding or more appropriately by use of a 'living wall' of climber plants such as clematis and honeysuckle.

24. The indicative location of the units is shown by what3words "others.mammals.blemishes" on the picture below.

4/30/24, 4:12 PM

what3words /// The simplest way to talk about location



Considerations

25. Although these units are readily available, there are a couple of issues that would need to be confirmed:
- a) Power requirements – the outcome of the load test would determine whether there is sufficient supply for these units. However, even if there is sufficient capacity, they are likely to utilise whatever capacity would be available, therefore it is suggested that going forward an increase in supply is sought to be funded from the cemeteries budget.
 - b) Ground works – in order to site these units, support pads would need to be installed, this is a simple task, and the suppliers would provide the specification.
 - c) Bespoke ramps or other access arrangements from existing paved area to units to provide safe access, to be installed by GTC maintenance team.

Cost

26. Whilst there are many suppliers of such units, the units illustrated are from Britcab <https://ukcabins.com> and they have been contacted for a quote including delivery. The cost below is based on the unit prices shown on their website, groundworks are estimated on costs of other similar works, delivery costs are an indicative cost from Britcab (lead time 2-4 weeks).

a) Toilet Unit	£3,350
b) Rest Room and Changing Room Unit	£6,995
c) Storage and small works unit	£8,250
d) Estimated ground works	£4,000
e) Contingency	£2,259
f) Delivery	£3,000
Total as above	£27,854

Other considerations

27. A further consideration is the heating of the main workshop space during the winter, whilst a mezzanine floor or a suspended ceiling have been mooted, it is not certain that either would improve the heat retention in the main workshop area, also of concern would be the height restriction either would impose, which would have to be taken into account regarding some of the bigger pieces of equipment that are required to be stored within workshop area.
28. Whilst no ready solution is available, there are mitigating actions that can be and have been taken. Moving the administrative area from the main workshop area into a heated environment being the main action so far. If the storage/small works cabin is taken forward, a number of the tasks that are currently done using the work benches in the main workshop might be able to be undertaken in the new space. However, it should also be borne in mind that a large percentage of the maintenance teams tasks are outside works, as such the provision of suitable clothing is an important factor, as is providing adequate and suitable rest room facilities between tasks.

Corporate Plan

Part Two, Section 3 of the GTC Corporate Plan states that Godalming Town Council will:

“Expand the grounds team accordingly to be able to manage land acquisitions”

Part Four, Section D1 of the GTC Corporate Plan states that Godalming Town Council will:

“Promote the concept of Godalming becoming a zero-waste town by encouraging repair, reuse, and re-fashioning in addition to recycling an increasingly wide range of items, diminishing the quantity of residual waste generated across the town”

The provision of appropriate infrastructure is required to support not only the welfare of an expanded maintenance team (grounds team) but also to enable the team to operate in an efficient and effective manner thereby providing best value to the town council and residents.

The use/re-purposing of existing council-owned buildings (Eashing non-conformist chapel and anterooms) as the council’s maintenance depot is in line with its belief in sustainable development, additionally, it is suggested that the proposal to use pre-owned/refurbished portable cabins clearly meets the aim of the council to re-use.

Permitted Development Rights

Town and Country Planning (General Permitted Development) (England) Order 2015, Section 12

Development by Local Authorities

Class A

Permitted development

The erection or construction and the maintenance, improvement or other alteration by a local authority or by an urban development corporation of—

- (a) *any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers.*

Interpretation of Class A

The reference in Class A to any small ancillary building, works or equipment is a reference to any ancillary building, works or equipment not exceeding 4 metres in height or 200 cubic metres in capacity.

Interpretation of Part 12

For the purposes of Part 12, “local authority” includes a parish council.

Key Identified Risks & Mitigation

Strategic Risk: Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst-case scenario Government intervention.

