

GODALMING TOWN COUNCIL

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

107-109 High Street
Godalming
Surrey
GU7 1AQ

11 October 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, 17 OCTOBER 2024 at 6.45pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

Andy Jeffery

Andy Jeffery
Town Clerk

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

Where possible proceedings will be live streamed via the Town Council's 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 26 September 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. YOUTH SERVICE ANNUAL REPORT

At Full Council on 5 September 2024, Members received the 2023/24 Annual Report for the Godalming Youth Services. At that meeting the Mayor wished to pass the Council's thanks to the Youth Services Officer for such a comprehensive report and with the agreement of Members, deferred questions on the report to the next Policy & Management Committee meeting and asked the Town Clerk to invite the Youth Services Officer to that meeting.

As the Youth Services Officer was on leave on the 26 September, this is the first opportunity available for Members to formally discuss the Youth Services' Annual Report with the Youth Services Officer. Members will be able to find a copy of the report in the agenda papers of 5 September 2024.

7. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since the meeting held on the 15 August 2024.

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.

8. BUDGET MONITORING – ITEM FOR NOTE

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

9. COMMITTEE REPORTS & KEY DATES – ITEM FOR NOTE

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

10. **APPLICATIONS FOR GRANT AID – ITEM FOR DECISION**

Information:	£
24/2025 Grants Budget	64,700.00
Allocations this year to date	53,146.00
Balance available for allocation	11,554.00
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24/2025 SLA Fund Allocation	45,500.00
Allocations this year to date	45,500.00
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24/2025 Council Community Fund Allocation	19,200.00
Allocations this year to date	7,646.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	7,030.00
Balance unallocated if applications agreed	4,524.00
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Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members.

Applications for Council Community Funding

Joyfull Greens CIC

Sponsors: Cllr Duce, Cllr Clayton

£1,500 is applied for to support setting up the Joyfull Greens Community Interest Company, whose aim is to create a plant-based community cookery school in Godalming to help people grow, cook and eat real food with more plants to lead healthier, happier, and more sustainable lives. The classes and courses will be a learning and a social occasion, with classes ending with a shared meal. The project will support people to improve their physical & mental health, create communities that they want to be part of, and tackle the climate crisis through dietary change.

The project is aimed at local residents and communities who disproportionately experience health inequalities, for young people and adults suffering from mental or physical ill health, for carers also, whilst ensuring everyone can access the *JoyFull Greens* programme.

Further details supporting the application are attached for the information of Members.

Previous applications: None

Members to note that the sum being applied for is the maximum permitted for a Community Fund grant.

The Burys Scout & Guide HQ

Sponsors: Cllr Crooks, Cllr Steel

The Management Committee of The Burys Scout & Guide Headquarters is requesting £1,500 to assist with the cost of £2,772 for renewing the access doors at the HQ to complete works aimed at making the facility fully accessible for all members of the community.

Both the scouting and guiding associations believe in inclusion and without a properly working toilet we are excluding an important group of people.

Currently during the late afternoon and evening the HQ is used by over 100 young people in scout and guide groups and also regular leaders' meetings and training. During the day the

HQ is also used by other community groups and organisations. The Scout Shop is also situated at the HQ.

This application was originally made on a CIL proforma (attached for the information of Members). However, this work does not meet the CIL criteria of being required because of development within the local area, as such, as it is within the funding level of the Council's Community Grant Scheme it has been put forward for the consideration of Members.

Previous Grants: 2023/24 - £1,000, 2019/20 - £500, 2012/13 - £435

The Meath Epilepsy Charity – Every Minute Counts

Sponsors: Cllr Penny Rivers, Cllr Paul Rivers

£1,500 is requested in support The Meath's "Every Minute Counts" project.

The project aims to implement a defibrillator training programme for staff, residents, volunteers, and the local community at The Meath. The Meath specialises in supporting individuals with complex epilepsy and given the increased risk of sudden cardiac arrest among individuals with epilepsy, it is critical that its staff, volunteers, and local community members are equipped with the skills and knowledge to respond effectively in an emergency.

Whilst The Meath has two defibrillators on-site, the effectiveness of these life-saving devices is contingent upon having trained personnel who can use them quickly and efficiently. Currently, only a limited number of staff and volunteers have received training, and there is a need to expand this to ensure broader coverage and readiness. The proposed training will enhance the safety and wellbeing of the people we support and will strengthen the skills and resilience of our local community in Godalming.

Further details of the project are attached for the information of Members.

Members may wish to note that there are currently 29 defibrillators available at various locations throughout Godalming, of which 13 are in public locations available 24/7 (40% of which are provided by and maintained by GTC) with the remaining 16 being registered on the defib database. If appropriate the Ambulance Service can advise emergency callers of the location of the nearest defibrillator, including when appropriate those located within business premises who have registered operating times and public availability, for example WBC offices, Farncombe & Godalming Leisure Centre, Waitrose, The Library etc., which are available during their opening times.

