

## GODALMING TOWN COUNCIL

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20 September 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, 26 SEPTEMBER 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

*Andy Jeffery*

Andy Jeffery  
Town Clerk

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

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

Committee Members:

Councillor Follows – Chair  
Councillor Weightman – Vice Chair

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

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

### AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 15 August 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 31 August 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. COMMUNITY ASSET TRANSFER

**Recommendation:**

- a. Members to resolve to agree the priority order for seeking potential Asset Transfers from WBC.**
- b. Members to resolve to agree the GTC governance journey of any potential asset transfer from WBC to GTC.**

On 1 June 2024, the Waverley Executive approved a Community Asset Transfer Policy (attached for the Information of Members). This policy is the culmination of WBC's work to set out a transparent and consistent approach by which Waverley Borough Council is able to assess the benefits of any expression of interest from a Voluntary Community Organisation (VCO) (including Town & Parish Councils) wishing to seek the transfer of assets owned or under the stewardship of Waverley Borough Council.

Members are aware that Godalming Town Council has previously indicated that it might wish to consider options for the transfer of public assets from Waverley to the Town Council. Parts

1.3, 2.1 & 2.2 of the Corporate Plan support the devolution of assets from WBC to GTC and Action Point 13 states that the Council should:

*“Assess formally any opportunities for managing land currently held by Waverley Borough Council (as full freehold transfers) including, but not limited to:*

- a. The Burys Field*
- b. The Crown Court (including the landholding at the Public Toilets)*
- c. Land at the Wilfrid Noyce & Land + at the Scout HQ building*
- d. Canon Bowring Field.”*

Within the Waverley Executive report this list is expanded to read:

- “a. The Burys Field*
- b. Lammas land adjacent to Bridge Gate House Bridge Road Godalming*
- c. Canon Bowring Recreation Ground excluding equipped play area*
- d. Passage from Crown Court CP to High St including public conveniences*
- e. The Burys Scout Hut and Wilfrid Noyce Centre*
- f. Lammas Land at junction of Charterhouse Road and Borough Road Godalming*
- g. Wiggin’s Yard Godalming.”*

In order to be able to take any request for the transfer of assets forward GTC would need to establish a robust business case for each asset. As Members will note from the [Waverley Executive report](#) there is potentially both legal and financial implications to WBC associated with each asset transfer. Members should also be aware that the same implications exist for Godalming Town Council. It is therefore imperative that a clear purpose, which shows positive benefits to residents and from which a business case can be established, exists before GTC proceeds with any expression of interest.

That said, as demonstrated in many other communities, there can undoubtedly be a clear public benefit from some assets being managed locally. This could be by creating a more purposeful sense of place through community ownership and responsibility, or that more local management can make better public use of the asset. Either way, it is the benefit opportunity that should be the key driver.

Having read [Waverley’s Community Asset Transfer Policy](#) Members will be aware that the first step in the process is to submit a formal expression of interest. If successful at that stage, this would then progress to the submission of a business case. In creating a business case, each expression of interest will require not only Members’ engagement in establishing and articulating the community benefit, but also significant investment in Officers’ time. If an expression of interest were to progress beyond the initial stages, GTC would be required to meet not only its own, but also WBC’s legal costs.

As Members will appreciate, whilst the adoption of this policy by WBC offers opportunities, there is also likely to be capacity and resource issues for both WBC and GTC, as such, Members are asked to proceed by first establishing the order it wishes to explore transfer opportunities.

In reviewing the list, the following observations are offered:

- i. Members have previously expressed their view that The Burys Field should logically be managed by Godalming Town Council, The Town Council already holds the regulated entertainment licence and has the capacity to manage the land asset.
- ii. GTC has long sought (first requested in 2013) to be able to extend the Meadow allotments onto the Lammas Land adjacent to Bridge Gate House (although it should be noted that as registered common land any transfer would require Secretary of State approval).

- iii. Some Members have expressed a view that a case could be made that the Canon Bowring Field, which was originally gifted to the former Borough of Godalming for the use of local children by Canon Bowring, should be returned to as local level as possible.
- iv. Due to the complexity of ownership, easement and access rights, item (d) is likely to be fairly complicated. Likewise, item (f), again due to issues relating to common land consent and easement rights would be more complicated and involve complex investigation and legal processes. As such it is suggested these items are lower down the list.
- v. It is also suggested that whilst the freehold of the Burys Scout HQ and the Wilfrid Noyce Centre should be a medium-term ambition, the ownership of the freehold currently has little material effect on the services or activities delivered from those locations.
- vi. Finally, in regard to Item (g). the Town Clerk would not recommend at this stage that Members consider it as an asset transfer opportunity.

#### Governance Journey:

If Members were to agree the priority order for seeking opportunities for asset transfers, the next stage would be for the Town Clerk to work up the Community Asset Transfer Expression of Interest Form.

As land and property acquisition or disposal is a reserved power, Full Council should approve any expression of interest before submission. It is suggested that Full Council then delegate to P&M the approval of any subsequent business case and the approval of resource to cover legal fees.

If a transfer progresses, any subsequent Heads of Terms must be agreed by Full Council before any final agreement is brought forward.

#### 10. OCKFORD PARK COMMUNITY BUILDING

##### **Recommendations:**

- a. Members to resolve to approve an allocation of up to £12,100 to be funded from the Emerging Projects Fund, currently standing at £47,500 for the fitting out and 2024/25 operational costs for the Ockford Park Community Building.**
- b. Members to resolve to agree a provision of £7,000 for 2025/26 for the operational costs of the Ockford Park Community Building.**
- c. Members to resolve to agree a name for the new community building at Ockford Park.**

On 15 February 2024 Members resolved to accept the Heads of Terms and authorised the Town Clerk to arrange for the legal transfer of the Ockford Park community building to Godalming Town Council. (Min No 516-23 refers). Subsequently on 9 May Members nominated Cllr Thomson and WBC Cllr Victoria Kiehl to be the representatives (alongside the Town Clerk) to work with WBC and other parties to seek to determine the details necessary for establishing a suitable community support hub at the Ockford Park Hall (Min No 646-23 refers).

Having held an initial scoping meeting with representatives from a number of agencies, a follow-up meeting was held on 11 September at the premises to seek to create a template for community benefit use. This meeting was attended by representatives from GTC, WBC, SCC, Surrey Heartlands Integrated Care Board, Central Surrey Health, The Mill Medical Practice, CASWS, HomeStart Waverley and St Marks & All Saints CofE Primary School.

An update was provided on the transfer of the building. It was agreed that, due to delays in the legal process required to affect the transfer from the developers to GTC, the earliest realistic date for start of use of the building would be January 2025.

Whilst the building is a new build and provides a superb opportunity for GTC to work in partnership with a number of organisations to create a 'community hub' for the local area, it was recognised that due to parking constraints and proximity to residential properties, not all activities are suitable for the venue. Additionally, GTC representatives also highlighted that the aim is to introduce new activities and services as opposed to existing activities provided at other venues in the Aarons Hill/Ockford Ridge area relocating from one place to another.

The consensus was the building is best suited for use between 08.30 and 18.30 with any evening activities being by exception and then primarily sedentary activities. It was indicated that as GTC wishes to support the health and well-being of the local community, statutory and charitable organisations offering health and well-being services would be able to make use of the building, with GTC seeking to cover fixed costs through weekend hire for children's birthday parties etc. and some weekdays' hire for suitable clubs and societies etc.

At present, it is hoped to establish a timetable for use covering two sessions per day (14 sessions per week). Following discussions where attendees put forward a range of uses, it was agreed that representatives, should determine the 'why, what, and when' from their organisations:

- Why do they wish to make use of the venue?
- What is it they wish to do and what generic equipment would they need (tables, chairs, crockery etc)?
- When do they wish to use it (days of week, number of weeks, etc)?

Once these have been determined the information will be provided to GTC's Operations & Compliance Officer who will produce a schedule of use.

Additionally, once an opening date is known GTC's Community & Communications Officer will start to promote the building for weekend use and for utilisation of any spare capacity.

Members are requested to note that as with its other community buildings, GTC will need to provide the basic fit out of tables, chairs, crockery & cutlery, white boards, pin boards, storage cupboards etc at an anticipated cost in the region of £7,500.

Additionally, whilst the transfer of the building is at no cost to GTC, once the transfer is complete, GTC becomes liable for operating costs, which will include non-domestic business rates, utilities, estate service charge, waste removal and cleaning.

At present the cost of the business rates is unknown until the VOA has completed a valuation as a community centre. As such rates, along with other costs are estimates based on costs experienced at GTC's other community buildings, which come out at approximately £11,000 per annum, with, based on one weekend session hire per week, a conservative income of approx. £4,000, therefore an estimated cost to GTC for providing a community health & well-being hub is in the region of £7,000 (0.61% of current precept).

Members are requested to approve expenditure of up to £7,500 for the fitting out of the new building. Additionally, Members are requested to authorise expenditure to cover the operating costs of the building for the remainder of 2024/25 estimated at £3,500. Both fit-out and in-year operational costs plus a 10% contingency of £1,100 to be funded from the Emerging Projects Fund which currently stands at £47,500.

Members to note that costs going forward starting from 2025/26 will be built into the base budget with the Ockford Park Hall becoming a new cost centre.

## Naming of the Building

Unless it is sponsored or has a clear single purpose, deciding on a suitable name for a building is always a subjective choice. However, for practical reasons, a community hall does have to have an identifying name.

Whilst the suggestions below gathered from staff are not exhaustive and Members may have other suggestions, Members are requested to either decide upon a name for the building or determine a mechanism to determine how they will decide.

Possible Names:	Comment:
The Ockford & Aarons Hall –	identifies with the whole of the locality.
The Ockford & Aarons Hub –	as above but suggests an inclusivity/ bringing together.
The Ockford Park Hall –	identifies with its location but may suggest an exclusion of other parts of the locality.
Ockford Park Community Centre -	as above
The Hub -	nondescript

### 11. BUSINESS IMPROVEMENT DISTRICT LOAN FACILITY

On 11 January 2024 Members resolved to approve a loan facility of up to £20,000 for the Godalming Business Improvement District (BID) board in advance of first payment from WBC to enable the setting up of the company (Min No 455-23 refers).

Members will wish to note that having become fully established and on receipt of the first tranche of BID levy funds, the Godalming BID has repaid the facility in full.

