

GODALMING TOWN COUNCIL

Tel: 01483 523575
E-Mail: office@godalming-tc.gov.uk
Website: www.godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

5 June 2024

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 11 JULY 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

Andy Jeffery

Andy Jeffery
Town Clerk

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

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

Committee Members:

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

Councillor Follows – Chair
Councillor Weightman – Vice Chair

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

A G E N D A

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 23 May 2024, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chair of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for Principal Councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The invoices relating to these payments are available in the Council's office for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chair should sign the schedule of accounts paid.

7. BUDGET MONITORING

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

8. COMMITTEE REPORTS & KEY DATES

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

9. APPLICATIONS FOR GRANT AID

Information:	£
24/2025 Grants Budget	64,700.00
Allocations this year to date	45,500.00
Balance available for allocation	15,154.00
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24/2025 SLA Fund Allocation	45,500.00
Allocations this year to date	45,500.00
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24/2025 Council Community Fund Allocation	19,200.00
Allocations this year to date	4,046.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	3,600.00
Balance unallocated if applications agreed	11,554.00

Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members.

Applications for Council Community Funding

Godalming Town Football Club

Sponsors: Cllr Kiehl & Cllr Holliday

Godalming Town Football Club is seeking a Community Fund grant of £1,500 to assist with the replacing of floodlight pylon and floodlights with LED luminaires which will not only be more energy efficient but will also reduce light leakage to the environment.

The total project cost is £27,00 excluding VAT.

Previous Grants:

2021/22 £1,500 for remedial electrical works.

ROAR Outdoor

Sponsors: Cllr Kiehl, Cllr Thomson

ROAR Outdoor, a local business based at Godalming Wharf is seeking a Community Fund grant of £600 as a 50% contribution to enable water testing for E-Coli at the Wharf.

Previous Grants:

ROAR Outdoor has received no previous grants from GTC. However, Members may wish to note that GTC has provided grants to the River Way Trust in 2022/23 of £7,850 to facilitate the provision of water quality information, linking live outflow information with citizen science tools to develop and support community engagement and £1,000 in April 2024 to support the work of the Water Community Lab.

Home Start Waverley

Sponsors: Cllr PMA Rivers, Cllr PS Rivers

Home Start Waverley is seeking a Community Fund grant of £1,500 to support its work with vulnerable School Age Children in Godalming.

Previous Grants:

2017/18 £500, 2028/19 £1,163 to support costs of training volunteers.

10. COMMUNITY OWNERSHIP FUND – CROWN COURT TOILETS

Members to receive an update from the Town Clerk relating to the refurbishment and re-configuration of Crown Court Public Toilets.

11. DECARBONISATION & WORKS PROGRAMME REPORT

Members to consider a report from the Town Clerk relating to the Council's decarbonisation and buildings works programme and supporting confidential cost estimate report (both attached for the information of Members) and are requested to consider the recommendations contained therein.

12. MUSEUM DOCUMENTS

Members to receive a report from the Museum Co-ordination Group that provides the context and background to the existing governance arrangements of Godalming Museum and sets out at Annex B of the report an updated Management Agreement proposal

between Godalming Museum Trust and Godalming Town Council for Members' consideration (report attached for the Information of Members).

Members are requested to consider the proposed Management Agreement at Annex B of the report and, if agreed, resolve to recommend its approval by Full Council on 25 July. Concurrently, the Godalming Museum Trust will be considering the Management Agreement at the Trustees' Meeting to be held on 31 July 2024.

If both parties agree, the proposed management agreement will be enacted and be used as supporting evidence for the Museum's Arts Council England accreditation.

13. OCKFORD PARK COMMUNITY BUILDING

Members to receive an update on the transfer of the Ockford Park Community Building.

14. POLICY DOCUMENT REVIEW

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

[Freedom of Information – Publication Schedule](#)

Officers make the following recommendations for amendments to the above document:

Page 3: **Class 3 – What Our Priorities Are and How We Are Doing**

Delete: Godalming Town Council's Programme 2019 – 2023

Add: [Corporate Plan 2023-27](#)

Page 4: **Class 4 – How We Make Decisions**

Delete: Responses to planning applications (minutes of Policy & Management Committee, when appropriate)

Add: Responses to planning applications (minutes of Environment & Planning Committee, when appropriate)

Page 6: **Class 6 – Lists and Registers currently maintained lists and registers only**

Delete: List by surname of burials to 2013

Add: List by surname of burials to 2021

Page 7: **Class 7 – The Services We Offer**

Delete: Burial grounds (on behalf of Godalming Joint Burial Committee)

Add: Cemeteries

Page 8: Update contact address.

15. SLA REPORTS

In accordance with the agreed 2024-2028 Service Level Agreements, Members to receive the following documents (attached for the information of Members).

- a. Farncombe Day Centre SLA Report FY 2023-24
- b. Citizens' Advice SW Surrey SLA Report FY 23-24

16. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

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

National Association of Local Council's (NALC) – Super Council Network

Members will be aware that GTC is a member of NALC Super Council Network, which is aimed at supporting the largest council's within the sector.

NALC has requested that a Councillor be nominated as a representative to attend the network meetings.

The next meeting is scheduled to be via Zoom on Thursday 12 September between 18:00-19:15; it should be noted that this is also a scheduled meeting for the GTC Audit Committee.

Members are requested to nominate one of their number to represent GTC to attend the NALC Super Council Network meetings.

17. SAFEGUARDING REPORT 1 APRIL – 30 JUNE 2024

GTC Safeguarding Report

There were no safeguarding issues raised during this reporting period. DBS checks for staff positions highlighted by the Safety Health & Environment Committee have been completed.

Youth Service Safeguarding Report

Whilst several young people are identified as being vulnerable for a myriad of factors, there have been no issues requiring escalation to Social Care or the Police during this quarter. The Youth Team continue to carefully monitor situations.

Weekly Safeguarding Workshops

The Youth Service's weekly safeguarding practice meeting provides an effective mechanism for week-to-week monitoring of issues such as neglect. The meetings also serve to help in refining day-to-day operations and in keeping staff aware of trends and learning within safeguarding.

Post-Session Evaluation Logging

In addition to the existing weekly Safeguarding Workshop, staff are also encouraged to record any concerns following sessions. The question asked is:

Are there any concerns from how young people presented in this session that you would like to log? These aren't full 'child protection or safeguarding' issues, which should go straight to the Safeguarding Lead, but rather notable observations that can construct a clearer picture of what might be happening over time.

Concerns may include an unkempt appearance, mention of not eating well at home (potential neglect) or have unexplained gifts such as phones (potential CSE).

Young Person Registration Forms

The Youth Service has expanded its registration form to better identify additional needs. It also allows parents to request information about specific programmes and commits workers to phoning home within 7 working days when contact is requested.

Having these additional questions, which take the form of tick boxes, strengthens the support offered and widens participation. For example, they can sign up for the Enable YOUth on Thursday nights which offers a smaller, curated session for young people with additional needs. Or they can specifically request information about the Young Women's Group, Juniors (our group for secondary school transition) or one of our other programmes. This helps people to understand what's on offer and that the Youth Centre is not just 'somewhere to hang around after school'. The registration form can be found at: www.godalmingyouth.uk

18. COMMUNICATIONS ARISING FROM THIS MEETING

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

19. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 15 August 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

20. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 21 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E COMMERCIAL-IN CONFIDENCE

21. NIGHTINGALE LODGE

Members to consider a letter received regarding Nightingale Cemetery Lodge and response paper (attached for the information of Members).

Members are requested to inform the Town Clerk how they wish him to respond.

7. BUDGET MONITORING REPORT

Members to consider a budget monitoring report to 30 June 2024 against the revised estimates agreed at Full Council on 16 May 2024 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ Year End
	£	£
Head Office Costs	17,565 u/s	0 u/s
Civic Expenses	5,466 u/s	0 u/s
Town Promotion	2,524 u/s	0 o/s
Staycation	130 o/s	0 u/s
Festivals & Markets	4,159 u/s	4,000 u/s
Christmas Lights	0 o/s	0 o/s
BWP Youth Centre	18,933 u/s	0 o/s
Pepperpot	122 u/s	0 u/s
The Square	1,646 o/s	0 u/s
Allotments	331 o/s	0 o/s
Wilfrid Noyce Community Centre	13,067 u/s	0 u/s
Bandstand	330 u/s	0 o/s
Godalming Museum	1,774 u/s	0 u/s
Land & Property Other	20,543 o/s	0 o/s
Crown Court Conveniences	116,523 u/s	0 o/s
Broadwater Park Extension	38,315 o/s	0 o/s
Cemeteries	34,675 u/s	10,000 u/s
Mayors' Charity	72 u/s	0 o/s
Community Store	410 u/s	0 o/s
TOTAL	154,655 u/s	14,000 u/s

The monitoring report shows a current variance of £154,655 underspend against the revised Budget. Items to note in the forecast:

Head Office

- 63.7% spend to date on Professional Fees – Other – this is caused by the deposit cost for the services of a locum RFO – this budget will likely be overspent by the end of the financial year but there should be a corresponding underspend against staffing.
- £33.1k Miscellaneous overspend – £25k of which this is the payment to Tuesley and Munstead Parish Council as part of the Godalming Joint Burial Committee dissolution agreement (Min No 420-21 refers). This is offset by a transfer from an earmarked reserve established for this purpose.

Civic Expenses

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

Land & Property – Other

- £26.5k spent on new bus shelters (note new expenditure code for “Street Furniture” created) (Min No 579-23 refers). Project is being funded by CIL and S106.

Crown Court Conveniences

- Payments of £172.9k received from Community Ownership Fund (Min Nos 94-23, 118-23, 159-23, 330-23 and 356-23 refer).

Broadwater Park Extension

- £38.3k spent on the Office Infill (Min Nos 117-23 and 265-23 refer). Project is being funded by CIL.

Cemeteries

- £32k above budget revenue – majority of burials to date have been for people outside of Godalming, thus paying a premium.
- £2.7k Grounds Maintenance underspend – actual costs for Q4 grass cutting by QLS significantly under what was accrued resulting savings.