Previous Grants: £36 in 2013/14 (Grant Aid in Kind)

Godalming Junior School

Sponsors: Cllr Paul Rivers, Cllr Penny Rivers

£1,030 is requested as financial support for free school meal children to attend residential trips.

As Members are aware, school budgets are tighter than ever and though schools are allocated additional funding, this only goes so far. Members will also be aware, in most cases those children who qualify for free school meals (FSM) also have other, sometimes complex, needs. The additional funding received needs to be prioritised towards daily support and does not extend to funding these children on school trips. Arguably, these children are the ones that need these opportunities the most.

In recent years it has been even harder to secure additional funding and schools have seen grants cut meaning the capacity to support our most vulnerable children is even more difficult. Godalming Junior School very much believes that every child should be given the opportunity to attend residential school trips, which provides them with memorable experiences they can

reflect back on fondly in future years. The school has moved trips to a different point in the year to reduce the overall cost to families and has avoided the use of coach transport for the Sayers Croft Year 4 trip to save costs. The school is constantly having to be this innovative in order to stretch budgets as far as they can go. With ever-rising costs, this is an extremely difficult thing to achieve.

Godalming Junior School is requesting at total of £1,030 of which £760 is to support 5 FSM children, who are currently in year 5, to cover 1/3 of the cost of the UKSA trip (Isle of Wight) at an all-inclusive waterside activity centre in September 2025. This equates to £152 per child. Although, the trip is in 2025, the knowledge that some funding support is available allows early confirmation of places by the school and would remove anxiety and stress for the carers of the supported children.

The remaining £270 (£45 per child) is to support 6 FSM children to attend the year 4 group residential trip to Sayer Croft Outdoor Learning Centre, Ewhurst, which would cover 1/3 of the cost.

Previous Grants: £628 & £657 in 2022/23 and £1,516 & £376 in 2023/24

Green Hub Project for Teens

Sponsors: Cllr Adam Duce, Cllr Penny Rivers

£1,500 is requested to support the Green Hub Project for Teens to continue to deliver support for young people in collaboration with Munstead Wood.

Munstead Wood Extension Programme Project

Following the successful pilot project in summer 2024, The Green Hub wishes to continue to develop the project with Munstead Wood into 2025.

- The Munstead Wood pilot project in summer 2024 was a huge success, having boosted the skills and self-esteem of the participating teens.
- It is hoped to evolve the programme into a series of modular half-termly cycles, each lasting 6 weeks, each having a specific horticultural focus and contributing to specific parts of the garden restoration plan.
- These modules will become available to teens opting for an extension programme.
- Comment from Katherine Mills, NT Project Manager for Munstead Wood *“We were utterly inspired by the work of The Green Hub and what it is doing in supporting young people and instantly wanted to find a way to work together. We have been delighted to share the magic of the gardens with some of The Green Hub teens this summer and plan to continue the pilot with further sessions next year.”*

Who it will benefit:

- Teens who attend Green Hub programmes are drawn from across the Waverley area – however, due to the local proximity of the Green Hub gardens, we receive large numbers of applications from local Godalming families. We have forged strong alliances at the key GP surgeries serving Godalming residents (primarily Binscombe, The Mill, and Milford & Witley), as well as links with all key local schools. Our midweek programmes cater specifically for young people struggling with Emotionally Based School Non-Attendance (EBSNA), which is a significant issue facing both Broadwater and Rodborough Schools.
- Teens wanting to continue to evolve and develop their Green Hub mental wellbeing ‘journey’, via social therapeutic horticulture; in other words, teens who have already completed at least 12 weeks with the Green Teens programme.
- Teens will be nominated for this extension programme if they demonstrate having benefitted from the programme so far, as well as being enthusiastic to move on to a development programme.

- Teens can take part in multiple modules according to their needs, the purpose being to develop their confidence, sense of purpose and achievement.

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

- £1,500 – to fund costs associated with the next 12 months (6 half-termly modules of 6 weeks each) – i.e. an additional craft table, gardening equipment and craft materials, volunteer training etc. for the full 12 months.

Previous Grants: £5,000 in 2021/22.

11. POLICY DOCUMENT REVIEW – ITEM FOR DECISION

Members are requested to review the Communications Policy (attached for the information of Members) and, if amendments shown are agreed, to resolve to recommend adoption by Full Council.

12. OCKFORD PARK BUILDING – ITEM TO NOTE

Under delegated authority granted by Full Council on 15 February 2024 (Min No 513-23 refers), the Town Clerk has accepted the offer of transfer of the Ockford Park building from CALA homes and instructed the council's solicitors. Under the terms of the S106 agreement and agreed Heads of Terms, the following conditions apply:

- Godalming Town Council will be granted rights of access and egress from the adopted highway (being Aaron's Hill) through the estate roads (subject to contribution towards maintenance of the same).
- Godalming Town Council will be granted right to connection and/or use service media serving the community building (subject to contribution towards maintenance).
- There is a positive obligation on the Town Council to comply with all relevant planning consents and planning agreements and any other statutory consents and/or agreements and restrictive covenant not to use the community building other than as a community building.
- Transfer to be free of any charge and/or mortgage binding the community building but subject to all matters stated within title register SY865170 as at the date of the transfer.
- Town Council to be granted a right to park over the parking spaces adjacent to the community building as well as rights to use the adjacent open space.