Decision unlawful

Decision is within the power provided under the LGA 1972 S137 & General Power of Competence.
Decision is within the GTC Neighbourhood CIL Policy
The Council has the lawful power to provide roadside seats, shelters and bus shelters under s.1, Parish Council Act 1957 and s.4 Local Government (Miscellaneous Provisions) Act 1953

Site Capacity	The proposal as set out supports GTC's compliance with the The Workplace (Health, Safety and Welfare) Regulations 1992 for the number of personnel operating from the site as envisaged by the Corporate Plan 2023-2027. Any plans for increasing the number of personnel operating from this site would need to set out any further actions GTC would need to apply to remain compliant with the workplace regulations.
Compliance Risk: Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.	
The Workplace (Health, Safety and Welfare) Regulations 1992 Section 23 – accommodation for Clothing	This proposal enables GTC to comply with this requirement
The Workplace (Health, Safety and Welfare) Regulations 1992 Section 24 – Facilities for Changing Clothing	This proposal enables GTC to comply with this requirement
The Workplace (Health, Safety and Welfare) Regulations 1992 Section 25 – Facilities for Rest and to Eat Meals	This proposal enables GTC to comply with this requirement
Decision improperly made	Proposal placed on a published agenda. Decision to be made by the council, or a committee of the council. Decision of the council recorded in the record minutes.
Permitted Development Rights/ Planning Permission	Planning permission would be required if the height of the development exceeded 4 metres or 200m ³ . The total cubic capacity of all three units is 94.2m ³ . If two units are stacked then planning permission would be required.
Financial Risk: Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.	
Improper expenditure	Procurement to be authorised by decision of the council and implemented in accordance with financial regulations
Affordability	This proposal to be funded from maintenance equipment budget.
Operational, Staffing and Health & Safety Risks: Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.	
Site preparation, delivery, and installation	GTC would work with supplier to ensure the site is prepared to requirement, and delivery and installation would be managed by an experience supplier and installer.
Ongoing Maintenance	The ongoing maintenance for the units would remain with GTC. As portable units, if required the units could be removed from site for refurbishment by specialist providers.

Power Supply	Adequacy of power supply currently unknown, a load test has been arranged. Irrespective of outcome of the test, it is suggested that plans are taken forward to increase supply capacity.
Environmental Risk; Effect on Climate and Ecology, sustainability of development	
Sustainability of Construction	This proposal, utilises existing buildings and refurbished cabins and is considered a sustainable use of materials.

NEW PROJECT/INITIATIVE ASSESSMENT FORM

Proposal Name/Title	Horticultural Cultivation Provision at Eashing Cemetery
Aim/Objective	1. To increase capacity of GTC grounds staff to cultivate flower stock for Floral Godalming displays and other GTC open spaces.
Corporate Plan Reference	Pt 2 s4
Recommendation(s)	<p>1. Members to resolve to agree the provision of a 6x10m Polytunnel and associated ancillaries at Eashing Cemetery as set out within this proposal.</p> <p>2. Members to resolve to authorise expenditure of £4,000 from existing revenue budget.</p>
Proposal	
<ol style="list-style-type: none"> 1. Initially funded by a grant from The Peter Caudle Memorial Trust, Floral Godalming was introduced in 2018 and subsequently expanded in 2019 following the appointment of directly employed GTC maintenance staff, thereby negating the need for/reliance on contractors to manage the scheme. 2. When first introduced Floral Godalming was limited to the provision of seasonal floral displays utilising troughs, containers, and baskets within the primary retail centre. Since 2019, the scope of Floral Godalming has expanded to include additional areas, utilising not only containers, but also areas of land with the aim of increasing the biodiversity of the site, for example the verge area by The Wharf Nursey site and Long Gore shops. 3. Due to lack of capacity/facilities and infrastructure, until 2021 the Floral Godalming troughs were only planted with summer bedding plants; since 2021, a wider range of planting has been used, and although the majority of planting has been for summer displays, an increase in year-round planting has been achieved. 4. Whilst over the last three years the bulk of the plants have been sourced from an independent nursery, the maintenance team has increasingly been growing stock from seed and/or cuttings from a 'homebuilt' potting shed/greenhouse constructed within the works compound at Eashing Cemetery. 5. Not only have Members expressed a view within the Corporate Plan to expand and modify the Floral Godalming programme out of the town centre, as per the Farncombe Village & Binscombe Community Vision document, they have also indicated their desire to divert the focus from high maintenance annual planting, towards lower cost, low maintenance planting for biodiversity and water conservation. 6. The maintenance operative who leads on the planning of the Floral Godalming displays and the wider planting and maintenance of the flower beds GTC looks after has indicated that the ability to utilise stock grown from seed/cuttings etc is limited by the capacity of the existing facilities available to do so. 	