GENERAL AND EAR MARKED RESERVES

	Balance b/f 1 April 2024 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c	Transfer to Revenue a/c	Transfers between Reserves	Balance c/f 31 March 2024
Movement in Reserves to March 31 2025 (Actual)						
Reserves						
Unallocated Reserve						
1 Revenue Reserve	665,404	432,808	48,000			1,146,212
Sub-total unallocated reserves	665,404					1,146,212
Earmarked Reserves						
2 Election Expenses Fund	4,000		6,000			10,000
3 Community Infrastructure Levy	299,076					299,076
4 Emerging Projects	42,591		5,000			47,591
5 Youth	5,250					5,250
6 Afghan Refugees	529					529
7 Busbridge Parish Council	25,000			-25,000		0
8 Land & Property Maintenance	215,000		12,500			227,500
9 Capital Works Programme	1,900		58,000			59,900
10 Flood Wall Maintenance	6,000					6,000
11 Mayor's Charity	1,060			-1,060		0
12 Community Store	0					0
13 Professional Fees	17,000					17,000
						0
Sub-total Earmarked Reserve	617,406					672,846
Balances	1,282,810	432,808	129,500	-26,060	0	1,819,058

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>101</u> <u>Head Office Costs</u>										
1001 Precept	0	0	0	573,872	573,872	0	1,147,744			50.0%
1303 Other customer/client receipts	0	825	825	0	2,475	2,475	10,000			0.0%
1401 Interest Received	4,205	2,100	(2,105)	15,274	6,300	(8,974)	25,000			61.1%
Head Office Costs :- Income	4,205	2,925	(1,280)	589,146	582,647	(6,499)	1,182,744			49.8%
4001 Salaries	17,373	22,090	4,717	56,880	66,270	9,390	265,080	208,200		21.5%
4002 Employer's NIC	1,761	2,635	874	5,960	7,905	1,945	31,620	25,660		18.8%
4003 Employer's Superannuation	3,063	3,930	867	10,059	11,790	1,731	47,160	37,101		21.3%
4011 Staff Training	60	350	290	330	1,050	720	4,200	3,870		7.9%
4012 Recruitment Advertising	0	0	0	0	0	0	1,500	1,500		0.0%
4013 Other Staff Expenses	18	50	33	18	150	133	600	583		2.9%
4102 Property Maintenance	0	200	200	0	600	600	2,400	2,400		0.0%
4103 Maintenance Contracts	40	188	148	238	564	326	2,250	2,012		10.6%
4111 Energy Costs	0	500	500	1,112	1,500	388	6,000	4,888		18.5%
4121 Rents	0	0	0	1,064	2,650	1,586	2,650	1,586		40.2%
4131 Rates	340	0	(340)	6,968	6,100	(868)	6,100	(868)		114.2%
4141 Water Services	0	25	25	0	75	75	300	300		0.0%
4161 Cleaning	1,513	380	(1,133)	2,122	1,140	(982)	4,560	2,438		46.5%
4162 Waste Removal	35	50	15	70	150	80	600	530		11.6%
4163 Domestic Supplies	15	25	10	43	75	32	300	257		14.2%
4190 Street Furniture	26	0	(26)	26	0	(26)	0	(26)		0.0%
4202 Car Allowances	63	80	17	332	240	(92)	1,000	668		33.2%

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4301 Equipment	0	0	0	299	500	201	2,000		1,701	14.9%
4303 Materials	6	0	(6)	6	0	(6)	0		(6)	0.0%
4304 Catering & Hospitality	26	45	20	120	135	15	540		420	22.2%
4305 Clothes, Uniform & Laundry	2	0	(2)	2	0	(2)	0		(2)	0.0%
4306 Printing	186	180	(6)	296	540	244	2,160		1,864	13.7%
4307 Stationery	450	400	(50)	1,020	1,200	180	4,800		3,780	21.3%
4308 General Office Expense	0	0	0	0	0	0	250		250	0.0%
4313 Professional Fees - Other	4,000	1,100	(2,900)	8,414	3,300	(5,114)	13,200		4,786	63.7%
4314 Audit Fees	0	0	0	189	500	311	3,300		3,111	5.7%
4315 Insurance	0	0	0	17,282	14,500	(2,782)	14,500		(2,782)	119.2%
4321 Bank Charges	20	35	15	104	105	1	420		316	24.7%
4322 Postage	0	100	100	74	300	226	1,950		1,876	3.8%
4323 Telephones	268	230	(38)	726	690	(36)	2,765		2,039	26.2%
4325 Computing	393	950	557	4,513	2,850	(1,663)	11,400		6,887	39.6%
4326 Website	60	200	140	280	600	320	2,400		2,120	11.7%
4341 Grants	0	1,745	1,745	45,574	48,990	3,416	64,700		19,126	70.4%
4342 Subscriptions	(438)	500	938	4,800	4,900	100	5,880		1,080	81.6%
4343 Licensing/PRS	0	0	0	0	120	120	120		120	0.0%
4900 Miscellaneous Expenses	0	165	165	33,130	495	(32,635)	1,981		(31,149)	1672.4%
6000 Debt Charges - Principal	0	0	0	5,978	5,978	(0)	34,501		28,523	17.3%
6001 Debt Charges - Interest	0	0	0	10,338	10,338	(0)	43,202		32,864	23.9%
Head Office Costs :- Indirect Expenditure	29,277	36,153	6,876	218,364	196,300	(22,064)	586,389	0	368,025	37.2%
5001 Transfers from Reserves	0	0	0	(145,000)	(120,000)	25,000	(120,000)		25,000	120.8%

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
5102 Contrib. to Other Provisions	0	0	0	63,000	63,000	0	63,000		0	100.0%
Head Office Costs :- Other Costs	0	0	0	(79,500)	(54,500)	25,000	(54,500)	0	25,000	145.9%
Net Income over Expenditure	(25,072)	(33,228)	(8,156)	450,282	440,847	(9,435)	650,855			
<u>102 Civic Expenses</u>										
1304 Donations	15	0	(15)	15	0	(15)	0			0.0%
Civic Expenses :- Income	15	0	(15)	15	0	(15)	0			
4121 Rents	0	220	220	0	660	660	2,420		2,420	0.0%
4304 Catering & Hospitality	33	50	17	33	150	117	600		567	5.6%
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	500		500	0.0%
4306 Printing	0	0	0	0	0	0	800		800	0.0%
4313 Professional Fees - Other	0	0	0	(4,851)	300	5,151	300		5,151	(1617.1%)
4325 Computing	99	350	251	1,474	1,050	(424)	4,200		2,726	35.1%
4327 Publicity Advertising	0	0	0	753	0	(753)	750		(3)	100.4%
4332 Mayor's Expenses	0	110	110	0	330	330	1,320		1,320	0.0%
4334 Members' Training	0	100	100	0	300	300	1,200		1,200	0.0%
4900 Miscellaneous Expenses	56	80	24	170	240	70	960		790	17.7%
Civic Expenses :- Indirect Expenditure	188	910	722	(2,421)	3,030	5,451	13,050	0	15,471	(18.6%)
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%
Civic Expenses :- Other Costs	0	0	0	6,000	6,000	0	6,000	0	0	100.0%
Net Income over Expenditure	(173)	(910)	(737)	(3,564)	(9,030)	(5,466)	(19,050)			

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>104 Town Promotion</u>										
1303 Other customer/client receipts	645	350	(295)	2,190	2,350	160	2,350			93.2%
Town Promotion :- Income	645	350	(295)	2,190	2,350	160	2,350			93.2%
4162 Waste Removal	321	0	(321)	321	0	(321)	400		79	80.2%
4171 Grounds Maintenance Costs	0	0	0	2,666	5,000	2,334	5,000		2,334	53.3%
4203 Other Transport Costs	152	0	(152)	303	0	(303)	0		(303)	0.0%
4301 Equipment	0	0	0	151	500	349	500		349	30.2%
4304 Catering & Hospitality	0	0	0	126	100	(26)	100		(26)	126.0%
4306 Printing	0	0	0	0	0	0	400		400	0.0%
4327 Publicity Advertising	0	0	0	0	500	500	2,100		2,100	0.0%
4900 Miscellaneous Expenses	0	50	50	0	150	150	600		600	0.0%
Town Promotion :- Indirect Expenditure	473	50	(423)	3,566	6,250	2,684	9,100	0	5,534	39.2%
Net Income over Expenditure	172	300	128	(1,376)	(3,900)	(2,524)	(6,750)			
<u>105 Staycation</u>										
4001 Salaries	0	0	0	0	0	0	100		100	0.0%
4002 Employer's NIC	0	0	0	0	0	0	15		15	0.0%
4003 Employer's Superannuation	0	0	0	0	0	0	18		18	0.0%
4162 Waste Removal	0	0	0	0	0	0	1,500		1,500	0.0%
4313 Professional Fees - Other	0	0	0	0	0	0	3,450		3,450	0.0%
4327 Publicity Advertising	0	0	0	0	0	0	900		900	0.0%

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4343 Licensing/PRS	0	0	0	130	0	(130)	0		(130)	0.0%
Staycation :- Indirect Expenditure	0	0	0	130	0	(130)	5,983	0	5,853	2.2%
Net Expenditure	0	0	0	(130)	0	130	(5,983)			
106 Festivals & Markets										
1303 Other customer/client receipts	610	440	(170)	9,217	5,320	(3,897)	14,060			65.6%
1304 Donations	0	0	0	140	0	(140)	0			0.0%
Festivals & Markets :- Income	610	440	(170)	9,357	5,320	(4,037)	14,060			66.6%
4001 Salaries	0	0	0	90	700	610	1,640		1,550	5.5%
4002 Employer's NIC	0	0	0	0	100	100	230		230	0.0%
4003 Employer's Superannuation	0	0	0	0	125	125	295		295	0.0%
4162 Waste Removal	0	0	0	267	350	83	700		433	38.2%
4203 Other Transport Costs	0	0	0	14	0	(14)	0		(14)	0.0%
4301 Equipment	0	0	0	759	0	(759)	0		(759)	0.0%
4304 Catering & Hospitality	0	0	0	116	60	(56)	180		64	64.3%
4306 Printing	0	0	0	0	0	0	530		530	0.0%
4313 Professional Fees - Other	0	0	0	2,945	1,200	(1,745)	2,400		(545)	122.7%
4327 Publicity Advertising	350	0	(350)	542	1,750	1,208	3,270		2,728	16.6%
4343 Licensing/PRS	0	480	480	0	480	480	600		600	0.0%
4900 Miscellaneous Expenses	110	0	(110)	110	200	90	700		590	15.7%
Festivals & Markets :- Indirect Expenditure	460	480	20	4,843	4,965	122	10,545	0	5,702	45.9%
Net Income over Expenditure	150	(40)	(190)	4,514	355	(4,159)	3,515			

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>108 Christmas Lights</u>										
4313 Professional Fees - Other	0	0	0	0	0	0	46,016		46,016	0.0%
Christmas Lights :- Indirect Expenditure	0	0	0	0	0	0	46,016	0	46,016	0.0%
Net Expenditure	0	0	0	0	0	0	(46,016)			
<u>201 BWP Youth & Community Centre</u>										
1201 Grants - SCC	5,177	0	(5,177)	5,942	2,000	(3,942)	8,000			74.3%
1202 Grants - WBC	168,382	0	(168,382)	168,382	168,000	(382)	168,000			100.2%
1204 Grants - Other	0	0	0	500	0	(500)	0			0.0%
1301 Premises Hire Charges	357	450	93	982	1,350	368	5,400			18.2%
1304 Donations	2,429	0	(2,429)	11,668	0	(11,668)	0			0.0%
BWP Youth & Community Centre :- Income	176,344	450	(175,894)	187,474	171,350	(16,124)	181,400			103.3%
4001 Salaries	14,560	15,145	585	44,112	45,435	1,323	181,740		137,628	24.3%
4002 Employer's NIC	1,112	1,460	348	3,395	4,380	985	17,520		14,125	19.4%
4003 Employer's Superannuation	1,711	2,680	969	5,209	8,040	2,831	32,160		26,951	16.2%
4011 Staff Training	1,165	200	(965)	1,215	600	(615)	2,500		1,285	48.6%
4012 Recruitment Advertising	0	0	0	88	0	(88)	1,200		1,112	7.3%
4101 Repair/Alteration of Buildings	43,923	0	(43,923)	43,923	0	(43,923)	0		(43,923)	0.0%
4102 Property Maintenance	125	150	25	1,555	450	(1,105)	1,800		245	86.4%
4103 Maintenance Contracts	40	135	95	771	405	(366)	1,620		849	47.6%
4111 Energy Costs	311	400	89	1,765	1,200	(565)	4,800		3,035	36.8%