Having accepted the offer on 1 October 2024, reasonable endeavours shall be used to complete the transfer of the community building to the Town Council within 60 working days of acceptance.

Should the transfer not complete within the 60-working day period above, CALA reserves the right to offer a transfer of the community building to another community group (or ultimately the Management Company or any other party).

13. FEES & CHARGES 2025/26 – ITEM FOR DECISION

Recommendation: Members to consider Officers' recommendations set out below and to resolve to agree the fees and charges for council services during the civic year 2025/26.

As required to support the GTC budget, Members are requested to consider the recommendations set out below in respect of fees and charges for the provision of council services.

Cemetery Fees

Members are requested to review the proposed cemetery fees and charges (attached for the information of Members) and if agreed, to resolve to approve them for implementation on the 1 April 2025.

In considering the cemetery fees and charges, Members will note a rise of 6% for Exclusive Rights of Burial at Eashing Cemetery rounded to the nearest £5, with a discount applied to the Waverley/Guildford and Resident/Excepted category rates. Interment fees and other cemetery fees have been adjusted by an average of 2%, rounded up to the nearest £5 excepting that the interment fee for cremated remains into an existing purchased grave space have been adjusted to a flat rate of £375 for all categories.

Community Buildings

When setting the fees and charges for 2025/26, Officers took the following factors into consideration:

- current inflation;
- current utility costs;
- occupancy rate; and
- opportunity to simplify combination of hall hire options.

Officers propose no changes to individual hall hire fees for the Wilfrid Noyce Centre, although the hire of each hall to be a stand-alone hire, meaning the discount for multi-area hire is removed. The previous restrictions on charity and voluntary rates after 6.00pm on a Friday and Saturday have been removed. Additionally, a minimum hire period for casual (non-regular) hirers for a Saturday/Sunday hire has been set at 3 hours.

Hire fees for the Pepperpot and Broadwater are subject to an increase of approx. 2%, rounded to nearest 10 pence. A minimum hire period for casual (non-regular) hirers for a Saturday/Sunday hire has been set at 3 hours.

Members will note that the proposed hire charges for the new Ockford Park building are based on those of Broadwater Park. However, it should be noted that unlike Broadwater Park the hire charges for the Ockford Park building are not subject to VAT and the hire periods are session based as opposed to hourly based.

Allotments

Officers propose that for 2025/26 the rent charges for allotments be increased by 2.2% in line with the CPI rate published by the Office of National Statistics on 18 September 2024.

14. UPDATE ON PEPPERPOT REFURBISHMENT – ITEM TO NOTE

Members to receive an update from the Town Clerk on the external renovation of The Pepperpot.

15. REVENUE COST CENTRES - ITEM FOR DECISION

Recommendation: Members to agree to adjustments to cost centre identifiers for the 2025/26 budget setting process.

Members to note that in starting the work on the 2025/26 budget, Officers wish to adjust some of the revenue cost centre identifiers and category of expenditure associated with the cost centre code. The aim in doing so is to enable costs to be more accurately identified. Members should note that this is purely an action to improve financial efficiency, transparency and to enable Members to more easily identify areas of expenditure, the 'bottom' line of income and expenditure is not affected.

Members will be able to identify cost centre codes mentioned below from the detailed income and expenditure report provided for the Budget Monitoring agenda item.

The main adjustments proposed are:

- Splitting 208 Land & Property Other into separate cost centres to more readily reflect the expenditure allocated to that heading. This will create new cost centres:
 - Public Conveniences – To clearly indicate costs associated with operation public toilets in Godalming & Farncombe.
 - Street Scene – To clearly identify costs associated with the maintenance of the public realm, which covers bus shelters, benches, noticeboards and bollards, signage including fingerposts and going forward to include Floral Godalming, which would be removed from Town Promotion, which is considered a poor fit for that activity.
- Cost Centre 301 – Cemeteries, to become Cemeteries and Open Spaces, this is for practical reasons as it reduces the need to apportion elements of equipment and operation expenses between cemetery operations and works undertaken in the future at other outside spaces such as The Bury's Field and Canon Bowring Field.

16. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

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

17. COMMUNICATIONS ARISING FROM THIS MEETING

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

18. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 7 November 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

19. 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) 20 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

20. UPDATE ON STAFFING MATTERS

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

8. BUDGET MONITORING REPORT

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

Cost Centre	Year to date Variance	Projected Variance @ Year End
	£	£
Head Office Costs	39,882 u/s	0 u/s
Civic Expenses	7,210 u/s	0 u/s
Town Promotion	1,901 u/s	0 o/s
Staycation	1,469 u/s	0 u/s
Festivals & Markets	4,985 u/s	4,000 u/s
Christmas Lights	20,018 o/s	0 o/s
BWP Youth Centre	28,648 u/s	0 o/s
Pepperpot	396 u/s	0 u/s
The Square	3,326 o/s	0 u/s
Allotments	2,646 o/s	0 o/s
Wilfrid Noyce Community Centre	21,907 u/s	0 u/s
Bandstand	480 u/s	0 o/s
Godalming Museum	2,086 u/s	0 u/s
Land & Property Other	1,363 u/s	0 o/s
Crown Court Conveniences	39,017 o/s	0 o/s
Broadwater Park Extension	79,595 o/s	0 o/s
Cemeteries	61,622 u/s	40,000 u/s
Mayors' Charity	692 u/s	0 o/s
Community Store	2,010 u/s	0 o/s
TOTAL	30,049 u/s	44,000 u/s

The monitoring report shows a current variance of £30,049 underspend against the revised Budget. Expenditure against cost centre 201 is understated because credit card payments for August and September have not yet been allocated to budget codes. Items to note in the forecast:

Cost Centre 101

- £34,672 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.
- 168.3% 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. £12,200) against staffing costs which offsets that cost. The locum RFO costs are understated because it is invoiced in arrears and the invoice for August has not been processed. £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.
- 1263.7% of Miscellaneous Expenses is spent because £25k was paid to Tuesley & 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.
- 147.1% of Publicity Advertising spent – two items have been charged against this budget – the costs of Council Tax inserts and publicity about Remembrance Sunday.

Cost Centre 108

- An overspend of £20,018 against Christmas Light is a timing issue.

Cost Centre 203

- No rent income has been received this year to date (though the insurance premium has been reimbursed) this is a timing issue and the income for the first half of the year was received in October (and is therefore not included in this report).

Cost Centre 204

An overspend of £2,486 is reported against Allotments because, in order to manage workloads, a management decision has been taken to delay invoicing allotment holders.

Cost Centre 208

- £16,269 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

- Overspend of £39,017. Payments of £194,486 were received from Community Ownership Fund (Min Nos 94-23, 118-23, 159-23, 330-23 and 356-23 refer). Building costs were expected to be contained within predicted costs.

Cost Centre 210

- £79,595 spent on the Office Infill (Min Nos 117-23 and 265-23 refer). Project is being funded by CIL.

Cost Centre 301

- Income has already at this half year stage exceeded that budgeted for the whole year. The majority of burials to date have been for people outside of Godalming, thus paying a premium.
- Grave digging costs are higher than budgeted but this is linked directly to increased revenue referred to above.
- £7,414 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.
- £16,900 year to date overspend against Equipment may reflect a timing difference (total expenditure at this half year stage is 44% of the full year budget) but requires further investigation.

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
Movement in Reserves to March 31 2025 (Actual)						
Reserves						
Unallocated Reserve						
1 Revenue Reserve	665,404	30,049	48,000			743,453
Sub-total unallocated reserves	665,404					743,453
Earmarked Reserves						
2 Election Expenses Fund	4,000		6,000			10,000
3 Community Infrastructure Levy	299,076					299,076
4 Emerging Projects	42,591		5,000			47,591
5 Youth	5,250					5,250
6 Afghan Refugees	529					529
7 Busbridge Parish Council	25,000			-25,000		0
8 Land & Property Maintenance	215,000		12,500			227,500
9 Capital Works Programme	1,900		58,000			59,900
10 Flood Wall Maintenance	6,000					6,000
11 Mayor's Charity	1,060			-1,060		0
12 Community Store	0					0
13 Professional Fees	17,000					17,000
						0
Sub-total Earmarked Reserve	617,406					672,846
Balances	1,282,810	30,049	129,500	-26,060	0	1,416,299

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

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	4,950	4,950	10,000			0.0%
1401 Interest Received	4,064	2,100	(1,964)	30,972	12,600	(18,372)	25,000			123.9%
Head Office Costs :- Income	4,064	2,925	(1,139)	604,844	591,422	(13,422)	1,182,744			51.1%
4001 Salaries	17,743	22,090	4,347	107,326	132,540	25,214	265,080	157,754		40.5%
4002 Employer's NIC	1,752	2,635	883	11,173	15,810	4,637	31,620	20,447		35.3%
4003 Employer's Superannuation	2,918	3,930	1,012	18,759	23,580	4,821	47,160	28,401		39.8%
4011 Staff Training	280	350	70	610	2,100	1,490	4,200	3,590		14.5%
4012 Recruitment Advertising	0	0	0	910	0	(910)	1,500	590		60.7%
4013 Other Staff Expenses	0	50	50	18	300	283	600	583		2.9%
4102 Property Maintenance	32	200	168	784	1,200	416	2,400	1,616		32.7%
4103 Maintenance Contracts	40	188	148	356	1,128	772	2,250	1,894		15.8%
4111 Energy Costs	(341)	500	841	1,947	3,000	1,053	6,000	4,053		32.5%
4121 Rents	168	0	(168)	1,232	2,650	1,418	2,650	1,418		46.5%
4131 Rates	0	0	0	6,968	6,100	(868)	6,100	(868)		114.2%
4141 Water Services	0	25	25	0	150	150	300	300		0.0%
4161 Cleaning	323	380	57	3,006	2,280	(726)	4,560	1,554		65.9%
4162 Waste Removal	7	50	43	199	300	101	600	401		33.2%
4163 Domestic Supplies	0	25	25	187	150	(37)	300	113		62.2%
4202 Car Allowances	130	80	(50)	713	480	(233)	1,000	287		71.3%
4301 Equipment	0	0	0	350	1,000	650	2,000	1,650		17.5%
4303 Materials	0	0	0	33	0	(33)	0	(33)		0.0%