### 12. UK SHARED PROSPERITY FUND (UKSPF) – YOUTH PROVISION

On 16 February 2023 Full Council resolved to approve that the delivery arrangements for the UKSPF to be delegated to the Town Clerk, RFO & Youth Services Officer, in consultation with the Youth Service Management Group and the Staffing Committee as appropriate to their terms of reference, with any decisions or commitments being within the funding allocation of the UKSPF and in accordance with the requirements of the UKSPF, including procurement, financial, branding, publicity and reporting regulations (Min No 508-23 refers).

Members will wish to note that following the receipt of the Youth Services Annual Report and following discussions with the Youth Services Officer, and consultation with the Chairs of P&M and Staffing a second-hand electric vehicle (EV) was purchased for £3,495 to provide youth workers with the opportunity to deliver detached youth work at locations unsuitable for the larger activity vehicle.

### 13. COMMUNITY OWNERSHIP FUND – CROWN COURT PUBLIC

Members will have noted that the refurbished Crown Court public toilets were opened for use on the 19 September 2024 by the Mayor, Cllr Paul Rivers. Whilst the project account is still to be finalised, Members will wish to note that all funds due from the Community Ownership Fund have been received; the Town Clerk has completed the project monitoring and exit report. GTC is required to provide audited accounts of expenditure within 6 months of the end of the grant funding period (by 21 March 2025). On the advice of the Locum RFO, the Council's Internal Auditor will be requested to confirm monies received from the Ministry of Housing, Communities and Local Government were allocated and spent on the project.

14. 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.

15. COMMUNICATIONS ARISING FROM THIS MEETING

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

16. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 17 October 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

17. 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) 18 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

18. STAFFING MATTERS

Chair of Staffing Committee to update Members on staffing matters, including an update on the RFO recruitment process and review of the youth service staffing establishment.

## 7. BUDGET MONITORING REPORT

Members to consider a budget monitoring report to 31 August 2024 against the revised estimates agreed at Full Council on 16 May 2024 (detailed report attached for the information of Members).

<b>Cost Centre</b>	<b>Year to date Variance</b>	<b>Projected Variance @ Year End</b>
	£	£
Head Office Costs	35,713 u/s	0 u/s
Civic Expenses	6,399 u/s	0 u/s
Town Promotion	662 u/s	0 o/s
Staycation	1,469 u/s	0 u/s
Festivals & Markets	5,395 u/s	4,000 u/s
Christmas Lights	18 o/s	0 o/s
BWP Youth Centre	23,819 u/s	0 o/s
Pepperpot	207 o/s	0 u/s
The Square	2,766 o/s	0 u/s
Allotments	316 o/s	0 o/s
Wilfrid Noyce Community Centre	20,900 u/s	0 u/s
Bandstand	430 u/s	0 o/s
Godalming Museum	474 u/s	0 u/s
Land & Property Other	3,706 o/s	0 o/s
Crown Court Conveniences	24,915 u/s	0 o/s
Broadwater Park Extension	72,028 o/s	0 o/s
Cemeteries	47,028 u/s	30,000 u/s
Mayors' Charity	222 u/s	0 o/s
Community Store	1,450 u/s	0 o/s
<b>TOTAL</b>	<b>89,835 u/s</b>	<b>34,000 u/s</b>

The monitoring report shows a current variance of £89,835 underspend against the revised Budget (this is shown as £89,833 on the detailed report – the £2 difference being a rounding difference). Items to note in the forecast:

### **Cost Centre 101**

- £28,430 underspend to date against staffing costs – part of this arises from the fact that the 2024/25 pay award is not yet settled or paid (it will be back dated to 1 April 2024) and in part relates to staff vacancies.
- £868 overspend on Rates – £528 relates to an increased NNDR bill for 107-109 High Street and £340 is the BID Levy.
- 115.2% spend to date on Professional Fees – Other – £10,798 (£6,798 net of refundable deposit) relates to the costs of a locum RFO but there is a corresponding underspend (approx. £10,200) against staffing costs which offsets that cost. £7,000 has been spent on the Youth Services audit. Even without the locum RFO costs this budget will likely be overspent by the end of the financial year.
- £2,782 overspend on Insurance – this is because the costs of insuring cemeteries now fall to this budget.
- 1262% of Miscellaneous Expenses is spent because £25k was paid 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. See also 5001 101 Transfers from Reserves

### **Cost Centre 102**

- £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.



- 100.4% of Publicity Advertising spent with invoices continuing to be processed against this code – the budget will be overspent by the year end.

### Cost Centre 203

- No rent income has been received this year to date (though the insurance premium has been reimbursed) for the time being this is assumed to be a timing issue but it will be kept under review.

### Cost Centre 208

- £17,442 underspend to date against staffing costs – part of this arises from the fact that the 2024/25 pay award is not yet settled or paid (it will be back dated to 1 April 2024) and in part relates to staff vacancies.
- £27,660 spent on new bus shelters - "Street Furniture" (Min No 579-23 refers). Project is being funded by CIL and S106.

### Cost Centre 209

- Payments of £194,486 received from Community Ownership Fund (Min Nos 94-23, 118-23, 159-23, 330-23 and 356-23 refer). Building costs are expected to be contained within predicted costs.

### Cost Centre 210

- £72,028 spent on the Office Infill (Min Nos 117-23 and 265-23 refer). Project is being funded by CIL.

### Cost Centre 301

- £53k above budget revenue – majority of burials to date have been for people outside of Godalming, thus paying a premium.
- Grave digging costs higher than budgeted but linked directly to increase revenue referred to above.
- £7,497 Grounds Maintenance underspend – part relates to the actual costs for Q4 grass cutting by QLS being significantly under what was accrued; the rest suggests that the budget will be underspent by the year end.

## 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 2025
	£	£				
<b>Movement in Reserves to March 31 2025 (Actual)</b>						
<b>Reserves</b>						
<b>Unallocated Reserve</b>						
1 Revenue Reserve	665,404	160,513	48,000			873,917
Sub-total unallocated reserves	665,404					873,917
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	4,000		6,000			10,000
3 Community Infrastructure Levy	299,076					299,076
4 Emerging Projects	42,591		5,000			47,591
5 Youth	5,250					5,250
6 Afghan Refugees	529					529
7 Busbridge Parish Council	25,000			-25,000		0
8 Land & Property Maintenance	215,000		12,500			227,500
9 Capital Works Programme	1,900		58,000			59,900
10 Flood Wall Maintenance	6,000					6,000
11 Mayor's Charity	1,060			-1,060		0
12 Community Store	0					0
13 Professional Fees	17,000					17,000
Sub-total Earmarked Reserve	617,406					672,846
<b>Balances</b>	<b>1,282,810</b>	<b>160,513</b>	<b>129,500</b>	<b>-26,060</b>	<b>0</b>	<b>1,546,763</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>101 Head Office Costs</u>										
1001 Precept	0	0	0	573,872	573,872	0	1,147,744			50.0%
1303 Other customer/client receipts	0	825	825	0	4,125	4,125	10,000			0.0%
1401 Interest Received	7,571	2,100	(5,471)	26,908	10,500	(16,408)	25,000			107.6%
Head Office Costs :- Income	<b>7,571</b>	<b>2,925</b>	<b>(4,646)</b>	<b>600,780</b>	<b>588,497</b>	<b>(12,283)</b>	<b>1,182,744</b>			<b>50.8%</b>
4001 Salaries	16,535	22,090	5,555	89,583	110,450	20,867	265,080	175,497		33.8%
4002 Employer's NIC	1,742	2,635	893	9,421	13,175	3,754	31,620	22,199		29.8%
4003 Employer's Superannuation	2,905	3,930	1,025	15,841	19,650	3,809	47,160	31,319		33.6%
4011 Staff Training	0	350	350	330	1,750	1,420	4,200	3,870		7.9%
4012 Recruitment Advertising	10	0	(10)	910	0	(910)	1,500	590		60.7%
4013 Other Staff Expenses	0	50	50	18	250	233	600	583		2.9%
4102 Property Maintenance	512	200	(312)	752	1,000	248	2,400	1,648		31.3%
4103 Maintenance Contracts	40	188	148	317	940	623	2,250	1,933		14.1%
4111 Energy Costs	735	500	(235)	2,288	2,500	212	6,000	3,712		38.1%
4121 Rents	0	0	0	1,064	2,650	1,586	2,650	1,586		40.2%
4131 Rates	0	0	0	6,968	6,100	(868)	6,100	(868)		114.2%
4141 Water Services	0	25	25	0	125	125	300	300		0.0%
4161 Cleaning	561	380	(181)	2,682	1,900	(782)	4,560	1,878		58.8%
4162 Waste Removal	122	50	(72)	192	250	58	600	408		32.0%
4163 Domestic Supplies	144	25	(119)	187	125	(62)	300	113		62.2%
4202 Car Allowances	168	80	(88)	583	400	(183)	1,000	417		58.3%
4301 Equipment	0	0	0	350	1,000	650	2,000	1,650		17.5%
4303 Materials	13	0	(13)	33	0	(33)	0	(33)		0.0%