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4131 Rates	0	0	0	1,556	1,500	(56)	1,500		(56)	103.7%
4141 Water Services	39	40	1	120	120	(0)	500		380	24.1%
4161 Cleaning	0	780	780	123	2,340	2,217	9,360		9,237	1.3%
4162 Waste Removal	87	100	13	157	300	143	1,200		1,043	13.1%
4163 Domestic Supplies	0	30	30	6	90	84	360		354	1.8%
4171 Grounds Maintenance Costs	0	30	30	42	90	48	400		358	10.4%
4190 Street Furniture	3,254	0	(3,254)	3,254	0	(3,254)	0		(3,254)	0.0%
4201 Public Transport	42	25	(17)	62	25	(37)	100		38	61.7%
4202 Car Allowances	0	25	25	0	25	25	100		100	0.0%
4204 Fuel Costs	79	200	121	165	600	435	2,400		2,235	6.9%
4205 Vehicle Maintenance	473	200	(273)	1,131	600	(531)	2,400		1,269	47.1%
4301 Equipment	135	0	(135)	715	0	(715)	0		(715)	0.0%
4304 Catering & Hospitality	0	125	125	5	125	120	500		495	1.1%
4307 Stationery	0	0	0	320	0	(320)	0		(320)	0.0%
4313 Professional Fees - Other	291	20	(271)	564	60	(504)	240		(324)	234.8%
4323 Telephones	190	100	(90)	517	300	(217)	1,200		683	43.1%
4325 Computing	107	160	53	793	480	(313)	1,920		1,127	41.3%
4327 Publicity Advertising	0	0	0	0	0	0	250		250	0.0%
4900 Miscellaneous Expenses	262	40	(222)	262	120	(142)	500		238	52.4%
7100 BWP - Creativity & Arts	20	100	80	95	300	205	1,200		1,105	7.9%
7101 BWP - Music	0	0	0	0	0	0	250		250	0.0%
7102 BWP - Sports & Activities	0	200	200	314	600	286	2,400		2,086	13.1%
7103 BWP - Gaming	0	50	50	0	150	150	600		600	0.0%

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
7104 BWP - Decorations & Lighting	0	0	0	0	0	0	200		200	0.0%
7105 BWP - Food & Cooking	0	150	150	167	450	283	1,800		1,633	9.3%
7200 UKSPF - Creativity & Arts	0	100	100	0	300	300	1,200		1,200	0.0%
7202 UKSPF - Sports & Activities	0	200	200	57	600	543	2,400		2,343	2.4%
7203 UKSPF - Gaming	0	50	50	131	150	19	600		469	21.8%
7205 UKSPF - Food & Cooking	0	100	100	33	300	267	1,200		1,167	2.8%
7300 HAF - Creativity & Arts	0	0	0	69	150	81	450		381	15.3%
7301 HAF - Music	0	0	0	0	1,000	1,000	4,000		4,000	0.0%
7302 HAF - Sports & Activities	0	0	0	143	0	(143)	0		(143)	0.0%
7303 HAF - Gaming	0	0	0	0	350	350	1,200		1,200	0.0%
7305 HAF - Food & Cooking	0	0	0	215	300	85	1,100		885	19.5%
BWP Youth & Community Centre :- Indirect Expenditure	67,928	22,995	(44,933)	113,049	71,935	(41,114)	284,870	0	171,821	39.7%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
5102 Contrib. to Other Provisions	0	0	0	168,000	168,000	0	168,000		0	100.0%
BWP Youth & Community Centre :- Other Costs	0	0	0	170,500	170,500	0	170,500	0	0	100.0%
Net Income over Expenditure	108,416	(22,545)	(130,961)	(96,076)	(71,085)	24,991	(273,970)			
<u>202 Pepperpot</u>										
1301 Premises Hire Charges	663	700	37	2,782	2,100	(682)	8,400			33.1%
Pepperpot :- Income	663	700	37	2,782	2,100	(682)	8,400			33.1%
4102 Property Maintenance	0	100	100	1	300	299	1,200		1,199	0.1%

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4103 Maintenance Contracts	0	100	100	0	300	300	1,200		1,200	0.0%
4111 Energy Costs	35	215	180	403	645	242	2,600		2,197	15.5%
4131 Rates	0	0	0	175	790	615	790		615	22.1%
4161 Cleaning	0	315	315	(117)	945	1,062	3,780		3,897	(3.1%)
4301 Equipment	0	0	0	0	0	0	600		600	0.0%
4312 Professional Fees - Surveyors	0	0	0	3,000	0	(3,000)	0		(3,000)	0.0%
4323 Telephones	97	52	(45)	234	156	(78)	624		390	37.5%
4343 Licensing/PRS	70	70	0	70	70	0	70		0	100.0%
Pepperpot :- Indirect Expenditure	202	852	650	3,766	3,206	(560)	10,864	0	7,098	34.7%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Pepperpot :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%
Net Income over Expenditure	461	(152)	(613)	(3,484)	(3,606)	(122)	(4,964)			
<u>203 The Square</u>										
1302 Rents	0	560	560	11	1,680	1,669	6,750			0.2%
1303 Other customer/client receipts	0	0	0	2,020	1,700	(320)	1,700			118.8%
The Square :- Income	0	560	560	2,031	3,380	1,349	8,450			24.0%
4315 Insurance	0	0	0	1,998	1,700	(298)	1,700		(298)	117.5%
The Square :- Indirect Expenditure	0	0	0	1,998	1,700	(298)	1,700	0	(298)	117.5%
Net Income over Expenditure	0	560	560	34	1,680	1,646	6,750			

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>204 Allotments</u>										
1303 Other customer/client receipts	0	0	0	0	0	0	2,850			0.0%
Allotments :- Income	0	0	0	0	0	0	2,850			0.0%
4102 Property Maintenance	319	0	(319)	319	0	(319)	300		(19)	106.2%
4141 Water Services	25	20	(5)	72	60	(12)	260		188	27.8%
4162 Waste Removal	0	0	0	0	0	0	215		215	0.0%
4171 Grounds Maintenance Costs	0	0	0	0	0	0	1,000		1,000	0.0%
Allotments :- Indirect Expenditure	344	20	(324)	391	60	(331)	1,775	0	1,384	22.0%
Net Income over Expenditure	(344)	(20)	324	(391)	(60)	331	1,075			
<u>205 Wilfrid Noyce Community Centre</u>										
1301 Premises Hire Charges	4,674	4,000	(674)	14,257	12,000	(2,257)	44,500			32.0%
Wilfrid Noyce Community Centre :- Income	4,674	4,000	(674)	14,257	12,000	(2,257)	44,500			32.0%
4001 Salaries	0	280	280	19	840	821	3,360		3,341	0.6%
4002 Employer's NIC	0	40	40	0	120	120	480		480	0.0%
4003 Employer's Superannuation	0	50	50	0	150	150	600		600	0.0%
4102 Property Maintenance	282	300	18	1,214	900	(314)	3,600		2,386	33.7%
4103 Maintenance Contracts	79	660	581	2,436	1,980	(456)	7,920		5,484	30.8%
4111 Energy Costs	393	1,100	707	2,421	3,300	879	13,200		10,779	18.3%
4121 Rents	0	0	0	90	0	(90)	250		160	36.0%
4131 Rates	0	0	0	1,160	5,000	3,840	5,000		3,840	23.2%

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4141 Water Services	180	170	(10)	416	510	94	2,040		1,624	20.4%
4161 Cleaning	0	1,400	1,400	(1)	4,200	4,201	16,800		16,801	0.0%
4162 Waste Removal	116	160	44	209	480	271	1,920		1,711	10.9%
4163 Domestic Supplies	0	50	50	2	150	148	600		598	0.4%
4301 Equipment	0	300	300	0	900	900	4,000		4,000	0.0%
4313 Professional Fees - Other	0	0	0	0	0	0	1,650		1,650	0.0%
4323 Telephones	131	83	(48)	302	249	(53)	996		694	30.3%
4343 Licensing/PRS	0	0	0	0	0	0	650		650	0.0%
4900 Miscellaneous Expenses	0	100	100	0	300	300	1,200		1,200	0.0%
Wilfrid Noyce Community Centre :- Indirect Expenditure	1,181	4,693	3,512	8,269	19,079	10,810	64,266	0	55,997	12.9%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Wilfrid Noyce Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%
Net Income over Expenditure	3,493	(693)	(4,186)	3,488	(9,579)	(13,067)	(22,266)			
<u>206 Bandstand</u>										
4102 Property Maintenance	0	50	50	0	150	150	600		600	0.0%
4111 Energy Costs	0	0	0	0	0	0	250		250	0.0%
4343 Licensing/PRS	0	0	0	70	250	180	250		180	28.0%
Bandstand :- Indirect Expenditure	0	50	50	70	400	330	1,100	0	1,030	6.4%
Net Expenditure	0	(50)	(50)	(70)	(400)	(330)	(1,100)			

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>207 Godalming Museum</u>										
1302 Rents	1,706	0	(1,706)	1,706	1,706	(0)	6,824			25.0%
1303 Other customer/client receipts	856	0	(856)	2,088	240	(1,848)	960			217.5%
Godalming Museum :- Income	2,562	0	(2,562)	3,794	1,946	(1,848)	7,784			48.7%
4001 Salaries	4,835	4,455	(380)	14,246	13,365	(881)	53,460	39,214		26.6%
4002 Employer's NIC	334	470	136	968	1,410	442	5,640	4,672		17.2%
4003 Employer's Superannuation	487	790	303	1,461	2,370	909	9,480	8,019		15.4%
4011 Staff Training	0	0	0	0	0	0	1,000	1,000		0.0%
4102 Property Maintenance	0	110	110	2,564	330	(2,234)	1,320	(1,244)		194.2%
4103 Maintenance Contracts	79	115	36	317	345	28	1,380	1,063		23.0%
4121 Rents	0	0	0	1,064	1,300	236	1,300	236		81.9%
4202 Car Allowances	0	0	0	0	0	0	160	160		0.0%
4307 Stationery	0	30	30	0	90	90	360	360		0.0%
4315 Insurance	0	0	0	1,926	3,500	1,574	3,500	1,574		55.0%
4322 Postage	0	80	80	0	240	240	960	960		0.0%
4323 Telephones	0	15	15	0	45	45	180	180		0.0%
4325 Computing	156	235	79	1,228	705	(523)	2,820	1,592		43.5%
4342 Subscriptions	0	0	0	0	0	0	3,000	3,000		0.0%
Godalming Museum :- Indirect Expenditure	5,892	6,300	408	23,774	23,700	(74)	84,560	0	60,786	28.1%
Net Income over Expenditure	(3,330)	(6,300)	(2,970)	(19,980)	(21,754)	(1,774)	(76,776)			

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>208 Land & Property - Other</u>										
4001 Salaries	9,117	10,560	1,443	25,813	31,680	5,867	126,720		100,907	20.4%
4002 Employer's NIC	840	1,165	325	2,818	3,495	677	13,980		11,162	20.2%
4003 Employer's Superannuation	1,614	1,870	256	3,782	5,610	1,828	22,440		18,658	16.9%
4102 Property Maintenance	0	325	325	138	975	837	3,900		3,762	3.5%
4103 Maintenance Contracts	0	100	100	0	300	300	1,200		1,200	0.0%
4111 Energy Costs	91	115	24	296	345	49	1,380		1,084	21.5%
4141 Water Services	161	270	109	509	810	301	3,240		2,731	15.7%
4151 Fixtures & Fittings	0	0	0	0	250	250	1,000		1,000	0.0%
4161 Cleaning	0	1,630	1,630	4,539	4,890	351	19,560		15,021	23.2%
4163 Domestic Supplies	0	100	100	185	300	115	1,200		1,015	15.4%
4164 Workshop Consumables	187	200	13	1,929	600	(1,329)	2,400		471	80.4%
4171 Grounds Maintenance Costs	0	400	400	0	1,200	1,200	5,000		5,000	0.0%
4190 Street Furniture	18,430	0	(18,430)	18,430	0	(18,430)	0		(18,430)	0.0%
4204 Fuel Costs	95	275	180	212	825	613	3,300		3,088	6.4%
4205 Vehicle Maintenance	0	200	200	0	600	600	2,400		2,400	0.0%
4301 Equipment	183	0	(183)	3,094	0	(3,094)	0		(3,094)	0.0%
4304 Catering & Hospitality	0	0	0	29	0	(29)	0		(29)	0.0%
4305 Clothes, Uniform & Laundry	95	325	230	3,040	975	(2,065)	3,900		860	77.9%
4307 Stationery	0	0	0	5	0	(5)	0		(5)	0.0%
4315 Insurance	0	0	0	173	0	(173)	0		(173)	0.0%
4323 Telephones	0	0	0	10	0	(10)	0		(10)	0.0%
4325 Computing	0	0	0	419	0	(419)	0		(419)	0.0%