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

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	12	45	33	348	270	(78)	540		192	64.4%
4305 Clothes, Uniform & Laundry	0	0	0	2	0	(2)	0		(2)	0.0%
4306 Printing	186	180	(6)	582	1,080	498	2,160		1,578	26.9%
4307 Stationery	682	400	(282)	2,147	2,400	253	4,800		2,653	44.7%
4308 General Office Expense	0	0	0	15	0	(15)	250		235	6.2%
4313 Professional Fees - Other	7,000	1,100	(5,900)	22,212	6,600	(15,612)	13,200		(9,012)	168.3%
4314 Audit Fees	316	500	184	3,025	3,100	75	3,300		275	91.7%
4315 Insurance	0	0	0	17,282	14,500	(2,782)	14,500		(2,782)	119.2%
4321 Bank Charges	8	35	27	279	210	(69)	420		141	66.5%
4322 Postage	545	100	(445)	619	600	(19)	1,950		1,331	31.7%
4323 Telephones	202	230	28	1,350	1,380	30	2,765		1,415	48.8%
4325 Computing	973	950	(23)	6,272	5,700	(572)	11,400		5,128	55.0%
4326 Website	60	200	140	1,227	1,200	(27)	2,400		1,173	51.1%
4341 Grants	0	1,745	1,745	48,574	54,225	5,651	64,700		16,126	75.1%
4342 Subscriptions	55	0	(55)	5,045	4,900	(145)	5,880		835	85.8%
4343 Licensing/PRS	0	0	0	0	120	120	120		120	0.0%
4900 Miscellaneous Expenses	34	165	131	25,034	990	(24,044)	1,981		(23,053)	1263.7%
6000 Debt Charges - Principal	0	0	0	17,115	17,114	(1)	34,501		17,386	49.6%
6001 Debt Charges - Interest	0	0	0	21,737	21,737	(0)	43,202		21,465	50.3%
Head Office Costs :- Indirect Expenditure	33,124	36,153	3,029	327,434	328,894	1,460	586,389	0	258,955	55.8%
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	0	0	0	(79,500)	(54,500)	25,000	(54,500)	0	25,000	145.9%
Net Income over Expenditure	(29,060)	(33,228)	(4,168)	356,910	317,028	(39,882)	650,855			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

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	0	0	0	15	0	(15)	0			
4011 Staff Training	30	0	(30)	30	0	(30)	0		(30)	0.0%
4121 Rents	0	220	220	0	1,100	1,100	2,420		2,420	0.0%
4304 Catering & Hospitality	0	50	50	33	300	267	600		567	5.6%
4305 Clothes, Uniform & Laundry	0	250	250	0	250	250	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	17	350	333	1,688	2,100	412	4,200		2,512	40.2%
4327 Publicity Advertising	350	350	0	1,103	350	(753)	750		(353)	147.1%
4332 Mayor's Expenses	0	110	110	0	660	660	1,320		1,320	0.0%
4333 Members' Expenses	15	0	(15)	265	0	(265)	0		(265)	0.0%
4334 Members' Training	60	100	40	60	600	540	1,200		1,140	5.0%
4900 Miscellaneous Expenses	228	80	(148)	397	480	83	960		563	41.4%
Civic Expenses :- Indirect Expenditure	699	1,510	811	(1,055)	6,140	7,195	13,050	0	14,105	(8.1%)
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%
Civic Expenses :- Other Costs	0	0	0	6,000	6,000	0	6,000	0	0	100.0%
Net Income over Expenditure	(699)	(1,510)	(811)	(4,930)	(12,140)	(7,210)	(19,050)			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>104 Town Promotion</u>										
1303 Other customer/client receipts	0	0	0	2,190	2,350	160	2,350			93.2%
1304 Donations	22	0	(22)	22	0	(22)	0			0.0%
Town Promotion :- Income	22	0	(22)	2,212	2,350	138	2,350			94.1%
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	0	0	0	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	290	0	(290)	290	400	110	400	110		72.5%
4313 Professional Fees - Other	0	0	0	846	0	(846)	0	(846)		0.0%
4327 Publicity Advertising	0	1,600	1,600	1,629	2,100	471	2,100	471		77.6%
4900 Miscellaneous Expenses	110	50	(60)	110	300	190	600	490		18.3%
7204 UKSPF - Decorations & Lighting	32	0	(32)	32	0	(32)	0	(32)		0.0%
Town Promotion :- Indirect Expenditure	432	1,650	1,218	6,761	8,800	2,039	9,100	0	2,339	74.3%
Net Income over Expenditure	(410)	(1,650)	(1,240)	(4,549)	(6,450)	(1,901)	(6,750)			
<u>105 Staycation</u>										
4001 Salaries	0	0	0	0	100	100	100	100		0.0%
4002 Employer's NIC	0	0	0	0	15	15	15	15		0.0%
4003 Employer's Superannuation	0	0	0	0	18	18	18	18		0.0%
4162 Waste Removal	0	0	0	642	1,500	858	1,500	858		42.8%