See Photo's below.



7. In order to work towards the aim set out in the Corporate Plan and the staff's own desire to be less reliant on commercial suppliers and offer a more diverse offering that is better suited to the varying locations that GTC is looking after, it is requested that a 6mx10m Polytunnel, with associated staging is provided at Eashing Cemetery. See Photo below.



Cost

8. The Maintenance Supervisor has searched for appropriate providers and identified the costs for a 6x10m polytunnel with a super therm covering, anchor plates, base rails, side ventilation portals, crop bars, support braces and internal staging, including delivery.

Total as above £4,000

Location

- 9. The indicative location of the polytunnel is shown by what3words “regularly.livid.incoming” on the picture below.

4/30/24, 4:56 PM

what3words /// The simplest way to talk about location



Corporate Plan

Action Point 16, which relates to Pt2, S4 of the GTC Corporate Plan states that Godalming Town Council will:

“Expand and modify Floral Godalming programme out of the town centre, as per the Farncombe Village & Binscombe Community Vision document, and divert the focus from high maintenance annual planting, towards lower cost, low maintenance planting for biodiversity and water conservation”

Permitted Development Rights

Town and Country Planning (General Permitted Development) (England) Order 2015, Section 12

Development by Local Authorities

Class A

Permitted development

The erection or construction and the maintenance, improvement, or other alteration by a local authority or by an urban development corporation of—

- (a) *any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers.*

Interpretation of Class A

The reference in Class A to any small ancillary building, works or equipment is a reference to any ancillary building, works or equipment not exceeding 4 metres in height or 200 cubic metres in capacity.

Interpretation of Part 12

For the purposes of Part 12, “local authority” includes a parish council.

Key Identified Risks & Mitigation

Strategic Risk: Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst-case scenario Government intervention.

Decision unlawful

Decision is within the power provided under the LGA 1972 S137 & General Power of Competence.
Decision is within the GTC Neighbourhood CIL Policy
The Council has the lawful power to provide roadside seats, shelters and bus shelters under s.1, Parish Council Act 1957 and s.4 Local Government (Miscellaneous Provisions) Act 1953

Site Capacity

The proposed location is outwith of any designated burial space within Eashing Cemetery and therefore does not alter the existing capacity of the cemetery for future burials.

Compliance Risk: Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.	
Decision improperly made	Proposal placed on a published agenda. Decision to be made by the council, or a committee of the council. Decision of the council recorded in the record minutes.
Permitted Development Rights/ Planning Permission	Planning permission would be required if the height of the development exceeded 4 metres or 200m ³ . The total cubic capacity of the polytunnel is 162m ³ .
Financial Risk: Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.	
Improper expenditure	Procurement to be authorised by decision of the council and implemented in accordance with financial regulations
Affordability	This proposal could be funded from existing revenue budget.
Operational, Staffing and Health & Safety Risks: Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.	
Site preparation, delivery, and installation	GTC would work with supplier to ensure the site is prepared to requirement and installation would be in accordance with manufacturer's instructions.
Ongoing Maintenance	The ongoing maintenance for the polytunnel would lie with GTC and is within the capability of existing staff.
Environmental Risk; Effect on Climate and Ecology, sustainability of development	
Biodiversity Gain	This proposal would allow greater self-sufficiency for GTC to produce its own horticultural stock and should allow GTC to support an increased biodiversity and biodiversity net gain on GTC land and/or land areas maintained by GTC staff.



Our Ref: MARK/GOD001

The Town Clerk
Godalming Town Council
107-109 High Street
Godalming
Surrey
GU7 1AQ

Dear Andy

Re: Godalming Town Council
Internal Audit Year Ended 31 March 2024 – Year-End Audit report

Executive summary

Following completion of our year-end internal audit on the 15th April 2024 we enclose our report for your kind attention and presentation to the council. This report contains details of the additional testing conducted at year-end and should be considered alongside the interim audit report issued following our interim audit on 19th September 2023. The audits were conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Godalming Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry Local Authority Services Ltd, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Year-End Audit

The year-end audit was conducted on site. Information was requested from the council in advance of the audit taking place, and this was reviewed along with other information published on the council's website <https://godalming-tc.gov.uk/>