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4900 Miscellaneous Expenses	0	50	50	0	150	150	600		600	0.0%
Land & Property - Other :- Indirect Expenditure	30,814	17,585	(13,229)	65,418	53,005	(12,413)	212,220	0	146,802	30.8%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Land & Property - Other :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%
Net Expenditure	(30,814)	(17,585)	13,229	(67,918)	(55,505)	12,413	(214,720)			
<u>209 Crown Court Conveniences</u>										
1101 Government Grants	144,422	0	(144,422)	172,920	0	(172,920)	0			0.0%
Crown Court Conveniences :- Income	144,422	0	(144,422)	172,920	0	(172,920)	0			
4312 Professional Fees - Surveyors	0	0	0	5,505	0	(5,505)	0		(5,505)	0.0%
4313 Professional Fees - Other	433	0	(433)	700	0	(700)	0		(700)	0.0%
4315 Insurance	0	0	0	781	0	(781)	0		(781)	0.0%
4327 Publicity Advertising	0	0	0	680	0	(680)	0		(680)	0.0%
4343 Licensing/PRS	0	0	0	4,807	0	(4,807)	0		(4,807)	0.0%
Crown Court Conveniences :- Indirect Expenditure	433	0	(433)	12,473	0	(12,473)	0	0	(12,473)	
Net Income over Expenditure	143,988	0	(143,988)	160,446	0	(160,446)	0			
<u>210 Broadwater Park Extension</u>										
4101 Repair/Alteration of Buildings	13,586	0	(13,586)	37,683	0	(37,683)	0		(37,683)	0.0%
4303 Materials	632	0	(632)	632	0	(632)	0		(632)	0.0%
Broadwater Park Extension :- Indirect Expenditure	14,218	0	(14,218)	38,315	0	(38,315)	0	0	(38,315)	
Net Expenditure	(14,218)	0	14,218	(38,315)	0	38,315	0			

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Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>301 Cemeteries</u>										
1202 Grants - WBC	0	0	0	120	0	(120)	0			0.0%
1302 Rents	2,130	2,025	(105)	6,390	6,075	(315)	29,300			21.8%
1303 Other customer/client receipts	3,325	1,200	(2,125)	7,188	3,600	(3,588)	14,400			49.9%
1700 Interment	9,115	3,200	(5,915)	20,370	9,600	(10,770)	38,400			53.0%
1701 Monument	445	230	(215)	1,948	690	(1,258)	2,760			70.6%
1702 Purchase of Grave Space	14,790	5,750	(9,040)	33,270	17,250	(16,020)	69,000			48.2%
Cemeteries :- Income	29,805	12,405	(17,400)	69,286	37,215	(32,071)	153,860			45.0%
4011 Staff Training	1,675	0	(1,675)	1,675	0	(1,675)	0	(1,675)		0.0%
4014 Sexton Duties	0	0	0	150	0	(150)	0	(150)		0.0%
4015 Grave Digging	0	1,200	1,200	2,450	3,600	1,150	14,400	11,950		17.0%
4102 Property Maintenance	46	800	754	140	2,400	2,260	9,600	9,460		1.5%
4103 Maintenance Contracts	0	205	205	410	615	205	2,560	2,150		16.0%
4111 Energy Costs	446	400	(46)	1,569	1,200	(369)	4,800	3,231		32.7%
4131 Rates	0	0	0	2,310	2,000	(310)	2,000	(310)		115.5%
4141 Water Services	40	50	10	122	150	28	600	478		20.3%
4161 Cleaning	0	0	0	85	0	(85)	0	(85)		0.0%
4162 Waste Removal	105	500	395	608	1,500	892	6,000	5,392		10.1%
4163 Domestic Supplies	0	30	30	0	90	90	360	360		0.0%
4164 Workshop Consumables	32	150	118	32	450	418	1,800	1,768		1.8%
4171 Grounds Maintenance Costs	3,458	3,400	(58)	7,448	10,200	2,752	41,000	33,552		18.2%
4172 Memorial Inspection	0	0	0	0	0	0	2,000	2,000		0.0%

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4202 Car Allowances	0	40	40	0	120	120	500		500	0.0%
4204 Fuel Costs	0	100	100	0	300	300	1,200		1,200	0.0%
4205 Vehicle Maintenance	7	250	243	7	750	743	3,000		2,993	0.2%
4301 Equipment	585	1,000	415	6,621	3,000	(3,621)	52,000		45,380	12.7%
4313 Professional Fees - Other	0	500	500	0	500	500	2,000		2,000	0.0%
4324 Broadband	0	20	20	0	60	60	240		240	0.0%
4327 Publicity Advertising	0	0	0	794	0	(794)	0		(794)	0.0%
4900 Miscellaneous Expenses	0	30	30	0	90	90	400		400	0.0%
Cemeteries :- Indirect Expenditure	6,394	8,675	2,281	24,421	27,025	2,604	144,460	0	120,039	16.9%
Net Income over Expenditure	23,411	3,730	(19,681)	44,865	10,190	(34,675)	9,400			
<u>414 Mayors Charity 2023 - A Duce</u>										
4900 Miscellaneous Expenses	0	0	0	1,060	0	(1,060)	0		(1,060)	0.0%
Mayors Charity 2023 - A Duce :- Indirect Expenditure	0	0	0	1,060	0	(1,060)	0	0	(1,060)	
5001 Transfers from Reserves	0	0	0	(1,060)	0	1,060	0		1,060	0.0%
Mayors Charity 2023 - A Duce :- Other Costs	0	0	0	(1,060)	0	1,060	0	0	1,060	
Net Expenditure	0	0	0	0	0	0	0			
<u>415 Mayors Charity 2024 - P Rivers</u>										
1304 Donations	0	0	0	72	0	(72)	0			0.0%
Mayors Charity 2024 - P Rivers :- Income	0	0	0	72	0	(72)	0			
Net Income	0	0	0	72	0	(72)	0			

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>416 Community Store</u>										
1303 Other customer/client receipts	5	0	(5)	5	0	(5)	0			0.0%
1304 Donations	405	0	(405)	1,395	0	(1,395)	0			0.0%
Community Store :- Income	<u>410</u>	<u>0</u>	<u>(410)</u>	<u>1,400</u>	<u>0</u>	<u>(1,400)</u>	<u>0</u>			
4900 Miscellaneous Expenses	470	0	(470)	990	0	(990)	0		(990)	0.0%
Community Store :- Indirect Expenditure	<u>470</u>	<u>0</u>	<u>(470)</u>	<u>990</u>	<u>0</u>	<u>(990)</u>	<u>0</u>	<u>0</u>	<u>(990)</u>	
Net Income over Expenditure	<u>(60)</u>	<u>0</u>	<u>60</u>	<u>410</u>	<u>0</u>	<u>(410)</u>	<u>0</u>			
Grand Totals:- Income	364,355	21,830	(342,525)	1,054,725	818,308	(236,417)	1,606,398			65.7%
Expenditure	158,275	98,763	(59,512)	621,916	540,155	(81,761)	1,606,398	0	984,482	38.7%
Net Income over Expenditure	<u>206,080</u>	<u>(76,933)</u>	<u>(283,013)</u>	<u>432,808</u>	<u>278,153</u>	<u>(154,655)</u>	<u>0</u>			
Movement to/(from) Gen Reserve	<u>206,080</u>			<u>432,808</u>						

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

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

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

Event	Date
Spring Festival	Saturday, 6 April 2024
Annual Council/Mayor Making	Thursday, 16 May 2024
Godalming Run	Sunday, 19 May 2024
Town Show	Saturday, 1 June 2024
Summer Food Festival	Sunday, 7 July 2024
Staycation	Saturday, 3-Sunday, 11 August 2024
Heritage Weekend	Saturday, 14-Sunday, 15 September 2024
Town Fireworks	Friday, 1 November 2024
Remembrance Sunday	Sunday, 10 November 2024
Christmas Lights Switch-on	Sunday, 24 November 2024
Christmas Festival Market	Saturday, 30 November 2024
Farncombe Christmas Lights Switch-on	Friday, 6 December 2024
Farncombe Christmas Market	Saturday, 7 December 2024
2025	
Spring Festival	Saturday, 5 April 2025
Annual Council/Mayor Making	Thursday, 15 May 2025
Godalming Run	Sunday, 18 May 2025
Town Show	Saturday, 7 June 2025 - tbc
Summer Food Festival	Sunday, 6 July 2025
Staycation	Saturday, 2-Sunday, 10 August 2025
Heritage Weekend	Saturday, 13-Sunday, 14 September 2025 - tbc
Town Fireworks	Friday, 31 October 2025 - tbc
Remembrance Sunday	Sunday, 9 November 2025
Christmas Lights Switch-on	Sunday, 23 November 2025
Christmas Festival Market	Saturday, 29 November 2025
Farncombe Christmas Lights Switch-on	Friday, 5 December 2025
Farncombe Christmas Market	Saturday, 6 December 2025

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



Supporting Our Community

GODALMING TOWN COUNCIL

Application for Grant Aid

1.	Name of Voluntary Organisation
	Godalming Town Football Club
2.	Contact Name, Address and Telephone Number
	[REDACTED]
3.	Details of Organisation; is it:
	<ul style="list-style-type: none"> a) A Charity? b) A Trust? c) A Private Limited Company? d) Affiliated to any National Body? Yes, the Football Association e) Any other official registration?
4.	What are the aims and objectives of the Organisation?
	<p>GTFC is a not-for-profit members' sports club whose objectives are to provide facilities for the playing of the game of Association Football as well as social facilities for its members. Its financial objectives are twofold:</p> <ul style="list-style-type: none"> • to raise money to fund its operations; and • to ensure it has appropriate resources to maintain its clubhouse and associated buildings
5.	Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES , please provide full details.
	Yes, gate receipts for match days with associated kitchen and bar revenue.
6.	Please state size of membership and annual subscription levels of Organisation:
	100 members, £10 annual subscription
7.	Please enclose the following information as applicable to your Organisation:
	<ul style="list-style-type: none"> a) Constitution or Aims See attached Constitution dated August 2022 b) Copy of accounts (these will not be required for a new organisation) Attached 12m to 31 May 22 c) Copy of budget for current financial year Latest forecast attached d) Copy of last annual report to members (this will not be required for a new organisation)

Included in accounts

8.	If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.						
	See annual report for activities - special projects undertaken in the current year: preparation for replacement of floodlights including fundraising.						
9.	For what specific project are you now seeking financial assistance from the Town Council?						
	<p>a) Please provide details</p> <p>To assist with raising funds for replacing floodlight pilon and replacing floodlights.</p> <p>b) Specify</p> <ul style="list-style-type: none"> - Total Estimated Cost £ 32,400 inc VAT - Amount already available £ 5,000 (fundraising) - Amount expected to be available at commencement £ 23,900 (ex VAT) - Dates scheduled to commence and finish July 2024 						
10.	Are you applying for or have you already received other financial assistance for this project? Please provide details:						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Body</th> <th style="text-align: left; border-bottom: 1px solid black;">Amount Applied For</th> <th style="text-align: left; border-bottom: 1px solid black;">Amount Received</th> </tr> </thead> <tbody> <tr> <td>Football Foundation</td> <td>£18,900 ex VAT to be paid direct to the lighting company upon completion (club has to pay all VAT upfront, is VAT registered so will claim that back)</td> <td></td> </tr> </tbody> </table>	Body	Amount Applied For	Amount Received	Football Foundation	£18,900 ex VAT to be paid direct to the lighting company upon completion (club has to pay all VAT upfront, is VAT registered so will claim that back)	
Body	Amount Applied For	Amount Received					
Football Foundation	£18,900 ex VAT to be paid direct to the lighting company upon completion (club has to pay all VAT upfront, is VAT registered so will claim that back)						
11.	What level of financial assistance are you seeking from Godalming Town Council? State:						
	<p>a) Amount £ 1,500</p> <p>b) Whether you have received a previous grant from the Town Council</p> <ul style="list-style-type: none"> - Amount £ 1,500 - Date September 2021 - Project Remedial work to changing room roof, boardroom and pitch post Covid. 						
12.	What benefits do you anticipate will be derived by the Godalming community from your project?						
	Floodlights are being replaced with LED which are more energy efficient and will produce less light leakage to the environment.						