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4313 Professional Fees - Other	0	0	0	2,198	3,000	802	3,450		1,252	63.7%
4327 Publicity Advertising	0	0	0	262	900	638	900		638	29.1%
4343 Licensing/PRS	0	0	0	130	0	(130)	0		(130)	0.0%
4900 Miscellaneous Expenses	0	0	0	833	0	(833)	0		(833)	0.0%
Staycation :- Indirect Expenditure	0	0	0	4,064	5,533	1,469	5,983	0	1,919	67.9%
Net Expenditure	0	0	0	(4,064)	(5,533)	(1,469)	(5,983)			
<u>106 Festivals & Markets</u>										
1303 Other customer/client receipts	855	440	(415)	11,680	6,640	(5,040)	14,060			83.1%
1304 Donations	0	0	0	2,330	0	(2,330)	0			0.0%
Festivals & Markets :- Income	855	440	(415)	14,010	6,640	(7,370)	14,060			99.6%
4001 Salaries	0	0	0	90	700	610	1,640		1,550	5.5%
4002 Employer's NIC	0	0	0	0	100	100	230		230	0.0%
4003 Employer's Superannuation	0	0	0	0	125	125	295		295	0.0%
4162 Waste Removal	0	0	0	267	350	83	700		433	38.2%
4203 Other Transport Costs	0	0	0	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	350	0	(350)	2,072	1,750	(322)	3,270		1,198	63.4%
4343 Licensing/PRS	0	0	0	0	480	480	600		600	0.0%

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4900 Miscellaneous Expenses	475	0	(475)	585	200	(385)	700		115	83.6%
Festivals & Markets :- Indirect Expenditure	825	0	(825)	7,350	4,965	(2,385)	10,545	0	3,195	69.7%
Net Income over Expenditure	30	440	410	6,660	1,675	(4,985)	3,515			
<u>108 Christmas Lights</u>										
4303 Materials	0	0	0	18	0	(18)	0		(18)	0.0%
4313 Professional Fees - Other	20,000	0	(20,000)	20,000	0	(20,000)	46,016		26,016	43.5%
Christmas Lights :- Indirect Expenditure	20,000	0	(20,000)	20,018	0	(20,018)	46,016	0	25,998	43.5%
Net Expenditure	(20,000)	0	20,000	(20,018)	0	20,018	(46,016)			
<u>201 BWP Youth & Community Centre</u>										
1201 Grants - SCC	2,219	0	(2,219)	8,160	6,000	(2,160)	8,000			102.0%
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	631	450	(181)	2,617	2,700	83	5,400			48.5%
1304 Donations	500	0	(500)	14,280	0	(14,280)	0			0.0%
BWP Youth & Community Centre :- Income	3,350	450	(2,900)	193,939	176,700	(17,239)	181,400			106.9%
4001 Salaries	14,776	15,145	369	88,008	90,870	2,862	181,740		93,732	48.4%
4002 Employer's NIC	1,141	1,460	319	6,760	8,760	2,000	17,520		10,760	38.6%
4003 Employer's Superannuation	1,731	2,680	949	10,362	16,080	5,718	32,160		21,798	32.2%
4011 Staff Training	0	200	200	1,565	1,200	(365)	2,500		935	62.6%

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4012 Recruitment Advertising	0	0	0	88	0	(88)	1,200		1,112	7.3%
4102 Property Maintenance	2,450	150	(2,300)	4,005	900	(3,105)	1,800		(2,205)	222.5%
4103 Maintenance Contracts	40	135	95	890	810	(80)	1,620		730	54.9%
4111 Energy Costs	1	400	399	2,537	2,400	(137)	4,800		2,263	52.9%
4131 Rates	0	0	0	1,556	1,500	(56)	1,500		(56)	103.7%
4141 Water Services	0	40	40	159	240	81	500		341	31.9%
4161 Cleaning	180	780	600	303	4,680	4,377	9,360		9,057	3.2%
4162 Waste Removal	5	100	95	389	600	211	1,200		811	32.4%
4163 Domestic Supplies	0	30	30	6	180	174	360		354	1.8%
4171 Grounds Maintenance Costs	0	30	30	42	180	138	400		358	10.4%
4190 Street Furniture	0	0	0	3,254	0	(3,254)	0		(3,254)	0.0%
4201 Public Transport	0	25	25	62	50	(12)	100		38	61.7%
4202 Car Allowances	0	25	25	0	50	50	100		100	0.0%
4204 Fuel Costs	0	200	200	165	1,200	1,035	2,400		2,235	6.9%
4205 Vehicle Maintenance	0	200	200	1,565	1,200	(365)	2,400		835	65.2%
4301 Equipment	0	0	0	2,604	0	(2,604)	0		(2,604)	0.0%
4304 Catering & Hospitality	0	125	125	5	250	245	500		495	1.1%
4307 Stationery	121	0	(121)	449	0	(449)	0		(449)	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	120	(444)	240		(324)	234.8%
4323 Telephones	119	100	(19)	876	600	(276)	1,200		324	73.0%
4325 Computing	0	160	160	1,008	960	(48)	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	240	(22)	500		238	52.4%