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4304 Catering & Hospitality	175	45	(130)	336	225	(111)	540		204	62.2%
4305 Clothes, Uniform & Laundry	0	0	0	2	0	(2)	0		(2)	0.0%
4306 Printing	99	180	81	395	900	505	2,160		1,765	18.3%
4307 Stationery	0	400	400	1,465	2,000	535	4,800		3,335	30.5%
4308 General Office Expense	0	0	0	15	0	(15)	250		235	6.2%
4313 Professional Fees - Other	4,785	1,100	(3,685)	15,212	5,500	(9,712)	13,200		(2,012)	115.2%
4314 Audit Fees	2,520	0	(2,520)	2,709	2,600	(109)	3,300		591	82.1%
4315 Insurance	0	0	0	17,282	14,500	(2,782)	14,500		(2,782)	119.2%
4321 Bank Charges	147	35	(112)	271	175	(96)	420		149	64.6%
4322 Postage	0	100	100	74	500	426	1,950		1,876	3.8%
4323 Telephones	328	230	(98)	1,148	1,150	2	2,765		1,617	41.5%
4325 Computing	684	950	266	5,299	4,750	(549)	11,400		6,101	46.5%
4326 Website	60	200	140	1,167	1,000	(167)	2,400		1,233	48.6%
4341 Grants	0	1,745	1,745	48,574	52,480	3,906	64,700		16,126	75.1%
4342 Subscriptions	0	0	0	4,990	4,900	(90)	5,880		890	84.9%
4343 Licensing/PRS	0	0	0	0	120	120	120		120	0.0%
4900 Miscellaneous Expenses	0	165	165	25,000	825	(24,175)	1,981		(23,019)	1262.0%
6000 Debt Charges - Principal	5,607	5,607	(0)	17,115	17,114	(1)	34,501		17,386	49.6%
6001 Debt Charges - Interest	5,681	5,681	(0)	21,737	21,737	(0)	43,202		21,465	50.3%
Head Office Costs :- Indirect Expenditure	<b>43,574</b>	<b>46,941</b>	<b>3,367</b>	<b>294,310</b>	<b>292,741</b>	<b>(1,569)</b>	<b>586,389</b>	<b>0</b>	<b>292,079</b>	<b>50.2%</b>
5001 Transfers from Reserves	0	0	0	(145,000)	(120,000)	25,000	(120,000)		25,000	120.8%
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	<b>0</b>	<b>0</b>	<b>0</b>	<b>(79,500)</b>	<b>(54,500)</b>	<b>25,000</b>	<b>(54,500)</b>	<b>0</b>	<b>25,000</b>	<b>145.9%</b>
<b>Net Income over Expenditure</b>	<b>(36,003)</b>	<b>(44,016)</b>	<b>(8,013)</b>	<b>385,969</b>	<b>350,256</b>	<b>(35,713)</b>	<b>650,855</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>102 Civic Expenses</u>										
1304 Donations	0	0	0	15	0	(15)	0			0.0%
Civic Expenses :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>(15)</b>	<b>0</b>			
4121 Rents	0	0	0	0	880	880	2,420		2,420	0.0%
4304 Catering & Hospitality	0	50	50	33	250	217	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	(4,631)	300	4,931	300		4,931	(1543.7%)
4325 Computing	198	350	152	1,671	1,750	79	4,200		2,529	39.8%
4327 Publicity Advertising	0	0	0	753	0	(753)	750		(3)	100.4%
4332 Mayor's Expenses	0	110	110	0	550	550	1,320		1,320	0.0%
4333 Members' Expenses	0	0	0	250	0	(250)	0		(250)	0.0%
4334 Members' Training	0	100	100	0	500	500	1,200		1,200	0.0%
4900 Miscellaneous Expenses	0	80	80	170	400	230	960		790	17.7%
Civic Expenses :- Indirect Expenditure	<b>198</b>	<b>690</b>	<b>492</b>	<b>(1,754)</b>	<b>4,630</b>	<b>6,384</b>	<b>13,050</b>	<b>0</b>	<b>14,804</b>	<b>(13.4%)</b>
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%
Civic Expenses :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Income over Expenditure</b>	<b>(198)</b>	<b>(690)</b>	<b>(492)</b>	<b>(4,231)</b>	<b>(10,630)</b>	<b>(6,399)</b>	<b>(19,050)</b>			
<u>104 Town Promotion</u>										
1303 Other customer/client receipts	0	0	0	2,190	2,350	160	2,350			93.2%
Town Promotion :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,190</b>	<b>2,350</b>	<b>160</b>	<b>2,350</b>			<b>93.2%</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4162 Waste Removal	0	0	0	321	400	79	400		79	80.2%
4171 Grounds Maintenance Costs	0	0	0	2,731	5,000	2,269	5,000		2,269	54.6%
4203 Other Transport Costs	125	0	(125)	428	0	(428)	0		(428)	0.0%
4301 Equipment	0	0	0	151	500	349	500		349	30.2%
4304 Catering & Hospitality	0	0	0	223	100	(123)	100		(123)	223.0%
4306 Printing	0	0	0	0	400	400	400		400	0.0%
4313 Professional Fees - Other	846	0	(846)	846	0	(846)	0		(846)	0.0%
4327 Publicity Advertising	0	0	0	1,629	500	(1,129)	2,100		471	77.6%
4900 Miscellaneous Expenses	0	50	50	0	250	250	600		600	0.0%
Town Promotion :- Indirect Expenditure	<b>971</b>	<b>50</b>	<b>(921)</b>	<b>6,328</b>	<b>7,150</b>	<b>822</b>	<b>9,100</b>	<b>0</b>	<b>2,772</b>	<b>69.5%</b>
<b>Net Income over Expenditure</b>	<b>(971)</b>	<b>(50)</b>	<b>921</b>	<b>(4,138)</b>	<b>(4,800)</b>	<b>(662)</b>	<b>(6,750)</b>			
<u>105 Staycation</u>										
4001 Salaries	0	100	100	0	100	100	100		100	0.0%
4002 Employer's NIC	0	15	15	0	15	15	15		15	0.0%
4003 Employer's Superannuation	0	18	18	0	18	18	18		18	0.0%
4162 Waste Removal	642	1,500	858	642	1,500	858	1,500		858	42.8%
4313 Professional Fees - Other	2,198	2,500	302	2,198	3,000	802	3,450		1,252	63.7%
4327 Publicity Advertising	262	0	(262)	262	900	638	900		638	29.1%
4343 Licensing/PRS	0	0	0	130	0	(130)	0		(130)	0.0%
4900 Miscellaneous Expenses	833	0	(833)	833	0	(833)	0		(833)	0.0%
Staycation :- Indirect Expenditure	<b>3,935</b>	<b>4,133</b>	<b>198</b>	<b>4,064</b>	<b>5,533</b>	<b>1,469</b>	<b>5,983</b>	<b>0</b>	<b>1,919</b>	<b>67.9%</b>
<b>Net Expenditure</b>	<b>(3,935)</b>	<b>(4,133)</b>	<b>(198)</b>	<b>(4,064)</b>	<b>(5,533)</b>	<b>(1,469)</b>	<b>(5,983)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>106 Festivals &amp; Markets</u>										
1303 Other customer/client receipts	1,018	440	(578)	10,825	6,200	(4,625)	14,060			77.0%
1304 Donations	2,190	0	(2,190)	2,330	0	(2,330)	0			0.0%
<b>Festivals &amp; Markets :- Income</b>	<b>3,208</b>	<b>440</b>	<b>(2,768)</b>	<b>13,155</b>	<b>6,200</b>	<b>(6,955)</b>	<b>14,060</b>			<b>93.6%</b>
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	116	0	(116)	0	(116)		0.0%
4301 Equipment	0	0	0	859	0	(859)	0	(859)		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	3,245	1,200	(2,045)	2,400	(845)		135.2%
4327 Publicity Advertising	0	0	0	1,722	1,750	28	3,270	1,548		52.7%
4343 Licensing/PRS	0	0	0	0	480	480	600	600		0.0%
4900 Miscellaneous Expenses	0	0	0	110	200	90	700	590		15.7%
<b>Festivals &amp; Markets :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,525</b>	<b>4,965</b>	<b>(1,560)</b>	<b>10,545</b>	<b>0</b>	<b>4,020</b>	<b>61.9%</b>
<b>Net Income over Expenditure</b>	<b>3,208</b>	<b>440</b>	<b>(2,768)</b>	<b>6,630</b>	<b>1,235</b>	<b>(5,395)</b>	<b>3,515</b>			
<u>108 Christmas Lights</u>										
4303 Materials	18	0	(18)	18	0	(18)	0		(18)	0.0%
4313 Professional Fees - Other	0	0	0	0	0	0	46,016		46,016	0.0%
<b>Christmas Lights :- Indirect Expenditure</b>	<b>18</b>	<b>0</b>	<b>(18)</b>	<b>18</b>	<b>0</b>	<b>(18)</b>	<b>46,016</b>	<b>0</b>	<b>45,998</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>(18)</b>	<b>0</b>	<b>18</b>	<b>(18)</b>	<b>0</b>	<b>18</b>	<b>(46,016)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>201 BWP Youth &amp; Community Centre</u>										
1201 Grants - SCC	0	4,000	4,000	5,942	6,000	59	8,000			74.3%
1202 Grants - WBC	0	0	0	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	530	450	(80)	1,986	2,250	264	5,400			36.8%
1304 Donations	75	0	(75)	13,780	0	(13,780)	0			0.0%
<b>BWP Youth &amp; Community Centre :- Income</b>	<b>605</b>	<b>4,450</b>	<b>3,845</b>	<b>190,589</b>	<b>176,250</b>	<b>(14,339)</b>	<b>181,400</b>			<b>105.1%</b>
4001 Salaries	14,560	15,145	585	73,233	75,725	2,492	181,740	108,507		40.3%
4002 Employer's NIC	1,112	1,460	348	5,619	7,300	1,681	17,520	11,901		32.1%
4003 Employer's Superannuation	1,711	2,680	969	8,631	13,400	4,769	32,160	23,529		26.8%
4011 Staff Training	350	200	(150)	1,565	1,000	(565)	2,500	935		62.6%
4012 Recruitment Advertising	0	0	0	88	0	(88)	1,200	1,112		7.3%
4102 Property Maintenance	0	150	150	1,555	750	(805)	1,800	245		86.4%
4103 Maintenance Contracts	40	135	95	850	675	(175)	1,620	770		52.5%
4111 Energy Costs	640	400	(240)	2,536	2,000	(536)	4,800	2,264		52.8%
4131 Rates	0	0	0	1,556	1,500	(56)	1,500	(56)		103.7%
4141 Water Services	0	40	40	159	200	41	500	341		31.9%
4161 Cleaning	0	780	780	123	3,900	3,777	9,360	9,237		1.3%
4162 Waste Removal	157	100	(57)	384	500	116	1,200	816		32.0%
4163 Domestic Supplies	0	30	30	6	150	144	360	354		1.8%
4171 Grounds Maintenance Costs	0	30	30	42	150	108	400	358		10.4%
4190 Street Furniture	0	0	0	3,254	0	(3,254)	0	(3,254)		0.0%
4201 Public Transport	0	0	0	62	25	(37)	100	38		61.7%