Declaration

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true, [REDACTED]

Signed [REDACTED] Date 30th April 2024

Capacity in which signed Chairman, Godalming Town Football Club

Complete and return to:

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

Please note that financial information provided may be discussed in a public forum

Dear Mr Jeffrey

I work for ROAR Outdoor, a local business with a base in Godalming Wharf. ROAR Outdoor wishes to apply for a Godalming Council Community Grant.

We operate from Godalming Wharf, doing paddleboard and kayak lessons and hire. We are passionate about people being able to get out and about and enjoying nature, including on the River Wey. We are very much part of the local community, keeping our prices reasonable, promoting safety in watersports and running family fun tasters days. We also do our part to help protect the river - taking part in the national Race to the River testing programme recently, carrying out regular river litter picks and keeping all of our equipment clean.

Please find the requested information below:

- The aim of the initiative/project;

To quality test the river water in Godalming to show levels of E-coli. This will be done as part of the new Community Lab testing scheme set up by Water Rangers and Zero Carbon Guildford which allows e-coli levels to be monitored on the Wey. We have done a few tests at the Wharf. Levels are not where we would like them to be, at around 1500 to 2500 (1.5 to 2.5 times swimming water recommended limits), although we do often have the lowest levels on the Wey. We would like to be able to test regularly in order to be informed about levels where we coach and hire and keep our customers informed.

- Who it will benefit;

The testing would be of benefit to the local community. Godalming is above all of the main sewage treatment works in the area, so it would be good to have regular data on what the levels of e-coli are in the river at Godalming, not just Guildford, to inform people. The results would get published on the Water Rangers websites and we would also have information available for river users. This will not only benefit ROAR Outdoor clients, but also anyone wishing to get out and recreationally use the Wey for paddling or swimming.

Godalming Council and sponsoring councillors will also be able to demonstrate commitment to working towards a cleaner River Wey.

We will eventually hope to benefit as a local business, although there is currently increased levels of concern about river quality which may in the short term impact on our business. But we hope by being proactive, informed and taking mitigating action as necessary (hand washing/ sanitising, giving advice, moving sessions after heavy rain etc) we can minimise the impact.

- The sum being applied for and the purpose for which the grant will be used;

We are applying for the sum of £600. This is 50% of the cost of annual testing at the Wharf for 2024/2025. ROAR Outdoor will pay for the other 50%.

We have been in touch with the Water Rangers and they have asked if we could become a business/ local council sponsored spot at the Wharf. I attach the details they have sent over which shows what the grant will be use for. In summary, water testing for E-Coli. As a small business that tries to keep our prices down, the total sum of £1200 for a year isn't affordable to us. So we would like to apply for a Community Grant and share the cost 50/50.

https://www.canva.com/design/DAGDOO2jhJs/zbrRi-DnpQGx3ciyJhw/view?utm_content=DAGDOO2jhJs&utm_campaign=designshare&utm_medium=link&utm_source=editor

- Who will be responsible for the delivery of the initiative/project; and

Water Rangers/ Zero Carbon will carry out the testing using volunteers to take samples and the University of Surrey Laboratory to carry out the tests. Jo Burne from ROAR Outdoor has been trained to take samples and will assist. Rich Bushell-Torr, ROAR Outdoor co-owner, will oversee the project.

- The names of the Councillors 'sponsoring' the application.

Tom Kiehl
Ruth Thomson

Please let me know if you require any more information. And you are very welcome to visit us and see a test sample being taken.

With regards

Jo Burne
ROAR Outdoor Instructor

17-06-2024

Dear Godalming Town Council.

Please see an application for £1500 from the Community Fund below.

— Supporting Vulnerable School Age Children in Godalming.

- The aim of the initiative/project; To help families to develop routines and strategies that support school engagement by providing staff hours to assess and review the needs of families, who have a child over the age of 5. To give children a voice. To work with partners who are supporting the family/child e.g. schools. To encourage and empower families and children through partnering with them on a journey, identifying and removing barriers to engaging with education and/or health. To support Team Around the Child meetings. The service is provided through weekly volunteer or staff visits and remote support.

- Who it will benefit; families with a child who is, or is potentially, struggling with Emotionally Based School Avoidance.

- The sum being applied for and the purpose for which the grant will be used; £1500.00
This will provide up to 80 staff hours to support families, living in the Godalming area, where there are identified needs in the child/children over the age of 5. It will enable volunteer supervision and ensure safeguarding policies and procedures are always followed. It is expected that 8 children will be supported with this grant.

Please note that the average cost of supporting a family in Waverley is in excess of £1000.00. This grant will enable additional support to focus on the needs of the older child.

- Who will be responsible for the delivery of the initiative/project; Dawn Murphy Manager
- The names of the Councillors 'sponsoring' the application. Cllr Penny Rivers and Cllr Paul Rivers.

Overall, there are currently 31 families being supported by Home-Start in the Godalming area. It is anticipated that at least 50 families will be supported by the end of the year.

Dawn

Dawn Murphy
Home-Start in Waverley

11. DECARBONISATION & WORKS PROGRAMME REPORT

In October 2022 Members set out a programme for the decarbonisation, refurbishment, and upgrade of GTC's buildings and made appropriate provision within the 2023/24 & 2024/25 budget and have signalled an intention to continue the programme through 2025/26.

Having installed solar panels, the next phase for decarbonisation of Broadwater Youth & Community Centre is the installation of Air Source Heat Pumps (ASHP) at an estimated cost of £25,000-£29,000. However, although planning and listed building consent has been obtained, this work is currently on hold due to the requirement to upgrade the existing power supply to a three-phase supply.

It is unlikely that the upgrade of the power supply will be undertaken in time to enable the installation of ASHP before spring 2025. (Easter holidays 2025 is considered the least disruptive and most practical period to be able to gain access to the Youth Centre to conduct works.) Although we are awaiting further details from UK Power Networks (the body responsible for providing power to the main input fuse of a property), it is recommended that £8,000 from the works programme reserve is set aside for this work. Members should note that irrespective of whether ASHP are installed or not, the power load of the centre is within 11 amps of capacity, which not only precludes the use of ASHP, but would also preclude any option of installing an EV charging facility in the centre car park.

Combination Boiler Replacement

Other proposed decarbonisation projects set out in the works programme include the replacement of the gas fired combination boilers in The Pepperpot and the Oglethorpe Room, which is expected to cost in the region of £5,000.

Decarbonisation of the Wilfrid Noyce Centre.

Excepting works that can be undertaken as independent actions in the Oglethorpe Hall, for the main heating and hot water systems of the Wilfrid Noyce, Members agreed in April 2023 that an application for the WNC should be made to the Public Sector Decarbonisation Scheme. The Town Clerk is awaiting notification of when the application window for the scheme is due to open.

The anticipated costs of swapping out the gas boilers from The Pepperpot and Oglethorpe Hall and the provision for installing three phase power at Broadwater Youth & Community Centre is approx. £13,000, and could be funded from the works programme reserve, which is standing at £79,475, leaving a balance of £66,475.

The Pepperpot – External Works

The works programme looked to carry out external upkeep of The Pepperpot during September/October 2024. Members are requested to consider the budget estimate report for the required external works, which indicate an estimated cost of works of £57,312.50 plus fees which brings the requirement to £65,962; this lies within the available works programme funds (attached for the information of Members – Members to note the breakdown of the budget estimate costs are confidential at this stage to ensure the integrity of any future tender process).

If this work were to be approved the opportunity would be taken to access and refurbish the bell strike, the cost of which would be taken from The Pepperpot revenue budget.

BWP Air Source Heat Pumps

As stated, the cost of installation of the ASHP is anticipated to be between £25,000-£29,000 and would not be undertaken until FY 2025/26. The budget forecast noted when setting the 2024/25 budget has £58,000 allocated within the 2025/26 budget with an option of an additional £35,000. On that basis, the cost of the ASHP could be contained within the 2025/26 works programme budget of between £58,000-£93,000. This would provide a potential balance of up to £64,000 for decarbonisation of the WNC or PV installation at Eashing depending on the outcome of any application to the Public Sector Decarbonisation Scheme.

Recommendations:

Members are requested to resolve to agree:

- 1. The external works for The Pepperpot as set out in the budget estimate report should be put out to tender, with the tender report brought to Council for approval and any subsequent award of contract.**
- 2. The Operations & Compliance Officer is to proceed with arrangements to have three phase electricity installed at Broadwater Youth & Community Centre at a cost of up to £8,000. Cost estimate in excess of this sum to be referred back to this committee.**
- 3. The Operations & Compliance Officer is to proceed with arrangements to replace the existing gas fired combination boilers in The Pepperpot and Oglethorpe Hall with electric combination boilers at a cost of up to £5,000. In the event the cost of replacement of both locations exceeds this amount, priority is to be given to the decarbonisation of The Pepperpot.**

Godalming Museum Management Agreement

Prepared by the Museum Co-ordination Group

Introduction

1. For any organisation to remain abreast of its changing needs, there is a need to critically review governance structures to ensure they remain optimal. This should be considered a pre-requisite for steering the Godalming Museum, for the benefit of not just current but also future generations of beneficiaries and visitors. The aim of this paper is to provide a basis for an open dialogue between the Godalming Museum Trust (GMT) and Godalming Town Council (GTC) in how to achieve the best outcomes for the museum.

Executive Summary

2. This paper makes the following suggestions:
 - Godalming Museum continues to be accredited as an Independent Museum;
 - GMT should, through its five-year development plan, set the strategic direction of the museum, support the museum financially and safeguard the integrity of the Collection;
 - GMT is responsible for the preservation, safeguarding, acquisition and disposal of the combined Collection (GTC, Waverley Borough Council (WBC) and GMT collections);
 - 109a High Street is the most appropriate primary location for the display and storage of the Collection;
 - GTC provides the services of appropriate paid staff within its available resources;
 - GTC provides all HR functions, IT and other backroom support required for museum staff to fulfil their duties and for GTC to meet its obligations as a responsible employer;
 - The accountability of the GTC paid staff, including the Curator for fulfilling their principal responsibilities lies solely with GTC as their employer;
 - accountability to the GMT for the performance of GTC in meeting its obligations under an approved management agreement lies with GTC as a body corporate, not with individual Council Members or staff;
 - under GMT/GTC management agreement, the Curator should be responsible for the day-to-day operation of the museum within the delegated authority of the museum's approved policies;
 - The Museum Co-ordination Group, which consists of representatives of GMT and GTC, as well as the Curator, should be the 'delivery board' for Godalming Museum;
 - The areas of responsibility of the GMT, GTC, Curator and paid staff and the Museum Co-ordination Group should be as identified at paragraph 24 of this paper, and
 - a new management agreement and lease agreement between GTC and GMT should be agreed no later than 1 October 2024.