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
7100 BWP - Creativity & Arts	0	100	100	150	600	450	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	1,200	886	2,400		2,086	13.1%
7103 BWP - Gaming	0	50	50	73	300	227	600		527	12.2%
7104 BWP - Decorations & Lighting	0	0	0	6	0	(6)	200		194	3.2%
7105 BWP - Food & Cooking	57	150	93	303	900	597	1,800		1,497	16.9%
7200 UKSPF - Creativity & Arts	0	100	100	221	600	379	1,200		979	18.4%
7202 UKSPF - Sports & Activities	0	200	200	344	1,200	856	2,400		2,056	14.3%
7203 UKSPF - Gaming	0	50	50	131	300	169	600		469	21.8%
7205 UKSPF - Food & Cooking	88	100	12	180	600	420	1,200		1,020	15.0%
7300 HAF - Creativity & Arts	45	0	(45)	328	300	(28)	450		122	72.9%
7301 HAF - Music	0	0	0	0	3,000	3,000	4,000		4,000	0.0%
7302 HAF - Sports & Activities	250	0	(250)	884	0	(884)	0		(884)	0.0%
7303 HAF - Gaming	9	0	(9)	9	850	841	1,200		1,191	0.8%
7305 HAF - Food & Cooking	51	0	(51)	383	800	417	1,100		717	34.8%
BWP Youth & Community Centre :- Indirect Expenditure	21,065	22,995	1,930	132,311	143,720	11,409	284,870	0	152,559	46.4%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
5102 Contrib. to Other Provisions	0	0	0	168,000	168,000	0	168,000		0	100.0%
BWP Youth & Community Centre :- Other Costs	0	0	0	170,500	170,500	0	170,500	0	0	100.0%
Net Income over Expenditure	(17,716)	(22,545)	(4,829)	(108,872)	(137,520)	(28,648)	(273,970)			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>202</u> <u>Pepperpot</u>										
1301 Premises Hire Charges	695	700	5	5,044	4,200	(844)	8,400			60.0%
Pepperpot :- Income	695	700	5	5,044	4,200	(844)	8,400			60.0%
4102 Property Maintenance	0	100	100	899	600	(299)	1,200	301		74.9%
4103 Maintenance Contracts	0	100	100	198	600	402	1,200	1,002		16.5%
4111 Energy Costs	44	215	171	551	1,290	739	2,600	2,049		21.2%
4131 Rates	0	0	0	175	790	615	790	615		22.1%
4161 Cleaning	90	315	225	3	1,890	1,887	3,780	3,777		0.1%
4301 Equipment	0	0	0	0	0	0	600	600		0.0%
4312 Professional Fees - Surveyors	0	0	0	3,750	0	(3,750)	0	(3,750)		0.0%
4323 Telephones	40	52	12	354	312	(42)	624	270		56.7%
4343 Licensing/PRS	0	0	0	70	70	0	70	0		100.0%
Pepperpot :- Indirect Expenditure	174	782	608	5,999	5,552	(447)	10,864	0	4,865	55.2%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500	0		100.0%
Pepperpot :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%
Net Income over Expenditure	521	(82)	(603)	(3,456)	(3,852)	(396)	(4,964)			
<u>203</u> <u>The Square</u>										
1302 Rents	0	560	560	11	3,360	3,349	6,750			0.2%
1303 Other customer/client receipts	0	0	0	2,020	1,700	(320)	1,700			118.8%
The Square :- Income	0	560	560	2,031	5,060	3,029	8,450			24.0%

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4315 Insurance	0	0	0	1,998	1,700	(298)	1,700		(298)	117.5%
The Square :- Indirect Expenditure	0	0	0	1,998	1,700	(298)	1,700	0	(298)	117.5%
Net Income over Expenditure	0	560	560	34	3,360	3,326	6,750			
<u>204 Allotments</u>										
1303 Other customer/client receipts	0	2,850	2,850	0	2,850	2,850	2,850			0.0%
Allotments :- Income	0	2,850	2,850	0	2,850	2,850	2,850			0.0%
4102 Property Maintenance	0	0	0	319	0	(319)	300		(19)	106.2%
4141 Water Services	0	20	20	97	120	23	260		163	37.4%
4162 Waste Removal	0	0	0	0	0	0	215		215	0.0%
4171 Grounds Maintenance Costs	0	500	500	0	500	500	1,000		1,000	0.0%
Allotments :- Indirect Expenditure	0	520	520	416	620	204	1,775	0	1,359	23.4%
Net Income over Expenditure	0	2,330	2,330	(416)	2,230	2,646	1,075			
<u>205 Wilfrid Noyce Community Centre</u>										
1301 Premises Hire Charges	2,042	4,000	1,959	23,049	22,500	(549)	44,500			51.8%
Wilfrid Noyce Community Centre :- Income	2,042	4,000	1,959	23,049	22,500	(549)	44,500			51.8%
4001 Salaries	0	280	280	19	1,680	1,661	3,360		3,341	0.6%
4002 Employer's NIC	0	40	40	0	240	240	480		480	0.0%
4003 Employer's Superannuation	0	50	50	0	300	300	600		600	0.0%