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4202 Car Allowances	0	0	0	0	25	25	100		100	0.0%
4204 Fuel Costs	0	200	200	165	1,000	835	2,400		2,235	6.9%
4205 Vehicle Maintenance	0	200	200	1,565	1,000	(565)	2,400		835	65.2%
4301 Equipment	75	0	(75)	2,604	0	(2,604)	0		(2,604)	0.0%
4304 Catering & Hospitality	0	0	0	5	125	120	500		495	1.1%
4307 Stationery	8	0	(8)	328	0	(328)	0		(328)	0.0%
4312 Professional Fees - Surveyors	0	0	0	1,500	0	(1,500)	0		(1,500)	0.0%
4313 Professional Fees - Other	0	20	20	564	100	(464)	240		(324)	234.8%
4323 Telephones	161	100	(61)	757	500	(257)	1,200		443	63.1%
4325 Computing	215	160	(55)	1,008	800	(208)	1,920		912	52.5%
4327 Publicity Advertising	0	0	0	0	0	0	250		250	0.0%
4900 Miscellaneous Expenses	0	40	40	262	200	(62)	500		238	52.4%
7100 BWP - Creativity & Arts	0	100	100	150	500	350	1,200		1,050	12.5%
7101 BWP - Music	0	0	0	0	0	0	250		250	0.0%
7102 BWP - Sports & Activities	0	200	200	314	1,000	686	2,400		2,086	13.1%
7103 BWP - Gaming	0	50	50	73	250	177	600		527	12.2%
7104 BWP - Decorations & Lighting	0	0	0	6	0	(6)	200		194	3.2%
7105 BWP - Food & Cooking	0	150	150	246	750	504	1,800		1,554	13.7%
7200 UKSPF - Creativity & Arts	110	100	(10)	221	500	279	1,200		979	18.4%
7202 UKSPF - Sports & Activities	0	200	200	344	1,000	656	2,400		2,056	14.3%
7203 UKSPF - Gaming	0	50	50	131	250	119	600		469	21.8%
7205 UKSPF - Food & Cooking	0	100	100	92	500	408	1,200		1,108	7.7%
7300 HAF - Creativity & Arts	86	150	64	283	300	17	450		167	62.8%
7301 HAF - Music	0	2,000	2,000	0	3,000	3,000	4,000		4,000	0.0%



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
7302 HAF - Sports & Activities	7	0	(7)	634	0	(634)	0		(634)	0.0%
7303 HAF - Gaming	0	500	500	0	850	850	1,200		1,200	0.0%
7305 HAF - Food & Cooking	117	500	383	332	800	468	1,100		768	30.1%
<b>BWP Youth &amp; Community Centre :- Indirect Expenditure</b>	<b>19,349</b>	<b>25,970</b>	<b>6,621</b>	<b>111,245</b>	<b>120,725</b>	<b>9,480</b>	<b>284,870</b>	<b>0</b>	<b>173,625</b>	<b>39.1%</b>
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%
<b>BWP Youth &amp; Community Centre :- Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>170,500</b>	<b>170,500</b>	<b>0</b>	<b>170,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Income over Expenditure</b>	<b>(18,744)</b>	<b>(21,520)</b>	<b>(2,776)</b>	<b>(91,156)</b>	<b>(114,975)</b>	<b>(23,819)</b>	<b>(273,970)</b>			
<u>202</u> <u>Pepperpot</u>										
1301 Premises Hire Charges	818	700	(118)	4,349	3,500	(849)	8,400			51.8%
<b>Pepperpot :- Income</b>	<b>818</b>	<b>700</b>	<b>(118)</b>	<b>4,349</b>	<b>3,500</b>	<b>(849)</b>	<b>8,400</b>			<b>51.8%</b>
4102 Property Maintenance	898	100	(798)	899	500	(399)	1,200		301	74.9%
4103 Maintenance Contracts	198	100	(98)	198	500	302	1,200		1,002	16.5%
4111 Energy Costs	47	215	168	507	1,075	568	2,600		2,093	19.5%
4131 Rates	0	0	0	175	790	615	790		615	22.1%
4161 Cleaning	30	315	285	(87)	1,575	1,662	3,780		3,867	(2.3%)
4301 Equipment	0	0	0	0	0	0	600		600	0.0%
4312 Professional Fees - Surveyors	750	0	(750)	3,750	0	(3,750)	0		(3,750)	0.0%
4323 Telephones	80	52	(28)	314	260	(54)	624		310	50.3%
4343 Licensing/PRS	0	0	0	70	70	0	70		0	100.0%
<b>Pepperpot :- Indirect Expenditure</b>	<b>2,003</b>	<b>782</b>	<b>(1,221)</b>	<b>5,826</b>	<b>4,770</b>	<b>(1,056)</b>	<b>10,864</b>	<b>0</b>	<b>5,038</b>	<b>53.6%</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Pepperpot :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
<b>Net Income over Expenditure</b>	<b><u>(1,185)</u></b>	<b><u>(82)</u></b>	<b><u>1,103</u></b>	<b><u>(3,977)</u></b>	<b><u>(3,770)</u></b>	<b><u>207</u></b>	<b><u>(4,964)</u></b>			
<u>203 The Square</u>										
1302 Rents	0	560	560	11	2,800	2,789	6,750			0.2%
1303 Other customer/client receipts	0	0	0	2,020	1,700	(320)	1,700			118.8%
The Square :- Income	<u>0</u>	<u>560</u>	<u>560</u>	<u>2,031</u>	<u>4,500</u>	<u>2,469</u>	<u>8,450</u>			<u>24.0%</u>
4315 Insurance	0	0	0	1,998	1,700	(298)	1,700		(298)	117.5%
The Square :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,998</u>	<u>1,700</u>	<u>(298)</u>	<u>1,700</u>	<u>0</u>	<u>(298)</u>	<u>117.5%</u>
<b>Net Income over Expenditure</b>	<b><u>0</u></b>	<b><u>560</u></b>	<b><u>560</u></b>	<b><u>34</u></b>	<b><u>2,800</u></b>	<b><u>2,766</u></b>	<b><u>6,750</u></b>			
<u>204 Allotments</u>										
1303 Other customer/client receipts	0	0	0	0	0	0	2,850			0.0%
Allotments :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,850</u>			<u>0.0%</u>
4102 Property Maintenance	0	0	0	319	0	(319)	300		(19)	106.2%
4141 Water Services	0	20	20	97	100	3	260		163	37.4%
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	<u>0</u>	<u>20</u>	<u>20</u>	<u>416</u>	<u>100</u>	<u>(316)</u>	<u>1,775</u>	<u>0</u>	<u>1,359</u>	<u>23.4%</u>
<b>Net Income over Expenditure</b>	<b><u>0</u></b>	<b><u>(20)</u></b>	<b><u>(20)</u></b>	<b><u>(416)</u></b>	<b><u>(100)</u></b>	<b><u>316</u></b>	<b><u>1,075</u></b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>205 Wilfrid Noyce Community Centre</u>										
1301 Premises Hire Charges	2,379	2,500	121	21,007	18,500	(2,507)	44,500			47.2%
Wilfrid Noyce Community Centre :- Income	<b>2,379</b>	<b>2,500</b>	<b>121</b>	<b>21,007</b>	<b>18,500</b>	<b>(2,507)</b>	<b>44,500</b>			<b>47.2%</b>
4001 Salaries	0	280	280	19	1,400	1,381	3,360		3,341	0.6%
4002 Employer's NIC	0	40	40	0	200	200	480		480	0.0%
4003 Employer's Superannuation	0	50	50	0	250	250	600		600	0.0%
4102 Property Maintenance	0	300	300	1,214	1,500	286	3,600		2,386	33.7%
4103 Maintenance Contracts	79	660	581	2,594	3,300	706	7,920		5,326	32.8%
4111 Energy Costs	517	1,100	583	3,393	5,500	2,107	13,200		9,807	25.7%
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%
4141 Water Services	0	170	170	593	850	257	2,040		1,447	29.1%
4161 Cleaning	30	1,400	1,370	29	7,000	6,971	16,800		16,771	0.2%
4162 Waste Removal	370	160	(210)	672	800	129	1,920		1,249	35.0%
4163 Domestic Supplies	3	50	47	25	250	225	600		575	4.2%
4301 Equipment	0	300	300	0	1,500	1,500	4,000		4,000	0.0%
4313 Professional Fees - Other	0	0	0	0	0	0	1,650		1,650	0.0%
4323 Telephones	80	83	3	382	415	33	996		614	38.3%
4343 Licensing/PRS	0	0	0	0	100	100	650		650	0.0%
4900 Miscellaneous Expenses	0	100	100	0	500	500	1,200		1,200	0.0%
Wilfrid Noyce Community Centre :- Indirect Expenditure	<b>1,079</b>	<b>4,693</b>	<b>3,614</b>	<b>10,172</b>	<b>28,565</b>	<b>18,393</b>	<b>64,266</b>	<b>0</b>	<b>54,094</b>	<b>15.8%</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Wilfrid Noyce Community Centre :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Income over Expenditure</b>	<b>1,300</b>	<b>(2,193)</b>	<b>(3,493)</b>	<b>8,335</b>	<b>(12,565)</b>	<b>(20,900)</b>	<b>(22,266)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>206 Bandstand</u>										
1301 Premises Hire Charges	44	0	(44)	44	0	(44)	0			0.0%
Bandstand :- Income	<b>44</b>	<b>0</b>	<b>(44)</b>	<b>44</b>	<b>0</b>	<b>(44)</b>	<b>0</b>			
4102 Property Maintenance	0	50	50	0	250	250	600		600	0.0%
4111 Energy Costs	0	0	0	0	0	0	250		250	0.0%
4205 Vehicle Maintenance	0	0	0	44	0	(44)	0		(44)	0.0%
4343 Licensing/PRS	0	0	0	70	250	180	250		180	28.0%
Bandstand :- Indirect Expenditure	<b>0</b>	<b>50</b>	<b>50</b>	<b>114</b>	<b>500</b>	<b>386</b>	<b>1,100</b>	<b>0</b>	<b>986</b>	<b>10.4%</b>
<b>Net Income over Expenditure</b>	<b>44</b>	<b>(50)</b>	<b>(94)</b>	<b>(70)</b>	<b>(500)</b>	<b>(430)</b>	<b>(1,100)</b>			
<u>207 Godalming Museum</u>										
1302 Rents	0	0	0	1,706	3,412	1,706	6,824			25.0%
1303 Other customer/client receipts	616	0	(616)	3,320	480	(2,840)	960			345.8%
Godalming Museum :- Income	<b>616</b>	<b>0</b>	<b>(616)</b>	<b>5,026</b>	<b>3,892</b>	<b>(1,134)</b>	<b>7,784</b>			<b>64.6%</b>
4001 Salaries	4,728	4,455	(273)	23,703	22,275	(1,428)	53,460		29,757	44.3%
4002 Employer's NIC	319	470	151	1,606	2,350	744	5,640		4,034	28.5%
4003 Employer's Superannuation	487	790	303	2,436	3,950	1,515	9,480		7,045	25.7%
4011 Staff Training	0	0	0	0	0	0	1,000		1,000	0.0%
4102 Property Maintenance	0	110	110	2,564	550	(2,014)	1,320		(1,244)	194.2%
4103 Maintenance Contracts	79	115	36	475	575	100	1,380		905	34.4%
4121 Rents	0	0	0	1,064	1,300	236	1,300		236	81.9%