Table of contents

		TEST AT INTERIM	TEST AT FINAL	PAGE
	INTERIM AUDIT – POINTS CARRIED FORWARD			3
B	FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS	✓	✓	3
C	RISK MANAGEMENT AND INSURANCE	✓	✓	3
D	BUDGET, PRECEPT AND RESERVES	✓	✓	3
G	PAYROLL	✓	✓	4
H	ASSETS AND INVESTMENTS	✓	✓	4
I	BANK AND CASH	✓	✓	4
J	YEAR END ACCOUNTS		✓	5
K	LIMITED ASSURANCE REVIEW		✓	5
L	PUBLICATION OF INFORMATION		✓	5
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	✓	✓	8
	ACHIEVEMENT OF CONTROL ASSERTIONS AT FINAL AUDIT DATE		✓	8
	AUDIT POINTS CARRIED FORWARD			9

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments on actions taken since interim visit
Procedures & Governance	The business case information presented to council was identified as a weakness by the RFO and internal audit concurs. A paper is being prepared to present to council for a new process to ensure each business case presentation addresses key risks as described in the councils risk management strategy. I have seen a draft copy of this proposal and I would recommend its adoption in due course.	Completed and updated

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS**Internal audit requirement**

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check that the council's Finance Regulations are being routinely followed.

Further to the testing conducted at the interim audit, I checked a sample of invoices and payments made towards the end of the financial year. I was able to confirm amounts processed matched the amounts paid on the bank statements, were consistent with the associated invoice and had been approved in accordance with the council's adopted Financial Regulations.

C. RISK MANAGEMENT AND INSURANCE**Internal audit requirement**

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES**Internal audit requirement**

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

Comprehensive financial management information is presented to full council, including updated management accounts, balance sheet, bank statements and invoices for payment lists, providing councillors with sufficient opportunity to scrutinise the council's overall financial position.

I reviewed the minutes of the February 2024 meeting and can confirm that council agreed to accept the I&E report, bank reconciliation, investment policy and asset management policy.

I am under no doubt council property prepares budgets and financial reports and that councillors are able to make informed decisions based on these.

Analysis of the council's year-end income and expenditure report shows total income for the year reported as 120.3% and total expenditure as 120.6%, suggesting that the council budget was set appropriately and has been carefully monitored throughout the year.

At the end of the financial year, the council held circa £617,406 in earmarked reserves (EMR) and a further £665,404 in the general reserve. I was able to compare reserve information across the management accounts and the AGAR working documents and found the totals to be consistent.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states '*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*' (para 5.33).

The general reserve balance is within the recommended range, albeit at the top end. Council may want to consider its earmarked reserves position in the near future.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

I reviewed the March 2024 payroll journal and can confirm this agreed to the payroll summary for the same month.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register. I confirmed by sample testing of the invoices that items added during the year has been accurately recorded as the original net purchase price.

I confirmed to third party evidence the interest, capital and end of year loan balances on the PWLB loans as shown in boxes 5 & 10 of the AGAR. There we no errors.

I am under no doubt the register is up to date and correct as at 31st March 2024.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

I reviewed the March 2023 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and cashbooks and found no errors. The balances agreed to the end of year AGAR after accounting for a back payment made on the 31st March that cleared on the 2nd April.

Due to the size of the council's annual budget, it does not benefit from the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS). The council has mitigated this risk and opened accounts with different providers in accordance with its adopted Investment Strategy.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2022/23 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.

	authority and. Where appropriate, have included them in the accounting statements.		
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

AGAR box number		2022/23	2023/24	Internal Auditor notes
1	Balances brought forward	764,098	853,538	Agrees to 2022/23 carry forward (box 7)
2	Precept or rates and levies	928,755	1,041,644	Figure confirmed to central precept record
3	Total other receipts	269,160	1,128,713	Agrees to underlying accounting records
4	Staff costs	536,234	646,046	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	77,703	77,703	Confirmed to PWLB documents
6	All other payments	494,538	1,017,336	Agrees to underlying accounting records
7	Balances carried forward	853,538	1,282,810	Casts correctly and agrees to balance sheet

8	Total value of cash and short-term investments	836,759	1,288,428	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	1,985,356	3,027,653	Matches asset register total and changes from previous year have been traced
10	Total borrowings	1,382,692	1,349,262	Confirmed to PWLB documents

For Local Councils Only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained due to year-end debtors, creditors, accruals, payments in advance and receipts in advance. Amounts for each of these are similar to those for the previous year and appropriate for a council of this size and financial activity level.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2022/23 and published on the council website.