Background

3. Between 1921 and 1986, Godalming Museum was based within the Old Town Hall (Pepperpot) and supported by Godalming Borough Council/WBC and the Friends of Godalming Museum. When it was mooted that the museum could move into 109a High Street (a property owned by WBC) there became a need for a legal entity to be established that would allow WBC to grant a lease on the building. As such, The GMT was established for the care and preservation of the Godalming and Waverley Museum Collection and to promote the enjoyment and understanding of the heritage of the town and surrounding villages, and to encourage and support lifelong learning. GMT achieves this by collecting, safeguarding, and making accessible local artefacts and knowledge, within a welcoming, stimulating, and inclusive environment.
4. Since opening the new Godalming Museum at 109a High Street, the GMT has striven to improve, not only the building but also the Collection, its accessibility and display.

5. During the 30-years between 1987 and 2017, the GMT was supported by WBC, who provided and funded a professional curator, with the trust engaging a part-time Volunteer Co-ordinator (although the larger part of the costs for the co-ordinator was provided by way of a grant from the Town Council) and an archivist, as well as being responsible for the day-to-day operation of the museum.
6. By 2016, the cost of operating the museum by the interested parties was GMT - £31,130, WBC - £73,270 and GTC - £5,000. At this time WBC was exploring options to remove discretionary costs in order to protect statutory services, resulting in WBC/GMT and GTC opening discussions for the transfer of 109a on a head lease basis and for the Curator to become an employee of GTC. During the period leading up to the transfer from WBC to GTC it was acknowledged that "GTC is likely to take a greater interest in the museum and be more involved in running it and that the Museum Trust will need to adapt"¹
7. In negotiating with WBC, GTC secured the transfer of the freehold of 107-109 & 109a from WBC with a 40-year overage clause relating to 109a and took on responsibility for the maintenance of the building in accordance with the existing lease, the continued provision of a Curator, and regularised the ad-hoc employment of the Volunteer Co-ordinator, increasing the paid hours to enable the role to become the Museum Support Manager, plus a second part-time role for a Museum Assistant.
8. Subsequent to the transfer of 109a from WBC, GTC purchased the 999-year lease of 107-109 High Street for its own use, which allowed for alterations to the entrance of the museum and the provision of a ground floor disability accessible toilet facility.

Existing Management Arrangements

9. To all intents and purposes, on the transfer from WBC to GTC, the Town Council inherited the pre-existing management agreement (attached at Annex A), as well as the existing GMT lease being reassigned to GTC, albeit with some minor changes that were required to enable the transfer to be agreed.
10. The main changes were the TUPE of the Curator from WBC to GTC and GTC formalising the position of the Volunteer Co-ordinator to a secure permanent position that was no longer reliant on the vagaries of grant funding. GTC also established a 5-year building maintenance and improvement programme, which it has delivered at a cost of £51,319 between October 2017 and 31 March 2024.
11. Since October 2017, when the transfer from WBC to GTC was enacted, to 31 March 2023 (last year of submitted accounts) the operating costs of providing a museum for the community was £550,430, of which GTC funded 68.4% and GMT 31.6% of the costs. This compares with GMT bearing 41.8% of the cost in the year preceding the handover from WBC to GTC.
12. It is worth noting that in 2016/17 GMT expenditure on operational costs was £37,991. Adjusted for inflation, if the expenditure required from GMT had stayed at that level, by 2022/23 the cost to GMT would have been £49,895. In comparison the £53,000² direct expenditure met by WBC would have increased to £69,606. Whereas the actuality is that since the transfer to GTC, the expenditure by GMT has reduced to £32,210, which accounting for inflation is a 35% decrease in real term expenditure. Likewise, GTC funding of £64,982 in 2022/23 was a real term saving of 6.6% from 2016/17. There can be no doubt that the devolution of services from WBC to GTC has been financially beneficial not only for GMT, but also for the community as a whole.

¹ Key Point of Meeting GMT/Surrey Museum Partnership 22 Nov 2016

² WBC direct costs exclude overheads and HR costs of £20,270 included in figure at paragraph 5.

Current Arrangements – Considerations

13. Undoubtedly the preservation, safeguarding, acquisition and disposal of the combined Collection (GTC, WBC and GMT collections) is best served by such responsibility being vested in the GMT. Likewise, it is beyond doubt that the best place for the Collection to be made available to the community is at 109a High Street. The issue to be considered for the long-term benefit of the community and the Collection, is how best GMT and GTC can work together to ensure this can be achieved not only for the here and now, but for future generations to come.
14. Under the existing management arrangement, Godalming Museum is an Independent Museum accredited by the former Museum & Libraries & Archives Council (MLA), which for many reasons, including the charitable status that is afforded to the GMT, is of significant benefit to the Museum. It is felt that accreditation, now undertaken by Arts Council England (ACE)) should remain within the Independent Museum sector.
15. Under the current arrangements, GTC provides the services of a full-time Curator who is responsible to GMT for managing the Collection and advising GMT on all matters relating to its conservation, display, and promotion. Additionally, GTC also provides the services of part-time staff who, amongst other functions, are responsible to the Curator for the co-ordination of the Museum's volunteers. GTC also provides all HR functions, IT and other backroom support required for museum staff to fulfil their duties and for GTC to meet its obligations as a responsible employer.
16. In regard to the provision of paid staff by GTC in support of Godalming Museum, GTC considers that the existing management agreement and arrangements lack clarity and place GTC staff in an invidious position. The museum staff are employed in the service of GTC, which is responsible under law for all employment issues, and yet they face conflict between their particulars of employment and job description and the management agreement between GMT and GTC. This needs to be resolved.
17. The existing management agreement holds the Curator responsible to GMT for managing the Collection and advising GMT on all matters relating to its conservation, display, and promotion. However, whilst GTC believes that it is right that the Curator acts as the professional advisor to GMT and GTC on matters relating to the museum, the accountability of the Curator (and other GTC paid staff) in fulfilling their principal responsibilities lies solely with GTC as their employer. As such, it should be GTC as a body corporate where the responsibility to GMT properly rests. For clarity the principal responsibilities of the Curator are:
 - to ensure the effective care and development of the Museum and its collections;
 - to promote the value of local history through educational programmes and educational outreach;
 - for professional matters relating to the care, conservation and utilisation of the Collection and services to the public;
 - to manage the operations of the Godalming Museum in accordance with adopted policies and practices; and
 - to facilitate effective working relationships between GMT and GTC.
18. The principal responsibilities set out above are of course very much aligned with the aims of the GMT, which are:

To promote the enjoyment and understanding of the heritage of the town and its surrounding villages, and to encourage and support lifelong learning. It does this by collecting, safeguarding and making accessible local artefacts and knowledge, within a welcoming, stimulating and inclusive environment.
19. These aims accord with the Council's Corporate Plan Pt 6, which seeks to encourage and promote access to the arts for all and through its relationship with Godalming Museum, expand

the learning opportunities within the community on a sustainable financial basis and promote an understanding of the local area, sustainability and biodiversity, the arts and local history through the Godalming Museum and GTC's links with local schools.

20. With the aims of both GMT and GTC aligned, it is considered that with a spirit of goodwill and co-operation, formulating a management structure and agreement to meet the needs of both parties, the Charity Commission and the ACE's accreditation requirements is eminently achievable.

Structure

21. GTC believes GMT and its trustees should set the strategic direction of the Museum, support the Museum financially and safeguard the integrity of the Collection through acquisitions, disposals, conservation, promotion, and display of the Collection, with the Curator being responsible for the day-to-day operation of the Museum.
22. The strategic direction of the Museum is set by GMT through its adopted five-year development plan and supporting action plan which it is required to prepare and keep under review as part of the MLA accreditation, both of which are agreed with GTC. GMT is also responsible for setting out its financial plan in support of the development plan. This is no different to the current arrangements. It is how the action plan is monitored that needs to be re-considered.
23. To some extent, GMT and GTC have already started to address this through the establishment of the Museum Co-ordination Group, which consists of representatives of GMT and GTC, as well as the Curator. It is suggested that this group should be looked upon as the 'delivery board' who by replacing a number of the existing committees, will be responsible for 'Oversight and Scrutiny' of the delivery of the Development Plan as well as Health and Safety and operation of 109a with the representatives on this group reporting to their relevant organisations (GMT and GTC) as appropriate. It is believed that this would provide a more efficient and effective process in which the Curator is able to deliver the Trust's Strategic Development Plan, which by having been agreed by both GMT and GTC would also accord with the GTC's Corporate Plan and deal with the issue of how the responsibilities and accountabilities of the paid staff are managed.
24. In looking at how this might work in practice it is suggested that the areas of responsibility set out below lie with:

Godalming Museum Trust

- Governance
 - Charity Governance including Charity Commission and Company House Returns for GMT
 - Governance for Godalming Museum Sales Ltd
 - Writing the Annual report
 - Recruiting and managing trustees,
 - Provision of administrative support for GMT and Trustees
 - GDPR relating to GMT activities and data held specifically for GMT
- Ownership of collections
 - Collections Care & Conservation Policy
 - Collections Development Policy
 - Sign off on major acquisitions or conservation expenses
 - Sign off on disposals

- Strategy
 - Policy setting, sign off and review as required for ACE accreditation, Charity Commission and Company Governance
 - Forward planning
- Finance
 - Setting and monitoring GMT budget
 - Bookkeeping
 - Shop & Café
 - Governance of Company
 - Funding of Galleries and Displays
 - Funding of agreed additional staff and support services requested by GMT from GTC
 - Reimbursement of insurance premiums arranged by GTC on behalf of GMT in respect of the Collection and GMT liabilities
- Fundraising
 - Events/Fundraising Committee
 - Lecture programme
 - Other events
 - Administration and promotion of the Friends
 - Administration and promotion of Corporate Sponsorship
 - Donations – ongoing and event-based
 - Fundraising for major projects
- Oversight
 - Receiving reports on museum activities from Curator and Museum Co-ordination Group

Godalming Town Council

- Staffing
- Building maintenance and security
- Health & Safety – Fire prevention and monitoring, emergency lighting, physical hazards, safe ways of working, employees well-being
- GDPR relating to staff
- Insurance – Including insurance for the sole benefit of GMT (Collections/GMT liabilities)
- Safeguarding

Curator and Paid Museum Staff

- Day to Day Operations
 - Administration
 - Customer Service
 - Volunteer Management
 - Health & Safety – Policy & procedures including risk assessments and method statements
- Collections
 - Collections care and conservation
 - Acquisitions and disposals
 - Documentation
 - Researcher access

- Exhibitions & Displays
 - Care and presentation of the galleries
 - Updating permanent displays
 - Temporary exhibition programme and gallery hires
- Education
 - School workshops
 - Family trails and activities
 - Outreach activities
- Reporting
 - Provide the Trust & GTC with annual report stating:
 - Physical visitor numbers to the Museum
 - Virtual visitor numbers (website visits)
 - Educational and group visitor/engagement numbers (including outreach visits)

Museum Co-ordination Group

Representing GMT and GTC (2 x Trustees, 2 x Councillors, Curator & Town Clerk) and reporting to respective bodies.