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4202 Car Allowances	0	0	0	0	0	0	160		160	0.0%
4307 Stationery	0	30	30	0	150	150	360		360	0.0%
4311 Professional Fees - Legal	0	0	0	1,300	0	(1,300)	0		(1,300)	0.0%
4312 Professional Fees - Surveyors	0	0	0	345	0	(345)	0		(345)	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	400	400	960		960	0.0%
4323 Telephones	0	15	15	0	75	75	180		180	0.0%
4325 Computing	313	235	(78)	1,541	1,175	(366)	2,820		1,279	54.6%
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%
Godalming Museum :- Indirect Expenditure	<b>5,927</b>	<b>6,300</b>	<b>373</b>	<b>36,960</b>	<b>36,300</b>	<b>(660)</b>	<b>84,560</b>	<b>0</b>	<b>47,600</b>	<b>43.7%</b>
<b>Net Income over Expenditure</b>	<b>(5,311)</b>	<b>(6,300)</b>	<b>(989)</b>	<b>(31,934)</b>	<b>(32,408)</b>	<b>(474)</b>	<b>(76,776)</b>			
<u>208 Land &amp; Property - Other</u>										
1202 Grants - WBC	0	0	0	4,461	0	(4,461)	0			0.0%
Land & Property - Other :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,461</b>	<b>0</b>	<b>(4,461)</b>	<b>0</b>			
4001 Salaries	7,093	10,560	3,467	39,998	52,800	12,802	126,720		86,722	31.6%
4002 Employer's NIC	665	1,165	500	4,791	5,825	1,034	13,980		9,189	34.3%
4003 Employer's Superannuation	1,255	1,870	615	5,744	9,350	3,606	22,440		16,696	25.6%
4102 Property Maintenance	0	325	325	138	1,625	1,487	3,900		3,762	3.5%
4103 Maintenance Contracts	0	100	100	0	500	500	1,200		1,200	0.0%
4111 Energy Costs	62	115	53	432	575	143	1,380		948	31.3%
4141 Water Services	0	270	270	664	1,350	686	3,240		2,576	20.5%

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4151 Fixtures & Fittings	0	0	0	0	500	500	1,000		1,000	0.0%
4161 Cleaning	504	1,630	1,126	7,452	8,150	698	19,560		12,108	38.1%
4163 Domestic Supplies	25	100	75	210	500	290	1,200		990	17.5%
4164 Workshop Consumables	0	200	200	1,929	1,000	(929)	2,400		471	80.4%
4171 Grounds Maintenance Costs	0	400	400	0	2,000	2,000	5,000		5,000	0.0%
4190 Street Furniture	0	0	0	27,660	0	(27,660)	0		(27,660)	0.0%
4204 Fuel Costs	0	275	275	212	1,375	1,163	3,300		3,088	6.4%
4205 Vehicle Maintenance	0	200	200	461	1,000	539	2,400		1,939	19.2%
4301 Equipment	132	0	(132)	3,225	0	(3,225)	0		(3,225)	0.0%
4304 Catering & Hospitality	0	0	0	29	0	(29)	0		(29)	0.0%
4305 Clothes, Uniform & Laundry	0	325	325	3,040	1,625	(1,415)	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%
4900 Miscellaneous Expenses	0	50	50	0	250	250	600		600	0.0%
Land & Property - Other :- Indirect Expenditure	<b>9,736</b>	<b>17,585</b>	<b>7,849</b>	<b>96,591</b>	<b>88,425</b>	<b>(8,166)</b>	<b>212,220</b>	<b>0</b>	<b>115,629</b>	<b>45.5%</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Land & Property - Other :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Income over Expenditure</b>	<b>(9,736)</b>	<b>(17,585)</b>	<b>(7,849)</b>	<b>(94,631)</b>	<b>(90,925)</b>	<b>3,706</b>	<b>(214,720)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>209 Crown Court Conveniences</u>										
1101 Government Grants	21,566	0	(21,566)	194,486	0	(194,486)	0			0.0%
Crown Court Conveniences :- Income	<b>21,566</b>	<b>0</b>	<b>(21,566)</b>	<b>194,486</b>	<b>0</b>	<b>(194,486)</b>	<b>0</b>			
4101 Repair/Alteration of Buildings	26,245	0	(26,245)	154,491	0	(154,491)	0	(154,491)		0.0%
4162 Waste Removal	87	0	(87)	87	0	(87)	0	(87)		0.0%
4312 Professional Fees - Surveyors	2,375	0	(2,375)	12,629	0	(12,629)	0	(12,629)		0.0%
4313 Professional Fees - Other	0	0	0	903	0	(903)	0	(903)		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	(4,807)	0	4,807	0	0	0	0	0		0.0%
Crown Court Conveniences :- Indirect Expenditure	<b>23,900</b>	<b>0</b>	<b>(23,900)</b>	<b>169,571</b>	<b>0</b>	<b>(169,571)</b>	<b>0</b>	<b>0</b>	<b>(169,571)</b>	
<b>Net Income over Expenditure</b>	<b>(2,333)</b>	<b>0</b>	<b>2,333</b>	<b>24,915</b>	<b>0</b>	<b>(24,915)</b>	<b>0</b>			
<u>210 Broadwater Park Extension</u>										
4101 Repair/Alteration of Buildings	6,901	0	(6,901)	67,732	0	(67,732)	0	(67,732)		0.0%
4302 Furniture	666	0	(666)	666	0	(666)	0	(666)		0.0%
4303 Materials	0	0	0	632	0	(632)	0	(632)		0.0%
4312 Professional Fees - Surveyors	1,000	0	(1,000)	2,700	0	(2,700)	0	(2,700)		0.0%
4325 Computing	298	0	(298)	298	0	(298)	0	(298)		0.0%
Broadwater Park Extension :- Indirect Expenditure	<b>8,865</b>	<b>0</b>	<b>(8,865)</b>	<b>72,028</b>	<b>0</b>	<b>(72,028)</b>	<b>0</b>	<b>0</b>	<b>(72,028)</b>	
<b>Net Expenditure</b>	<b>(8,865)</b>	<b>0</b>	<b>8,865</b>	<b>(72,028)</b>	<b>0</b>	<b>72,028</b>	<b>0</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>301 Cemeteries</u>										
1202 Grants - WBC	0	0	0	120	0	(120)	0			0.0%
1302 Rents	2,130	2,025	(105)	10,650	10,125	(525)	29,300			36.3%
1303 Other customer/client receipts	900	1,200	300	14,568	6,000	(8,568)	14,400			101.2%
1700 Interment	4,760	3,200	(1,560)	31,635	16,000	(15,635)	38,400			82.4%
1701 Monument	1,778	230	(1,548)	3,726	1,150	(2,576)	2,760			135.0%
1702 Purchase of Grave Space	7,040	5,750	(1,290)	56,150	28,750	(27,400)	69,000			81.4%
1703 Other Cemetery Fees	0	0	0	(1,050)	0	1,050	0			0.0%
<b>Cemeteries :- Income</b>	<b>16,608</b>	<b>12,405</b>	<b>(4,203)</b>	<b>115,799</b>	<b>62,025</b>	<b>(53,774)</b>	<b>153,860</b>			<b>75.3%</b>
4011 Staff Training	0	0	0	1,910	0	(1,910)	0	(1,910)		0.0%
4014 Sexton Duties	150	0	(150)	750	0	(750)	0	(750)		0.0%
4015 Grave Digging	6,350	1,200	(5,150)	8,875	6,000	(2,875)	14,400	5,525		61.6%
4102 Property Maintenance	437	800	363	577	4,000	3,423	9,600	9,023		6.0%
4103 Maintenance Contracts	655	205	(450)	1,065	1,025	(40)	2,560	1,495		41.6%
4111 Energy Costs	60	400	340	1,742	2,000	258	4,800	3,058		36.3%
4131 Rates	0	0	0	2,310	2,000	(310)	2,000	(310)		115.5%
4141 Water Services	0	50	50	166	250	84	600	434		27.7%
4151 Fixtures & Fittings	0	0	0	139	0	(139)	0	(139)		0.0%
4161 Cleaning	0	0	0	334	0	(334)	0	(334)		0.0%
4162 Waste Removal	323	500	177	1,036	2,500	1,464	6,000	4,964		17.3%
4163 Domestic Supplies	25	30	5	25	150	125	360	335		7.0%
4164 Workshop Consumables	7	150	143	280	750	470	1,800	1,520		15.5%
4171 Grounds Maintenance Costs	0	3,400	3,400	9,503	17,000	7,497	41,000	31,497		23.2%



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4172 Memorial Inspection	0	0	0	0	0	0	2,000		2,000	0.0%
4202 Car Allowances	0	40	40	0	200	200	500		500	0.0%
4204 Fuel Costs	0	100	100	0	500	500	1,200		1,200	0.0%
4205 Vehicle Maintenance	77	250	173	427	1,250	823	3,000		2,573	14.2%
4301 Equipment	11,963	1,000	(10,963)	19,888	5,000	(14,888)	52,000		32,112	38.2%
4303 Materials	18	0	(18)	18	0	(18)	0		(18)	0.0%
4307 Stationery	0	0	0	186	0	(186)	0		(186)	0.0%
4313 Professional Fees - Other	0	0	0	0	500	500	2,000		2,000	0.0%
4324 Broadband	0	20	20	35	100	65	240		205	14.6%
4327 Publicity Advertising	0	0	0	794	0	(794)	0		(794)	0.0%
4342 Subscriptions	63	0	(63)	63	0	(63)	0		(63)	0.0%
4900 Miscellaneous Expenses	0	30	30	0	150	150	400		400	0.0%
Cemeteries :- Indirect Expenditure	<b>20,127</b>	<b>8,175</b>	<b>(11,952)</b>	<b>50,122</b>	<b>43,375</b>	<b>(6,747)</b>	<b>144,460</b>	<b>0</b>	<b>94,338</b>	<b>34.7%</b>
<b>Net Income over Expenditure</b>	<b>(3,519)</b>	<b>4,230</b>	<b>7,749</b>	<b>65,678</b>	<b>18,650</b>	<b>(47,028)</b>	<b>9,400</b>			
<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	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,060</b>	<b>0</b>	<b>(1,060)</b>	<b>0</b>	<b>0</b>	<b>(1,060)</b>	
5001 Transfers from Reserves	0	0	0	(1,060)	0	1,060	0		1,060	0.0%
Mayors Charity 2023 - A Duce :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,060)</b>	<b>0</b>	<b>1,060</b>	<b>0</b>	<b>0</b>	<b>1,060</b>	
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>415</u> <u>Mayors Charity 2024 - P Rivers</u>										
1304 Donations	30	0	(30)	222	0	(222)	0			0.0%
Mayors Charity 2024 - P Rivers :- Income	<u>30</u>	<u>0</u>	<u>(30)</u>	<u>222</u>	<u>0</u>	<u>(222)</u>	<u>0</u>			
<b>Net Income</b>	<u>30</u>	<u>0</u>	<u>(30)</u>	<u>222</u>	<u>0</u>	<u>(222)</u>	<u>0</u>			
<u>416</u> <u>Community Store</u>										
1303 Other customer/client receipts	0	0	0	5	0	(5)	0			0.0%
1304 Donations	510	0	(510)	2,435	0	(2,435)	0			0.0%
Community Store :- Income	<u>510</u>	<u>0</u>	<u>(510)</u>	<u>2,440</u>	<u>0</u>	<u>(2,440)</u>	<u>0</u>			
4900 Miscellaneous Expenses	0	0	0	990	0	(990)	0		(990)	0.0%
Community Store :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>990</u>	<u>0</u>	<u>(990)</u>	<u>0</u>	<u>0</u>	<u>(990)</u>	
<b>Net Income over Expenditure</b>	<u>510</u>	<u>0</u>	<u>(510)</u>	<u>1,450</u>	<u>0</u>	<u>(1,450)</u>	<u>0</u>			
Grand Totals:- Income	53,956	23,980	(29,976)	1,156,594	865,714	(290,880)	1,606,398			72.0%
Expenditure	139,680	115,389	(24,291)	970,026	768,979	(201,047)	1,606,398	0	636,372	60.4%
<b>Net Income over Expenditure</b>	<u>(85,724)</u>	<u>(91,409)</u>	<u>(5,685)</u>	<u>186,568</u>	<u>96,735</u>	<u>(89,833)</u>	<u>0</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>(85,724)</u>			<u>186,568</u>						