The variance analysis has been completed to explain the variances exceeding 15% where required, and **in my opinion, requires a little more detail to explain the variances. This could be achieved by inserting more financial elements.**

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick “not covered”)

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

At present no specific guidance has been provided to set out what the ‘relevant legislation’ is in respect of Control Objective L. We have therefore considered the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) Regulations 2015 [<https://www.legislation.gov.uk/uksi/2015/480/made/data.pdf>] and, 2015/494 The Smaller Authorities (Transparency Requirements). https://www.legislation.gov.uk/uksi/2015/494/pdfs/uksiem_20150494_en.pdf

In addition to this, we have considered the additional publication requirements as set out in the ICO Model Publication Scheme for Parish Councils. https://ico.org.uk/media/for-organisations/documents/1266/parish_council_information_guide.doc

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority’s website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

The council has income and expenditure in excess of £200k and follows the Local Government Transparency Code 2015. I reviewed the web site and can confirm the council has a dedicated transparency page with links to the required information. **It was noted this will need updating for the 2023/24 council year, namely pay-multiple, senior salaries and grants.**

I reviewed the model publication scheme requirements and can confirm the council has a policy in place to cover the requirements.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor’s Report and Certificate) of the AGAR are available for review on the council website for financial years 2018/19 to 2022/23 inclusive.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2023 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23	2023/24 Proposed
Date AGAR signed by council	27 th May 2023	9 th May 2024
Date inspection notice issued	2 nd June 2023	31 st May 2024
Inspection period begins	5 th June 2023	3 rd June 2024
Inspection period ends	14 th July	12 th July 2024
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓ None
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓ N/a
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		

M	The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (<i>evidenced by the notice published on the website and/or authority approved minutes confirming the dates set</i>).	✓		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓ N/A

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Mark Mulberry

Mulberry Local Authority Services Ltd

Year-End Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
End of year accounts	In my opinion the variance analysis requires a little more detail to explain the variances. This could be achieved by inserting more financial elements to wording element.	This was being updated at the time of the audit.
Transparency	It was noted the web pages will need updating for the 2023/24 council year, namely pay-multiple, senior salaries and grants.	

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Godalming Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.				<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.godalming-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

18. ANNUAL GOVERNANCE STATEMENT

The Audit Committee considered the Town Council's Annual Governance Statement for the Financial Year ended 31 March 2024 specifically considering the answers to the questions posed by the Annual Governance Statement. The proposed answers are shown below and are recommended to Full Council.

	Statement <i>Godalming Town Council</i>	Recommended Answer	Evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES	Budgeting: For current financial year refer Min Nos 391-21, 412-21 & 391-22. For next financial year refer Min Nos 391-22 & 425-23 Budget Monitoring: Min Nos 52-23, 156-23, 225-23, 309-23, 452-23 and 563-23 Bank Reconciliations: Min Nos 129-23, 239-23, 486-23, and 590-23
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	Standing Orders: Min No 27-23 Financial Regulations: Min Nos 27-23, 243-23, 287-23 Payment Authority: Min No 25-23 Corporate Credit Card: Credit Limit set to £10,000 and payment made by direct debit each month. Min No 178-23 Financial Risk Assessment: Min No 488-23 Bank Mandate: Min No 177-23 Salaries: Set as part of budgeting (refer Assertion 1). Changes to salary scales refer Min Nos 366-23, 423-23 Fixed Assets: Min Nos 242-23, 283-23, 512-23, 516-23 Internal Controls: Min Nos 130-23, 131-23, 132-23, 133-23, 134-23, 593-23 and 596-23
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or manage its finances.	YES	General Power of Competence: Min No 16-23 Email Management: every officer and councillor has a @godalming-tc.gov.uk email Compliance with Laws, Regulations & Proper Practice: GTC has membership with multiple organisations who advise of changes in law, regulations & proper practice eg SALC, SLCC, NALC, Citation, Worknest
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	Relevant notices displayed outside the Town Council offices as per the Accounts & Audit Regulations. The notices are also displayed on our website. In addition, ad hoc queries during the year are addressed fully.