- Health & Safety – oversight
- Liaison between GMT and GTC
 - Governance monitoring – Are things working as they should?
 - To advise GMT/GTC on budget setting requirements based on development plan, and health and safety matters, anticipated costs for curatorial and operational activities.
 - Finance monitoring
 - Policy and procedure scrutiny for recommendations as appropriate
 - Forward planning – advising GMT/GTC on considerations for future requirements/developments
- Staffing matters

25. It is felt that by agreeing the areas of responsibilities, the Museum would operate more efficiently and effectively in a manner that would enable costs to be controlled, reduce duplication of effort, and provide clear lines of responsibility and accountability. Staff would operate to GTC staffing policies, procedures, and guidance, including safeguarding and health and safety, with the Collection, its preservation and display being managed in accordance with GMT's Collection policies.

109A High Street – Occupation (Lease)

26. The lease entered between WBC and GMT on 1 October 1997 and the subsequent freehold reversion assigned to GTC on 1 October 2017, expired on 30 September 2022. However, GMT remains 'protected' and the lease is currently 'holding over'. Basically, the terms of the original tenancy agreement stand until the tenants leave, the landlord gives notice to the tenant to vacate, or the terms are renegotiated.

27. It has been recognised by GMT and GTC that the existing lease was of its time and negotiations have been ongoing regarding the updating of the lease to cover, amongst other areas, a formula for future rent reviews to give clarity and certainty for future budgeting.

28. The existence of a lease between GTC and GMT is beneficial to the Museum for a number of reasons including:

- security of tenure for GMT;

- ACE accreditation;
- financial benefit of charity tenant (80% Business Rates reduction); and
- provide clarity of GMT financial commitment and responsibilities. i.e rent, rates, utilities.

29. The ACE accreditation guidance required that to ensure the long-term preservation of collections, occupancy arrangements must be sufficient to keep the displayed and stored collections secure and allow effective forward planning. A new lease between GTC and GMT would fulfil this criterion.

30. The outstanding issues to be finalised are the length of the lease term, the starting rent and the insured rent. It is likely that the rent would be at a level required to at least cover GTC's non-staffing costs i.e fire prevention and maintenance costs, including emergency lighting maintenance, building security and a contribution to provision for buildings maintenance. Likewise, any insurance rent would be based on actual insurance costs.

31. It is suggested that the new lease agreement between GTC and GMT are completed by 1 October 2024.

Way Forward

32. If GTC and GMT agree with the premise of this paper, the next steps would be to:

- Finalise the lease arrangements; and
- Agree an updated Management Agreement to be approved by GTC and GMT.

33. A suggested update of the management agreement is attached at Annex B.

GODALMING MUSEUM MANAGEMENT AGREEMENT

This agreement is made the Seventh Day of October, Two Thousand and Seventeen

Between:

- (1) Godalming Town Council Municipal Buildings Bridge Street Godalming Surrey GU7 1HT (“GTC”) and
- (2) The Godalming Museum Trust (company number **01968010**) (charity no 292155) whose registered office is at 1 Stoke Road Guildford Surrey GU1 4HW (“the Trust”)

1. Preamble

2. The agreement sets out the basis on which it is agreed that the Godalming Museum (“the Museum”) will operate and the nature of the contribution that each of the parties will make to that operation. It is recognised by both parties that the successful operation of the Museum is dependent upon the exercise of their responsibilities in a spirit of goodwill and co-operation.
3. The Museum is an independent Museum operated by the Trust, a company, which has been constituted and registered as a charity for this purpose. GTC recognises the importance of the provision of the Museum and agrees to support the Trust in its endeavours in accordance with this agreement.
4. The Museum operates within premises known as 109a High Street, Godalming, Surrey GU7 1AQ. These premises are owned by GTC leased to the Trust by virtue of a lease dated 11 September 1999 and made between (1) Waverley Borough Council and (2) the Trust of which GTC is the holder of the freehold reversion (“the Lease”) (which shall include any new lease or extension of the Lease).
5. GTC provides the services of a Curator who is responsible to the Trust for managing the collection and advising the Trust on all matters relating to its conservation, display and promotion. The Curator is an employee of GTC and is managed by the Town Clerk and as such will be provided with support services which GTC considers in its discretion to be adequate. The Curator shall be a member of the Museum’s Management Committee.

GTC will also provide for the services of an assistant who is responsible to the Curator for the co-ordination of the Museum’s volunteers.

6. Each party agrees, insofar as it is able, to abide by the terms of the agreement, unless it is varied by mutual agreement, but for the avoidance of doubt it is understood by the Trust that GTC cannot be bound by the agreement to make any particular financial contributions and that its support for the Museum is always at the discretion of the Full Council of Godalming Town Council.

Function of the Museum

7. It is agreed that the Mission Statement of Godalming Museum shall be:-

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

Operation of the Museum

8. The Museum shall be operated on a day-to-day basis by the Trust in accordance with this agreement and any other documents incorporated into this agreement.
9. The Trust shall obtain and maintain Accreditation under the scheme operated by the Museums, Libraries and Archives Council (MLA) so as to demonstrate its commitment to professional excellence. In the event of any change in the nature of the accreditation scheme, or of its requirements, GTC and the Trust will co-operate with a view to ensuring the ability of the Museum to achieve those amended requirements.
10. The Trust will prepare and keep under review a five-year development plan for the Museum, which shall be approved by the Curator on behalf of GTC and is annexed to this agreement.
11. The Trust will prepare and keep under review an Acquisitions & Disposal Policy for the Museum which shall be approved by GTC and which shall not be amended without the approval of the Curator on behalf of GTC and is annexed to this agreement.
12. The Trust, acting on the professional advice of the Curator, shall control all aspects of the management of the Museum, including care and control of the collection, admissions, income generation and the fulfilment of its obligations in respect of the premises leased from GTC,. In particular, the Trust will:-
 - not make any charge for admission to the Museum without the agreement of GTC;
 - ensure that the Museum has the longest opening hours possible;
 - assisted by the volunteer co-ordinator, recruit, train and manage a team of volunteers to carry out all those activities not the responsibility of the Curator;
 - include the Curator in any discussion or consideration of any matter of principle or policy affecting the operation of the Museum;
 - make a financial contribution to GTC equivalent to the cost to GTC of insuring that part of the collection not owned by Waverley Borough Council and GTC;
 - comply with the Service Level Agreement between (1) Waverley Borough Council and (2) GTC (annexed to this agreement) clauses 2, 5.2, 6, 7, 8, 10, 12, 13, 14 and 15 as if references to the Council were to GTC and the references to the Town Council were to the Trust;
 - participate in the review arrangements set out in the Service Level Agreement;
 - indemnify and keep indemnified GTC against any legal liability (including any legally recoverable costs and expenses) which arises as a breach of the Service Level Agreement as a result of the act or default on the part of the Trust; and
 - indemnify and keep indemnified GTC against any legal liability (including any legally recoverable costs and expenses) which arises as a breach of agreement as a result of the act or default on the part of the Trust.
13. Godalming Town Council will:-
 - (a) provide the Trust with the services of a suitably qualified and experienced full time Curator and a part time assistant employed as a volunteer's co-ordinator;
 - (b) fully consult and seek to reach agreement with the Trust in any matter relating to the appointment or employment of the Curator and the 'Volunteers Co-ordinator' which might affect the operation of the Museum; and
 - (c) insure the whole collection using the Council's services to ensure the provision of sufficient and suitable insurance cover.
14. Responsibilities for the maintenance of the property occupied by the Trust shall be set out in the Lease.

Management of the Collection

15. For the duration of this agreement it is agreed that those items in the Collection of the Museum that are the property of GTC and Waverley Borough Council will be cared for, managed and displayed by the Trust in accordance with the Collections Management Agreement(s) agreed between Godalming Town Council and the Trust and Waverley Borough Council and the Trust annexed to this agreement.
16. No item belonging to GTC or Waverley Borough Council shall be moved from the Museum or its normal place of storage without the prior approval of the Curator.
17. New items acquired by the Museum shall be the property of the Trust unless the donor specifically states otherwise.
18. Each party undertakes to keep the other fully informed of developments, proposals or events which would affect the operation of the Museum or their ability to continue to fulfil their obligations under this agreement.

Term and termination

19.
 - (a) This agreement shall commence on 01 October 2017 and terminate (subject to this clause) on 01 October 2022.
 - (b) GTC may terminate this agreement if having given to the Trust not less than 21 days' notice of remediable breach and such remediable breach is not remedied within the time given for compliance by GTC.
 - (c) GTC may terminate this agreement in the event of a material breach by the Trust of this agreement.
 - (d) Either party may terminate this agreement upon giving to the other not less than six months' prior written notice.

GODALMING MUSEUM MANAGEMENT AGREEMENT – 2024-2029

This agreement is made the **[Date]**

Between:

(1) Godalming Town Council 107-109 High Street Godalming Surrey GU7 1AQ (“GTC”)

and

(2) The Godalming Museum Trust (company number **01968010**) (charity no 292155) whose registered office is at 109a High Street, Godalming GU7 1AQ (“GMT”)

1. The agreement sets out the basis on which it is agreed that the Godalming Museum (“the Museum”) will operate and the nature of the contribution that each of the parties will make to that operation. It is recognised by both parties that the successful operation of the Museum is dependent upon the exercise of their responsibilities in a spirit of goodwill and co-operation.
2. The Museum is an independent museum operated by GMT, a company, which has been constituted and registered as a charity for this purpose. GTC recognises the importance of the provision of the Museum and agrees to support GMT in its endeavours in accordance with this agreement.
3. The Museum operates within premises known as 109a High Street, Godalming, Surrey GU7 1AQ. These premises are owned by GTC and leased to GMT by virtue of a lease dated **[date]** made between (1) GTC and (2) GMT.
4. GTC provides the services of a Curator for managing the collection and advising GMT on all matters relating to its conservation, display, and promotion. The Curator is an employee of GTC and is managed by the Town Clerk on behalf of GTC. The Curator shall be a member of the Museum’s Co-ordination Group.
5. GTC will also provide for the services of other paid staff responsible to the Curator for the co-ordination of the Museum’s volunteers.
6. Each party agrees, insofar as it is able, to abide by the terms of the agreement, unless it is varied by mutual agreement, but for the avoidance of doubt it is understood by GMT that GTC cannot be bound by the agreement to make any particular financial contributions and that its support for the Museum is always at the discretion of the Full Council of GTC.
7. It is understood by GTC that the operation of the Museum in accordance with the agreement is dependent upon the maintenance of a level of funding at least equal to that provided in the 2023/2024 financial year and that should such funding not be provided, GMT is not bound by this agreement.