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

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

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

<b>Event</b>	<b>Date</b>
Presentation of Honorary Freeman of the Town to Mr A Bott	Sunday, 22 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
<b>2025</b>	
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

# COMMUNITY ASSET TRANSFER POLICY

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## 1. Introduction

This Community Asset Transfer (CAT) policy provides a clear framework for Waverley Borough Council (the Council) to address the transfer of assets to Voluntary or Community Organisations (VCOs). The Council has an obligation to fully consider the implications of community asset transfers as part of robust corporate asset management processes to ensure it protects the interest of the Council as long-term custodian of its assets.

Under this policy assets include land, buildings and other structures owned by or under the stewardship of the Council. With a diverse range of asset holdings, each transfer request will be judged on a case-by-case basis against this policy framework, including:

- The nature and capacity of the applicant.
- Contribution to corporate objectives.
- Assessment of risks and sustainable business cases.
- Robust option appraisals (including financial implications to the Council).

A single policy will not fit all circumstances in exactly the same way. Nevertheless, a number of common principles will apply. For example: the suitability and resource capacity of the transferee, adoption of robust option appraisals including financial implications for the Council, contribution to corporate objectives, and so on. A thorough assessment of risks and sustainable business cases will be essential steps to undertake before any transfer can be recommended for approval. Accordingly, this policy provides a clear framework against which to evaluate any expression of interest for an asset transfer.

## 2. Purpose of the Policy and Scope

The purpose of this policy is to provide a transparent, fair and consistent framework and provide guidance on the application and governance arrangements for enabling appropriate asset transfers between the Council and organisations and groups that fall within the policy definition of a VCO.

This policy sets out assets that are deemed suitable for community asset transfer and explains that the Council must be the owner of the asset.

This policy does not include the procedure and policy governing nominations for designating Assets of Community Value (ACV) which is governed by a separate procedure.

### 3. What is Community Asset Transfer?

For the purposes of this policy, Community Asset Transfer is defined as, “*the transfer of land, buildings or other structures from the Council’s ownership into the stewardship and/or ownership of a voluntary or community organisation (VCO)*”.

#### National and local policy context

The Local Government Public Involvement Act 2007 and Localism Act 2011 brought about a number of public sector reforms aimed at creating strong, prosperous communities and delivering better public services through a re-balancing of the relationship between Central Government, Local Government and local people by giving residents a greater say over local services.

In 2007 the Government published, ‘*Making Assets Work: The Quirk Review*’. This examined ways to maximise the community benefits of publicly owned assets by considering options for greater transfer of asset ownership and management to community-led groups. The report highlighted that this is not prescribed by legislation but provides guidance to assist local authorities in the use and understanding of existing powers and being clear about the risks associated with the process and learning to manage them effectively. The Review concluded that the driver for any asset transfer is not the disposal of assets per se but, rather, the empowerment of communities. It also makes clear that it expects the transfer of assets, not liabilities.

The lead from Government is that local management and ownership of assets makes for strong communities. Therefore, the Council will support the national policy where there is a clearly defined case for the transfer, the transfer complies with this policy framework, and has regard to the desired outcomes set out in other Council strategies, including but not limited to:

- Corporate Strategy 2020-2025.
- Capital Strategy.
- Local Plan.

This policy supports the Council’s strategic priorities detailed within its Corporate Strategy 2020-2025 by way of empowering communities and improving the health and wellbeing of its residents.

### 4. Principles & Aims of the Policy

The Quirk Review considered that the transfer of assets should aid community empowerment agendas, open up new sources of finance and extend the use of existing facilities to a wider community. The Council, therefore, in adopting this policy, should apply these aims and objectives when considering the transfer of assets:

- Community empowerment
- Borough wide benefits for residents
- A sustainable third sector

- Economic development and social enterprise
- Improvements to local services
- Value for money
- Delivery of Corporate Objectives

The Council's policy on asset transfer is underpinned by the following principles:

- Underlying aim being the transfer of land, buildings or other structures from the Council's stewardship into the stewardship or, where demonstrated necessary, the ownership of a VCO for the long-term.
- Any proposed transfer must support the objectives and priorities of the Council as set out in its Corporate Strategy.
- The transfer of property assets to the community is based on the view that there are realisable benefits to be obtained from giving the community a greater say in their area.
- The Council will adopt a transparent corporate process for asset transfer with clear stages for each party.
- The Council will adopt an agreed method of assessing the benefits of the transfer which includes commissioning a valuation report to enable a comparison with open market transfer.
- All costs, fees and taxes associated with the assessment and transfer process of the asset to be borne in full by the VCO (including but not limited to valuers' fees, stamp duty land tax, Land Registry fees, legal fees and advertising costs).
- The asset is not being used to deliver a service that is best provided directly by the Council rather than through a VCO.
- Recognise the Council's dual but independent roles as a supporter of the third sector but also as a steward and custodian of publicly owned assets.

## 5. Assets Suitable for Transfer

**The Council first and foremost has a duty of stewardship to protect its assets.**

The Council holds the position of trustee in relation to the assets that it owns and safeguards on behalf of its local community. These include assets such as land, buildings and other structures that are fully owned or leased with the purpose of:

- Supporting direct service delivery.
- Delivering the Council's priorities in the Corporate Strategy.
- Supporting delivery by partners including the voluntary sector.
- Stimulating economic activity and regeneration.
- Supporting the Council's Medium Term Financial Plan and Housing Revenue Account Business Plan.



### Assets suitable for transfer

The Council may consider transferring assets in circumstances where the following criteria applies:

- Council is the absolute owner of the asset; in the case of land, it must be the owner of the freehold interest.
- Asset currently supports Council community objectives or was formerly delivering such objectives and where the asset and is now surplus to requirements.
- Asset has been reviewed and the asset management plan recommends transfer to a community-based user.
- An agreed delegated committee whose membership includes Councillors and senior officers must have considered and agreed that the Asset could be suitable for Community Asset Transfer.
- Relevant service area/client manager within the Council supports the transfer.
- Asset contributes towards community engagement and, separately, an options appraisal has been carried out and approved by Asset and Property Services to identify that the asset is suitable for community sharing as the sole or one of the viable options.
- Asset is not currently needed for future service delivery, which could best be provided directly by the authority rather than through the community.
- Asset is fit for purpose and would not impose an unreasonable liability upon any VCO.

### Assets not suitable for transfer

The Council will not consider applications for Community Asset Transfers where:

- Asset is key to delivering Council current or potential services.
- A significant amount of revenue income or potential revenue or capital receipt proportionate to the size, nature and use of the asset, would be lost.
- Asset is required for strategic, planning or redevelopment/regeneration purposes.
- Site has the potential to provide Biodiversity Net Gain or carbon off setting provision or any other environmental enhancement scheme.
- Proposed use of the asset does not comply in planning terms.
- Transfer of the asset would be to an individual(s) or business to be used purely as a vehicle for commercial ventures. This does not include, for example, charitable organisations with trading arms, where profits are given back to communities.
- Transfer would contravene Trade and Cooperation Agreement Principles.
- Asset would be used solely for religious purposes/activities.
- Asset would be used for any political purposes/activities.
- Transfer would be detrimental to any individual, geographical community or community of interest, resulting in unlawful discrimination, harassment or a failure to promote good relations.

## 6. Organisations Suitable for Consideration

An organisation wishing to be considered must be based within the Borough of Waverley and have strong links with the community. They must be able to demonstrate provisions within their legal structure that provide assurances that assets will be retained for community use and benefit and would not distribute any surplus they make to their members. The local community must also be able to influence their operational and decision-making processes.

Consideration will be given to the following types of organisations, identified as VCOs within the context of this policy:

- Parish Council
- Town Council
- Company Limited by Guarantee
- Community Interest Company
- Not for Profit
- Unincorporated Association
- Charitable Trust
- Charitable Incorporated Organisation
- Charitable Company
- Voluntary Organisations
- Community Organisations
- Social Enterprises

Should a group of individuals wish to form a VCO to benefit their local community, an application for a Community Asset Transfer cannot be completed until the group is legally formed into one of the entities listed above.

Constitutions of the above must be formed as a legal entity that can hold assets and/or provision of any proposed services.

The Council would normally expect a Voluntary and Community Sector organisation to have the following fundamental characteristics:

- Non-governmental
- It must exist for community/social/environmental reasons and benefit
- Non-profit distributing - it must reinvest any surpluses to further its social aims/community benefits
- Has community benefit objectives

## 7. Criteria for Considering Transfer Requests

The transfer decision will involve the assessment of a number of criteria. These include the VCO proving the rationale and supporting evidence for holding the asset, the capacity and expertise to take on the asset, the benefits to be gained and sustainability to manage the asset for the long term.

The assumption will be a leasehold arrangement, rather than a freehold transfer.

## Clear rationale for the VCO holding the asset

Within its business case, a VCO must be able to demonstrate how holding the asset will:

- Lead to community empowerment.
- Contribute to the Council's corporate priorities under the Corporate Strategy.
- Enable the local community to be able to influence their operational and decision-making processes.
- Support community wellbeing and delivery of better public services.