5	We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	Risk Assessments: Min Nos 244-23, 279-23, 488-23, 489-23, 492-23, 493-23, 494-23 Insurance: Min No 485-23 and 591-23
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES	Internal Audit: Min Nos 487-23, 511-23 and 592-23 External Audit: Min Nos 240-23, 286-23
7	We took appropriate action on all matters raised in reports from internal and external audit.	YES	Internal Audit: Min Nos 487-23, 511-23 and 592-23 External Audit: Min Nos 240-23, 286-23
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	YES	Annual provision made in reserves for election expenses; ear-marked reserves are used to provide for other potential commitments. There is no litigation in progress and no known potential litigation. There is nothing the Council is aware of that could have a financial impact that is not already included in the accounts.
9	(For local council only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	This Council manages no trust funds.

Section 2 – Accounting Statements 2023/24 for

El Godalming Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	764,098	853,538	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	928,755	1,041,644	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	269,160	1,128,713	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	536,234	646,046	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	77,703	77,703	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	494,538	1,017,336	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	853,538	1,282,810	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	836,759	1,288,428	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,985,356	3,027,653	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,382,692	1,349,262	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

RCTong **REQUIRED**

Date

15/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Explanation of Variances 2023/24

Godalming Town Council

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

	2023 £	2024 £	Variance £	Variance %	Explanation Required?	
1 Balances Brought Forward	764,098	853,538				Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	928,755	1,041,644	112,889	12.15%	NO	
Youth Service		40,000	40,000	#DIV/0!		Increase in service provision to include mobile service
SLA Grant		6,625	6,625	#DIV/0!		Loss of SLA Grant for Museum (end of SLA)
Earmarked Reserves		59,000	59,000	#DIV/0!		£32.5k General Reserve; £26.5k Capital Works Programme
			105,625			
3 Total Other Receipts	269,160	1,128,713	859,553	319.35%	YES	
Community Infrastructure Levy	24,957	339,726	314,769	1261.25%		Two major developments - £102k Mole Valley (assisted living for the elderly) and £199.4k Westbrook Mills (housing)
Grants						2022/23 - £1.7k Council Support Grant, £6.8k Youth Holiday Programme, £6k Apprentice Grant, £9.0k Welcome Back Fund, £1.2k Local Regeneration Grant; 2023/24 - £101.2k UK Shared prosperity Fund, £3k Museum Intern Grant, £14.6k Youth Holiday Programme
Premise Hire Charges	25,023	118,749	93,726	374.56%		
Rents	66,794	69,954	3,160	4.73%		
Other Receipts	18,199	47,681	29,482	162.00%		£29k Cemetery lodges (ex JBC)
Donations	57,521	353,958	296,437	515.35%		£275.9k Monies from dissolved Joint Burial Committee (JBC), £6.6k reduction in Museum SLA funding from WBC; £19.8k Grave Digging Fees (ex JBC); £5.2k Additional market income (two new regular markets - Farncombe Station and Ethical Vegan)
Interest Received	31,275	12,977	-18,298	58.51%		£11.5k decrease in Community Store donations as can now receive donations directly; £6.6k one off donation to youth service in 2022/23 not repeated in 2023/24
Cemetery Revenues	5,614	42,251	36,637	652.60%		Increase in interest rates and shifted majority of excess funds into a higher interest bearing account
Recharge to JBC	0	143,416	143,416	#DIV/0!		£48.8k Interments, £6.5k Monuments and £88.1k Grave Purchases (see below)
	39,776	0	-39,776	100.00%		JBC was dissolved as at 31 March 2023. All assets and operations were transferred to GTC
			859,553			
4 Staff Costs	536,234	646,046	109,812	20.48%	YES	
Administration	383,572	410,302	26,730	6.97%		£15.3k 4% Inflationary increase, £10.1k Grounds Assistant moved from part time to full time
Festivals & Civic	1,537	1,039	-498	32.40%		
Youth Service						£3.9k 4% Inflationary increase, £67.8k Increase in service provision to include mobile service funded by UKSPF grant (2 staff moved from part time to full time, one apprentice, and two new part time staff).
Museum	97,894	173,086	75,192	76.81%		£2k 4% Inflationary increase, Curator position vacant for several months in 2022/23
	53,232	61,620	8,388	15.76%		
			109,812			