Function of the Museum

8. GMT is responsible for the preservation, safeguarding, acquisition and disposal of the combined Collection (GTC, WBC and GMT collections)
9. It is agreed that the Mission Statement of Godalming Museum shall be:-

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

10. GMT shall obtain and maintain Accreditation under the scheme operated by the Arts Council England (ACE) as an Independent Museum so as to demonstrate its commitment to professional excellence. In the event of any change in the nature of the accreditation scheme, or of its requirements, GTC and GMT will co-operate with a view to ensuring the ability of the Museum to achieve those amended requirements.
11. GMT shall set the strategic direction of the Museum by preparing and keeping under review a five-year development plan and associated action plan, which shall also be approved by GTC and is annexed to this agreement.
12. As required by the ACE accreditation GMT will prepare and keep under review a Care and Conservation Policy and a Collections Development Policy for the Museum which shall also be approved by GTC, and which shall not be amended without the approval of the Curator on behalf of GTC and is annexed to this agreement.
13. The Museum shall be operated on a day-to-day basis by the Curator in accordance with this agreement, any other documents incorporated into this agreement, the policies and procedures of GMT, and GTC’s staffing policies.
14. Notwithstanding the above the Curator shall:
 - not make any charge for admission to the Museum without the agreement of GTC;
 - ensure that the Museum has the longest opening hours possible; and
 - assisted by the Museum Support Manager, recruit, train and manage a team of volunteers to support the day-to-day operation of the Museum.
15. As set out within this agreement GMT will be responsible for income generation, including the Governance of The Godalming Museum Shop Ltd and the fulfilment of its obligations in respect of the premises leased from GTC. In particular, GMT will:-
 - include the Curator in any discussion or consideration of any matter of principle or policy affecting the Museum Development Plan;
 - indemnify and keep indemnified GTC against any legal liability (including any legally recoverable costs and expenses) which arises as a breach of agreement as a result of the act or default on the part of GMT;
 - reimburse GTC the cost of insuring the Collection; and
 - fund improvements, alterations or changes to the galleries or the methods of displaying the Collection and/or its archives.
16. Additionally, GMT agrees to:
 - provide visible evidence and publicity of GTC’s support (eg on Museum stationery, leaflets, promotion & publicity material) by the use of GTC’s logo as a partnership logo;
 - provide GTC with a copy of GMT’s Annual Report and Accounts;
 - provide GTC with GMT’s annual budget forecast and budget monitoring when requested by the Town Clerk on behalf of the Chair of the Museum Co-ordination Group; and
 - shall provide an annual budget and delegated expenditure authority to the Curator for the day-to-day operation of the Museum, expenditure under this authority to be reported to GMT as agreed with the Treasurer to GMT.

17. Responsibilities for the maintenance of the property occupied by GMT shall be set out in the Lease.

18. GTC will:-

- provide GMT with the services of a suitably qualified and experienced full time Curator and of other paid staff responsible to the Curator for the co-ordination of the Museum's volunteers;
- fully consult and seek to reach agreement with GMT in any matter relating to the appointment of the Curator;
- where appropriate, consult with and seek to reach agreement with GMT in matters relating to the employment of the Curator; and
- insure the whole collection using GTC's services to ensure the provision of sufficient and suitable insurance cover.

Management of the Collection

19. For the duration of this agreement it is agreed that those items in the Collection of the Museum that are the property of GTC and Waverley Borough Council (WBC) will be cared for, managed, and displayed by GMT in accordance with the Collection's Management Policies agreed between GTC and GMT.

20. No item belonging to GTC or WBC shall be moved from the Museum or its normal place of storage without the approval of the Curator.

21. New items acquired by the Museum shall be the property of GMT unless the donor specifically states otherwise.

22. Each party undertakes to keep the other fully informed of developments, proposals or events which would affect the operation of the Museum or their ability to continue to fulfil their obligations under this agreement.

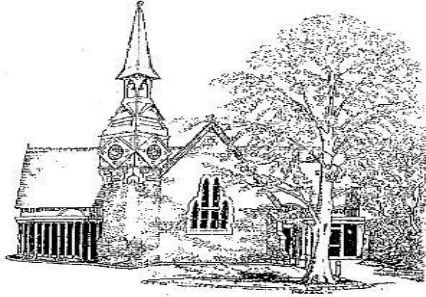
Term and Termination

20. This agreement shall commence on 01 October 2024 and terminate (subject to this clause) on 01 October 2029.

21. GTC may terminate this agreement if having given to GMT not less than 21 days' notice of remediable breach and such remediable breach is not remedied within the time given for compliance by GTC.

22. GTC may terminate this agreement in the event of a material breach by GMT of this agreement.

23. Either party may terminate this agreement upon giving to the other not less than six months' prior written notice.



Farncombe Day Centre Limited

Farncombe Day Centre

St Johns Street, Farncombe

Godalming, Surrey GU7 3EJ

Tel: 01483 426685

Email: info@farncombedaycentre.org.uk

Website:

<http://farncombedaycentre.org.uk/wp/home/>

Registered charity No: 1175294

Godalming Town Council SLA Report for the Financial Year 1st April 2023 - 31st March 2024

1) Introduction

This is the fourth annual report under the SLA between Godalming Town Council and Farncombe Day Centre to provide a minibus service.

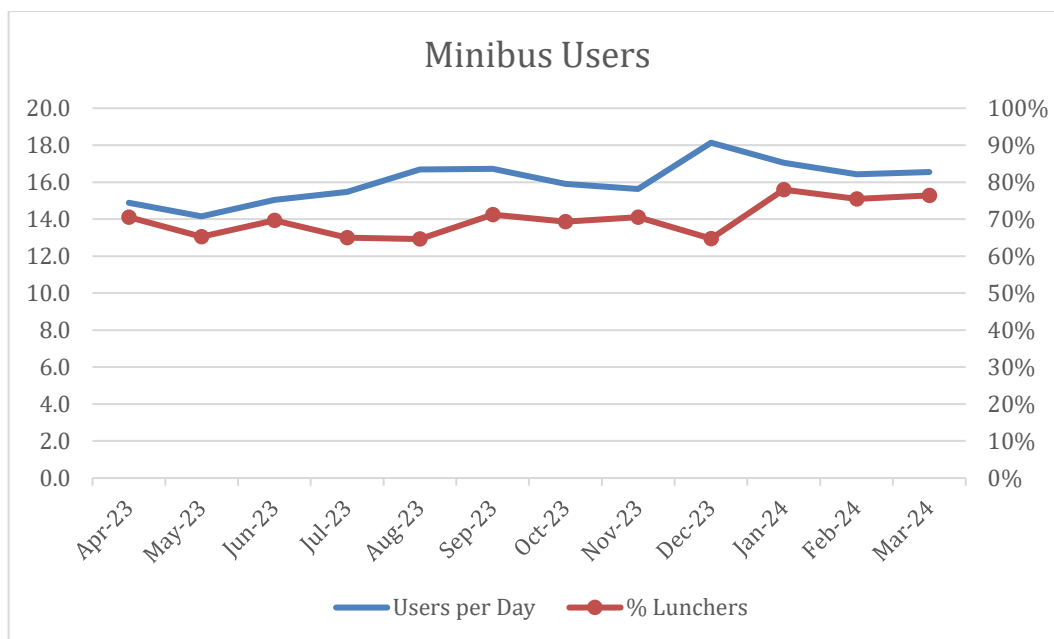
Throughout the year the minibus has been in use in its normal role of transporting users to and from the Centre and for outings.

2) Minibus Usage Data

The usage of the minibus during the year is shown in the tables below:

H1	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
Total Users	268	283	331	325	367	351
Working Days	18	20	22	21	22	21
Users/Day	14.9	14.2	15	15.5	16.7	16.7
% Lunchers on Minibus	71%	65%	70%	65%	65%	71%

H2	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Total Users	350	344	272	375	345	331
Working Days	22	22	15	22	21	20
Users/Day	15.9	15.6	18.1	17.0	16.4	16.6
% Lunchers on Minibus	69%	70%	65%	78%	75%	76%



As can be seen from the figures and the chart, demand has continued to increase over the year. The average number of users per day is 16.0, up from 13.7 in 2022-23.

The importance of the service is underlined by the fact that more than 70% of the users having lunch at the Centre rely on the minibus to allow access to our services, compared with 67% in the previous year.

As reported previously, the Centre placed an order for a new leased vehicle in November 2022. After some delays due to motor industry supply chain issues, the vehicle was delivered to us in August 2023. The lease on the old minibus was extended to allow the service to continue to operate without interruption.

3) **Forward Plans**

With the strong demand for the service and the high level of reliance on it amongst our users, the Trustees continue believe that the minibus is a vital element of our offering to the community.

Farncombe Day Centre is delighted that Godalming Town Council has agreed a new SLA for four years from April 2024, especially with an increase in the annual funding from £5,000 to £7,500. The previous lease cost for the old minibus was £8,865 per annum but the new lease is £14,093 per annum.

As part of the discussions around the new SLA, it was agreed that we would in future the Centre would report on numbers of users separated between residents of Godalming Town Council’s area and other Waverley residents. This data is now being collected and will be included in all future reports.

Godalming Town Council Report

financial year 23-24

Please see the below the statistics for financial year 22-23, and 23-24, for clients living in the five Godalming wards, as well as the additional 3 areas. As this is an end of year report, we have also included a case study and some further narrative.

Clients engaged by Citizens Advice South West Surrey

Ward	Clients			Activities			Issues		
	Q4	22/23	23/24	Q4	22/23	23/24	Q4	22/23	23/24
Godalming Binscombe and Charterhouse	80	249	224	85	320	284	237	749	844
Godalming Central and Ockford	74	170	182	85	235	251	223	728	762
Godalming Farncombe and Catteshall	69	198	181	84	252	248	189	727	695
Godalming Holloway	33	83	91	37	111	108	81	252	272
Group 1 Total	256	700	678	291	918	891	730	2456	2573
Milford + Witley	77	206	227	88	278	284	234	812	835
Bramley + Wonersh	53	157	168	57	213	216	135	675	632
Elstead + Peperharow	16	72	65	27	100	83	82	707	239
Group 2 Total	146	435	460	172	591	583	451	2194	1706
Grand Total	402	1135	1138	463	1509	1474	1181	4650	4279

Clients engaged by the Citizens Advice Network as a whole

I include this information as since November 2023 we have joined other Local Citizens Advice in Surrey to form a group to answer client telephone queries. This means a more efficient, resilient phone service for our clients but does mean that some of our local clients will be helped elsewhere (and we in turn will help clients from the broader Surrey area)

Ward	Clients			Activities			Issues		
	Q4	22/23	23/24	Q4	22/23	23/24	Q4	22/23	23/24
Godalming Binscombe and Charterhouse	90	312	249	98	411	325	296	1076	1026
Godalming Central and Ockford	88	214	207	100	305	292	320	1007	994
Godalming Farncombe and Catteshall	81	244	215	97	331	300	234	1020	941
Godalming Holloway	42	117	111	48	159	137	105	372	370
Group 1 Total	301	887	782	343	1206	1057	955	3381	3331
Milford + Witley	90	265	253	104	361	325	303	1110	1029
Bramley + Wonersh	74	219	210	82	304	277	197	1048	874
Elstead + Peperharow	30	54	77	33	134	98	104	400	288
Group 2 Total	194	538	540	219	799	700	604	2558	2164
Grand Total	495	1425	1322	562	2005	1757	1559	5939	5495

Commentary

As you will see there has been broadly similar number of Godalming Town Council residents helped in 23/24.

There continues to be a trend towards clients presenting with more complicated situations involving multiple problems. The demographic data of the clients and the data as to what channel the client accessed us is broadly the same. There is a slight rise in clients helped who do not identify as white.

There has been a notable increase in complex issues such as employment, immigration, and legal issues, as well as financial services capability. The increase in financial capability issues may reflect the difficulty of face-to-face banking in the town. The increase in the complex issues may be connected to the lack of other services in the area, for example there is no free immigration provision in Waverley and the availability of Legal Aid is extremely limited.

Debt Relief Order (DRO) issues have also increased demonstrating the increased difficulty some residents are having in making ends meet.

Case Study

Saria is a refugee living in Godalming. The renewal of her and her family's visas was delayed due to late application and an outstanding police investigation into one of her adult children. This left Saria and her adult children unable to work or claim welfare benefits.

We worked with Saria's landlord and the Waverley BC benefits department to keep the family in their home. We contacted our immigration experts who gave us advice on the family's ongoing benefits as well as tactics to expedite the visa renewal including unlinking the family's applications and following up with the police to ask how long the investigation would take.

After our discussions the police dropped the investigation with no further action and the home office renewed the family's visas.

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.