The VCO will also need to include information on:

- Purpose and proposed use of the asset and what community needs it would address by being in their stewardship.
- The VCO's link to the community, in what form and how.
- Community, social or environmental demand for the proposed transfer.
- Proof that the activities proposed are in demand and are not already being satisfactorily addressed by another organisation or community.
- Other stakeholders.
- Provisions within their legal structure that provide assurances that assets will be retained for community use and benefit and would not distribute any gain they make to their members.
- The type of transfer sought and why.

## Evidence that the VCO has capacity to take on the asset as a leasehold

The VCO business case must demonstrate:

- Good governance arrangements, open and accountable processes, including providing copies of the accounts of the organisation.
- An established and/or proven track record of delivering services, asset or property management, whichever is relevant to the asset being transferred.
- Skills and capacity to manage the asset, including (where appropriate) health and safety policy, compliance with relevant legislation and any statutory requirements arising from ownership or management.
- Sound financial management with at least five years revenue or capital funding plans including maintenance and investment plans as appropriate.
- Sources of finance that the asset transfer will release or attract such as grants.
- Opportunities for income generation to ensure sustainability, for example, through the hiring of space and facilities, opportunity to gain additional income from leases/licences.
- Perceived risks associated with the transfer and risk management plans showing actions the VCO would take to mitigate these.

If the VCO is newly established only a leasehold transfer will be considered.

### Clear benefits that will result from the transfer

The VCO must demonstrate in the business plan how the proposed transfer would:

- Provide a service of community benefit in line with the Council's corporate priorities.
- Embrace diversity and works to improve community cohesion and reduce inequalities.
- Benefit the Council in terms of service delivery, improvements to local services whilst supporting the corporate priorities under the Corporate Strategy.
- Benefit the local community, such as securing stronger, more cohesive and sustainable communities, social enterprise, attracting new investment and reinvigorating the local economy.
- Benefit the VCO itself, such as financial security, increased recognition, power, management capacity and organisational development/opportunities to expand and diversify.

### Ability of the VCO to sustain long-term stewardship

The Council has a duty to ensure that due diligence is carried out on any VCO to mitigate the risk of any transfer failing as this would have a negative impact on local communities. In order to do this the VCO must provide proof that it has:

- A secure financial base to ensure they can fund the transfer and maintain long-term self-sustainability, including providing copies of audited financial accounts where necessary and evidence of sufficient funding to cover all legal, valuation, Land Registry, advertising and other fees generated by the transfer, as well as any stamp duty land tax or other taxes.
- The staffing capacity to manage the asset and have management or committee members who possess the necessary experience and skills to manage the asset.
- Good governance arrangements, robust financial systems and all the necessary policies expected of a VCO in place.
- Procedures and processes in place that enable the VCO to comply with all statutory/regulatory obligations connected with the use and/or occupation of an asset including but not limited to asbestos management, legionella and fire risk assessments for property assets.
- A viable financing plan that is robust and provides a sustainable foundation for long-term ownership. This will be subject to a formal valuation of the asset undertaken by the Council.

If the VCO ceases to exist the asset may transfer automatically back to the Council (or its successors in title) from the VCO at nil value or via an option for the Council to re-acquire the asset (or its successors in title).

## 8. Application Process

The following stages and processes for Community Asset Transfer will apply to every proposal:

### (i) Expression of interest

All potential transfers will be subject to an open and public invitation to submit a written expression of interest that sets out:

- How the organisation qualifies as a VCO (or what types of VCO would be considered where the expressions of interest is from within the Council).
- The specific land, building or structure that is the subject of the Community Asset Transfer.
- An outline proposal including the reasoning behind it.
- An outline of the aims and objectives of the transfer.

Applicants will submit a written expression of interest using the template at Annexe 1.

### (ii) Review and assess expression(s) of interest

The Council will review expressions of interest and check that all of the following criteria are met:

- Applicant organisation qualifies as a VCO.
- Asset is deemed suitable and appropriate for consideration for Community Asset Transfer.
- Outline proposal meets the requirements of the policy e.g., a transfer for the long-term, for the benefit of the community, financial standing.

This will lead to a recommendation by the Assistant Director of Assets and Property in consultation with the lead officer for the service area in which the asset sits and the Portfolio Holder for Finance, Assets and Property, to invite the applicant VCO to submit a business case.

Should the applicant or asset be unsuitable, the applicant will be notified.

### (iii) Advertising the opportunity

Opportunities for community asset transfers will be advertised appropriately and openly through independent local agents, the Council's website lettings page and/or by other methods appropriate and proportionate to the proposed transfer, inviting expressions of interest from VCOs.

Expressions of interest received speculatively where an asset has not been advertised will be considered in line with this policy and the opportunity advertised.

In cases where two or more community organisations are interested in an asset, a selection procedure will be adopted.

#### (iv) Business case

The VCO will be required to submit a detailed, evidence-based business case and financing plan for the transfer and long-term custodianship, which will be assessed and evaluated by the Council against the criteria laid out in this policy.

The VCO must present a well-prepared business case for their proposed use of the asset. This will need to demonstrate that there is a clear intention for the long-term use of the asset and an understanding of the activities the VCO wishes to deliver.

The business case must set out the following information upon which the Council can assess and evaluate the application (see Section 7 for criteria to be met):

- Rationale for the VCO managing the asset.
- Evidence of VCO capacity to take on the asset.
- Benefits that will result from the transfer.
- Financing plan for the transfer.

#### (v) Assess and evaluate business case

The Council will assess and evaluate the VCO business cases. VCO's will be required to provide evidence to support their application ready for evaluation by the Council. Each asset transfer proposal will have its own bespoke evaluation criteria similar to the example questions and weightings provided at Annex 2. Detailed consideration will be given to the community impact and benefit of the transfer in terms of economic, social or environmental wellbeing of the community.

From the Council's perspective it will consider and assess how the transfer proposal:

- Supports its strategic corporate priorities, service delivery, community objectives and does not negatively impact on the Council's own needs and requirements for service delivery now and in the future.
- Supports its desired outcomes in other Council strategies e.g., local plan.
- Makes for stronger communities by handing over to local management.
- Would not be contrary to any obligation placed on the Council.
- Does not incur a significant loss of any existing or potential income, for example, potential loss of opportunity income arising from access rights.
- Provides value for money and best consideration in the case of land and building transfers.
- Provides for a monitoring process and details of 'fall back' arrangements should the transfer prove to be unsustainable.

During this stage points of clarification may be sought by either party including any heads of terms for proposed leases of land and building assets. The Council will undertake an independent asset valuation for land and property transfers to ensure best consideration is achieved and/or cost benefit analysis in other circumstances in order to ensure value for money.

This will lead to a recommendation by the Executive Head of Assets and Property in consultation with the lead officer for the service area in which the asset sits and the

Portfolio Holder for Finance, Assets and Property to be submitted for consideration by the Executive/full Council, as appropriate.

(vi) [Assess and evaluate legal requirements](#)

Any decisions to transfer will be subject to the approval of the Executive or full Council as appropriate and made by way of a lease arrangement.

Freehold land transfers will only be considered in exceptional circumstances where there are demonstrable objective reasons why a lease is not the most appropriate transfer mechanism.

The Council must show that the process and decision were undertaken with good governance and each application for the transfer will be evaluated for Legal implications, which will include but not limited to the following:

- The Council must, under s123 of the Local Government Act 1972, obtain the best consideration that can be reasonably obtained for the disposal of land, unless it has the express consent of the Secretary of State or if the Council considers this will help to secure the promotion or improvement of the economic, social or environmental well-being of its area.
- Disposals of land include: a sale of the freehold interest; granting a lease; assigning any unexpired term of a lease; and granting an easement. If publicly owned land is disposed of at less than best consideration, the local authority is likely to be providing a subsidy to the purchaser and must consider the rules on subsidy control too (i.e., is there a risk of distorting competition/being anti-competitive).
- If the land is being disposed at an undervalue exceeding £2 million, this will require the specific consent of the Secretary of State.
- Prior to considering disposal at less than best consideration it is essential to identify the purpose for which the land is held, as specific additional legal requirements may apply. This policy will not fit all circumstances, so Legal input to the evaluation will be sought in each case early in the process.
- Common land or former common land cannot be disposed of under section 233(2) of the Town and Country Planning Act 1990 without the Secretary of State's consent.
- Appropriate restrictive covenants will be inserted, as appropriate, into any transfer deed or lease to include, but not limited to, restrictions on use for community benefit and preventing change of use, development, re-development, seeking planning permission without the Council's express written consent, onward sale, lettings, assignments or sharing of use with other organisations, as well as restrictions on causing nuisance.
- The VCO will be obliged to return the relevant asset in a good state of repair and maintenance via a positive covenant in the relevant legal document; this will help to protect the Council from a dispute or costs in the future.

- If the community purpose of a VCO ceases then protection to the Council may be provided by contractual positive covenants or rights of first refusal for the asset to be transferred back to the Council (or its successors in title) by the VCO at nil value or an option for the Council to re-acquire the asset.
- In the event that a freehold transfer is deemed the most appropriate means of transferring, overage provisions may be appropriate so that in the event of a further disposal of the land by the VCO, such that the Council would benefit from any future redevelopment of the land.

#### (vii) Executive/Council Decision

The Executive/ Council report will consider:

- Contribution to corporate objectives.
- Compliance to criteria.
- Sustainability of the VCO.
- Legal requirements.
- VCOs access to funding and its ability to raise finance.
- Financial implications on the Council.
- Identification of risks.

The report will detail recommendations to the Executive/full Council who will make a formal published decision.

#### (viii) Completion of asset transfer

Once formal approval is given, detailed heads of terms will be agreed between the Council and the VCO detailing all the main aspects of the transaction and lease terms as appropriate. The Council, at the VCO's expense, will arrange the formal drafting of legal documentation which will include where relevant, service level agreements, monitoring arrangements, support and investment plans. This final stage will require the VCO and their solicitors to work collaboratively with the Council in order to avoid delays to the completion of the transfer.

Timescales for the completion of a Community Asset Transfer will be dependent on the nature and type of the transaction involved.

## 9. Transfer Method and Valuation

The method of Community Asset Transfer will be by way of a lease that ensures transfer to a VCO for the long term and will only be granted to organisations with the experience and resources in place to manage it over the longer term. Freehold land transfers will only be considered in exceptional circumstances where there are demonstrable objective reasons why a lease is not the most appropriate transfer mechanism. All transfers will be subject to an assessment that shows the transfer to be value for money, or in the case of land and building transactions, at best (or less than best in certain circumstances according to Council policy) consideration reasonably obtainable – see Section 8(vi) above.