5 Loan Interest/Capital Repayment	77,703	77,703	0	0.00%	NO	
6 All Other Payments	494,538	1,017,336	522,798	105.71%	YES	
Cemeteries	0	118,213	118,213	#DIV/0!		JBC was dissolved as at 31 March 2023. All assets and operations were transferred to GTC
Solar Panels	0	22,100	22,100	#DIV/0!		Solar panels fitted at BWP per Capital Works Programme
Garden Room	0	7,500	7,500	#DIV/0!		Room for sensory affected youth at BWP
Election Expenses	0	48,204	48,204	#DIV/0!		£36k 2023 May Elections, £12k prior year By Elections (2)
Youth Service	0	43,890	43,890	#DIV/0!		UKSPF Vans, equipment and activities required to expand service
Neighbourhood CIL Awarded	0	270,226	270,226	#DIV/0!		£125k Busbridge School MUGA, £108.9k Broadwater School Canopy, £13.6 Farncombe Community Garden accessible pathways, £23k Godalming Junior School Astro turf
			510,133			
7 Balances Carried Forward	853,538	1,282,810	429,272	50.29%	YES	
General Reserve	418,991	665,404	246,413	58.81%		£32.5k from 2023/24 budget, £275.9k from JBC, less £81k reallocated to other EMR
Election Reserve	26,602	4,000	-22,602	84.96%		Costs for May 2023 elections transferred to Income Statement
Community Infrastructure Levy	241,522	299,076	57,554	23.83%		Net gain from CIL receipts and payments - see comments in above sections
Emerging Projects	30,435	42,591	12,156	39.94%		£32k reallocated from JBC less £12.9k Kings Coronation and £10.6 Staycation Live
Youth Provision	0	5,250	5,250	#DIV/0!		Directed donations not yet spent
Busbridge Parish Council	0	25,000	25,000	#DIV/0!		Payment owed for dissolution of JBC - share of cash reserves
Afghan Refugees	529	529	0	0.00%		
Land & Property Maintenance	127,615	215,000	87,385	68.48%		Increase due to additional assets taken on with dissolution of JBC
Flood Wall Maintenance	6,000	6,000	0	0.00%		
Mayors Charity	1,844	1,060	-784	42.52%		
Capital Works Programme	0	1,900	1,900	#DIV/0!		
Professional Fees	0	17,000	17,000	#DIV/0!		Funds set aside to revalue all buildings in 2024/25 for insurance purposes
		1,282,810	429,272			
8 Total Cash and Short Term Investments	836,759	1,288,428	451,669	53.98%	YES	
Cemeteries	0	271,076	271,076	#DIV/0!		JBC was dissolved as at 31 March 2023. All assets and operations were transferred to GTC
Community Infrastructure Levy		69,500	69,500	#DIV/0!		Cash received less cash paid out in 2023/24 - see notes above for both elements
			340,576			
9 Total Fixed Assets plus Other Long Term Investments and Assets	1,985,356	3,027,653	1,042,297	52.50%	YES	
Cemeteries	0	971,629	971,629	#DIV/0!		JBC was dissolved as at 31 March 2023. All assets and operations were transferred to GTC . This includes the land for the two cemeteries and two cemetery lodge houses.
Solar Panels	0	22,100	22,100	#DIV/0!		Solar panels fitted at BWP per Capital Works Programme as part of Net Zero Council objective.
Garden Room	0	7,500	7,500	#DIV/0!		Room for sensory affected youth at BWP. This is part of a larger project (funded by CIL) to provide additional office space for staff and better use of smaller garden for youth activities.
Youth Service	0	41,068	41,068	#DIV/0!		UKSPF Project - 2 Vans purchased to deliver a mobile youth service. One is an activity van and one is a mini-bus. Project funded by Waverley Borough Council and requires quarterly monitoring reports regarding progress against objectives and monies spent.
			1,042,297			
10 Total Borrowings	1,382,692	1,349,262	-33,430	2.42%	NO	
Excessive Reserves Ratio	0.9190	1.2315				

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a registerable interest (non-pecuniary interest)]³ 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 _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² 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

³ A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.