## Form and length of tenure

The underlying aim of this policy is the transfer of land, buildings or other structures from the Council's stewardship for community use for the long term.

There is no definition of what is meant by long-term, but the principle is that the Council divests itself of short to medium-term management of an asset, and VCOs correspondingly take on and are able to independently sustain long-term responsibility and maintenance.

The terms of any transfer will be determined on a case-by-case basis and the Council will consider the specific circumstances of the applicant, sustainability of any business case, the proposed asset, any legal requirements and intended use alongside length of lease.

## Land and building transfers specifically

As set out in Section 8(vi) above, the Council has a statutory duty under Section 123 of the Local Government Act 1972 (as amended) (LGA 1972) that, except with the consent of the Secretary of State, it shall not dispose of land (under this section) otherwise than by way of a short tenancy, for a consideration less than the best that can reasonably be obtained. "Land" is defined in section 270 as including "any interest in land and any easement or right in, to or over land.."

Best consideration is not limited to the purchase price but may include a term or condition which identifies a specific, quantifiable commercial benefit or monetary worth to the vendor (the Council). These conditions are referred to as voluntary conditions.

The Council has the ability under the LGA 1972 General Disposals Consent 2003 to sell or lease Council assets at less than best consideration in cases where it can demonstrate and attribute value to wellbeing benefits that would arise<sup>1</sup>. Any transfer for less than best consideration, either freehold or leasehold, would need to be

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<sup>1</sup> *Legislation recognises that there may be circumstances where a Council considers it appropriate to dispose of land at an undervalue (i.e., at values less than could be obtained on the open market). Councils should not divest themselves of valuable public assets unless they are satisfied that the circumstances warrant such action. A statutory general disposal consent has therefore been issued to give local authorities autonomy to carry out their statutory duties and functions, and to fulfil such other objectives as they consider to be necessary or desirable. However, when disposing of land at an undervalue, Councils must remain aware of the need to fulfil their fiduciary duty in a way which is accountable to local people. Circular 06/03 issued in 2003 gives authorities consent to a disposal of land at an undervalue provided that:*

- a) *a local authority considers that the disposal is likely to contribute to the achievement of:*
  - (i) *the promotion or improvement of economic well-being*
  - (ii) *the promotion or improvement of social well-being*
  - (iii) *the promotion or improvement of environmental well-being, and*
- b) *the best price reasonably obtainable for the property does not exceed £2,000,000 (two million pounds). If it does exceed £2m, Secretary of State consent is required.*

transparent and justifiable and have the appropriate approval by the Executive/full Council.

Voluntary conditions or benefits arising that do not have a direct commercial or monetary value to the Council such as job creation, social value or using the land for a particular desirable purpose can be considered if a disposal is at less than best consideration as they are non-commercial social, economic or environmental benefits that are deemed to arise from the disposal.

### Valuation

To demonstrate that best consideration will be achieved, all proposed Community Asset Transfers will be subject to a formal valuation in accordance with the Royal Institution of Chartered Surveyors Valuation Standards unless a cost-benefit analysis is the more appropriate mechanism.

For land transfers at less than best consideration the valuation report of the interest to be transferred will clearly state the difference between the unrestricted value of the interest and the consideration to be accepted (the undervalue) in accordance with RICS Valuation Global Standards 2023: UK National Supplement VPGA 17 “Local authority disposal of land for less than best consideration in England and Wales”.

## 10. Legal Issues and Governance

In all cases appropriate legal mechanisms will be put in place to protect the Council’s financial position. Please see Section 8(vi) above.

The transfer of assets will need to be considered on a case-by-case basis and advice obtained from the Council’s Legal Services wherever appropriate.

### Disposal decision

This will be the subject of a specific report to the Council’s Executive. In certain circumstances, disposal decisions will require a decision by full Council.

## 11. Resource Implications

Transferring an asset to a community-based organisation is a resource intensive process due to the steps involved. Existing staff and Council resources will be used where available to deliver the required outcomes.

## 12. Policy Review

This policy will be reviewed to incorporate legislative, regulatory amendments, best practice developments, or to address any operational issues with the policy. At each review the relevant officer will review any assets transferred during the policy term to

ensure that the asset is still open, being used for the specified purpose and being well maintained.

The policy will be monitored by the Council.

### 13. The Community Asset Transfer Process

The following process will be applied by the Council in respect of any expression of interest for Community Asset Transfer. Section 8 provides background explanation.

<b>Stage</b>	<b>Responsibility</b>
1. Expression of interest	<p>An asset identified for transfer will be initiated either by a Council-led invitation or an expression of interest from outside the organisation.</p> <p>Applicants will submit a written expression of interest using the template at Annexe 1 detailing how they qualify as a VCO; the specific asset that is the subject of the expression of interest; an explanation of the reasoning behind it; and the aims and objectives of the transfer.</p>
2. Review and assess expression of interest	<p>The Council will assess the expression of interest and whether it would/could meet the requirements set out in this policy.</p> <p>This will include whether or not the applicant is deemed to qualify as a VCO, that the asset is appropriate for consideration, and undertake a Land Registry and title deed report to check any restrictions or other aspects that could potentially affect a transfer.</p> <p>If the expression of interest is deemed suitable for further consideration a recommendation by the Assistant Director of Assets and Property in consultation with the lead officer for the service area and the Portfolio Holder for Finance, Assets and Property will lead to an invitation to the VCO to submit a business case.</p> <p>Should the expression of interest be deemed unsuitable the applicant will be notified. Any decision is final.</p>
3. Advertising the opportunity	<p>The Council will advertise opportunities for community asset transfers appropriately and openly inviting expressions of interest from VCOs.</p>

<b>Stage</b>	<b>Responsibility</b>
	Submission of Expressions of Interest will only be accepted by email to the address specified on the Template.
4. Business case	<p>The applicant will be invited to submit a detailed, evidenced based business case and financing plan for the transfer and long-term management.</p> <p>The business case must include the information requirements set out in this policy, with particular attention to the information requested in Section 7 on the criteria to be met.</p>
5. Assess and evaluate business case	<p>The Council's Asset Management team will lead the business case assessment and evaluation with other officers using the criteria set out in the policy and any bespoke weighted questions as per the example provided in Annexe 2.</p> <p>Detailed consideration will be given to the community impact and benefit of the transfer in terms of economic, social or environmental wellbeing of the community.</p> <p>An independent valuation will be undertaken for land and property transfers.</p> <p>The Council will assess the business case according to its policies and community asset transfer matrix.</p>
6. Assess and evaluate legal requirements	The Council will review, assess and evaluate the legal requirements set out in section 8(vi) above.
7. Executive/full Council Decision	<p>The Council's governance process will require a report with a recommendation to transfer to be submitted to Executive/full Council for approval. The Executive will consider community asset transfer proposals twice a year on or around 30 September and on or around 31 March each year.</p> <p>The Executive/full Council's decision on whether to proceed with the transfer will be final.</p>
8. Completion of the asset transfer	Once formal approval is given, detailed heads of terms will be agreed between the Council and the VCO detailing all the main aspects of the transaction and lease terms as appropriate.

<b>Stage</b>	<b>Responsibility</b>
	<p>The Council will arrange the formal drafting of legal documentation. This final stage will require the VCO and their solicitors to work collaboratively with the Council in order to avoid delays to the completion of the transfer.</p> <p>The Council may incur fees to prepare the transfer, including valuers', advertising, surveyors' and legal fees. The Council will pass these on to the VCO unless the VCO can objectively show it cannot meet such costs.</p> <p>Applicable stamp duty land tax or other taxes and Land Registry fees are to be met by the applicant VCO.</p>

## ANNEXE 1- Expression of Interest Form

### Community Asset Transfer (CAT)

#### Expression of Interest Form

VCO's name, address and contact details	
Please set out how your organisation qualifies as a VCO under the Council's CAT policy?	
Address and area in sqm of asset to be transferred (please attach a plan)	
Type of transfer requested  If applying for freehold transfer, please provide reasons why a leasehold transfer does not meet your needs	
Outline your plans for this asset and how these fits within your organisation's and the Council's corporate goals and objectives	
Evidence that your organisation is able to manage the asset effectively including financial details, staffing, expertise etc. (refer to CAT Policy)	
List of any other stakeholder groups with an interest in this asset	

Once completed please email this form to [property.estates@waverley.gov.uk](mailto:property.estates@waverley.gov.uk).

## ANNEXE 2- Example Evaluation Criteria

### **Community Asset Transfer (CAT)**

#### **EXAMPLE QUESTIONS AND WEIGHTINGS**

**[Each Asset Transfer Proposal will have bespoke criteria]**

Waverley Borough Council invites to you apply for the Community Asset Transfer of <ASSET NAME> (the “Asset”). As part of the Council’s application process each applicant must submit a business case which addresses the following questions. Answers will be evaluated based on a scoring matrix developed for this purpose.

#### **Question 1 - 25%**

##### **Proposed use statement**

Please provide a method statement indicating how you will approach this brief including:

- Statement outlining approach and strategy, explaining how the operation of the <ASSET NAME> would be undertaken
- Demonstrate how this supports the objectives and priorities of the Council
- Identification of the benefits to the wider community
- How you intend to use the <ASSET NAME>
- Hours of use
- Target demographic
- Innovation or innovative thinking that you can bring to this brief and what benefits it could achieve
- Any other information that could be useful

#### **Question 2 – 25%**

##### **Asset management approach**

Please provide the initial plans you have for the management of the site <ASSET NAME>:

- How the different parts of <ASSET NAME> would be managed and maintained
- Who would undertake the management of the different parts
- What changes do you envisage making to the <ASSET NAME>
- How responsibility for management and maintenance would be allocated in the VCO
- How the required skill set in managing the assets would be obtained

#### **Question 3 – 15%**

##### **Community engagement, communication and buy-in**

Please describe.

- Any plans for ensuring there is engagement and buy-in from the local community
- Planned advertising initiatives e.g., social media, website
- Potential charity partnerships
- How the operation of the <ASSET NAME> would promote inclusivity

**Question 4 – 25%**

**Experience**

Please provide details of your experience in the following:

- Operation of a similar asset
- Landlord and Tenant relationships

**Question 5 – 10%**

**Financing**

Please provide and comment on the following:

- Business accounts (if available)
- How the operation would be financed in the initial months
- How long-term financial sustainability would be achieved
- Future funding and investment plans



## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a registerable interest (non-pecuniary interest)]<sup>3</sup> in the following matter:-

**COMMITTEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

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