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4102 Property Maintenance	1,790	300	(1,490)	3,004	1,800	(1,204)	3,600		596	83.5%
4103 Maintenance Contracts	79	660	581	2,673	3,960	1,287	7,920		5,247	33.8%
4111 Energy Costs	244	1,100	856	3,637	6,600	2,963	13,200		9,563	27.6%
4121 Rents	0	250	250	90	250	160	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	1,020	427	2,040		1,447	29.1%
4161 Cleaning	360	1,400	1,040	389	8,400	8,011	16,800		16,411	2.3%
4162 Waste Removal	0	160	160	672	960	289	1,920		1,249	35.0%
4163 Domestic Supplies	15	50	35	40	300	260	600		560	6.6%
4301 Equipment	0	300	300	0	1,800	1,800	4,000		4,000	0.0%
4313 Professional Fees - Other	0	0	0	0	0	0	1,650		1,650	0.0%
4323 Telephones	40	83	43	422	498	76	996		574	42.3%
4343 Licensing/PRS	0	550	550	0	650	650	650		650	0.0%
4900 Miscellaneous Expenses	0	100	100	0	600	600	1,200		1,200	0.0%
Wilfrid Noyce Community Centre :- Indirect Expenditure	2,527	5,493	2,966	12,699	34,058	21,359	64,266	0	51,567	19.8%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Wilfrid Noyce Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%
Net Income over Expenditure	(486)	(1,493)	(1,007)	7,849	(14,058)	(21,907)	(22,266)			
<u>206 Bandstand</u>										
1301 Premises Hire Charges	0	0	0	44	0	(44)	0			0.0%
Bandstand :- Income	0	0	0	44	0	(44)	0			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4102 Property Maintenance	0	50	50	0	300	300	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	0	50	50	114	550	436	1,100	0	986	10.4%
Net Income over Expenditure	0	(50)	(50)	(70)	(550)	(480)	(1,100)			
<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	0	0	0	3,320	480	(2,840)	960			345.8%
Godalming Museum :- Income	0	0	0	5,026	3,892	(1,134)	7,784			64.6%
4001 Salaries	4,112	4,455	343	27,815	26,730	(1,085)	53,460		25,645	52.0%
4002 Employer's NIC	319	470	151	1,925	2,820	895	5,640		3,715	34.1%
4003 Employer's Superannuation	487	790	303	2,923	4,740	1,817	9,480		6,557	30.8%
4011 Staff Training	0	500	500	0	500	500	1,000		1,000	0.0%
4102 Property Maintenance	90	110	20	2,654	660	(1,994)	1,320		(1,334)	201.0%
4103 Maintenance Contracts	79	115	36	554	690	136	1,380		826	40.2%
4121 Rents	0	0	0	1,064	1,300	236	1,300		236	81.9%
4202 Car Allowances	0	0	0	0	0	0	160		160	0.0%
4307 Stationery	0	30	30	0	180	180	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%

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

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
4315 Insurance	0	0	0	1,926	3,500	1,574	3,500		1,574	55.0%
4322 Postage	0	80	80	0	480	480	960		960	0.0%
4323 Telephones	0	15	15	0	90	90	180		180	0.0%
4325 Computing	101	235	134	1,642	1,410	(232)	2,820		1,178	58.2%
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%
Godalming Museum :- Indirect Expenditure	5,189	6,800	1,611	42,149	43,100	951	84,560	0	42,411	49.8%
Net Income over Expenditure	(5,189)	(6,800)	(1,611)	(37,122)	(39,208)	(2,086)	(76,776)			
<u>208 Land & Property - Other</u>										
1202 Grants - WBC	0	0	0	4,461	0	(4,461)	0			0.0%
Land & Property - Other :- Income	0	0	0	4,461	0	(4,461)	0			
4001 Salaries	7,093	10,560	3,467	47,091	63,360	16,269	126,720		79,629	37.2%
4002 Employer's NIC	665	1,165	500	5,456	6,990	1,534	13,980		8,524	39.0%
4003 Employer's Superannuation	1,255	1,870	615	6,999	11,220	4,221	22,440		15,441	31.2%
4102 Property Maintenance	0	325	325	138	1,950	1,812	3,900		3,762	3.5%
4103 Maintenance Contracts	599	100	(499)	599	600	1	1,200		601	49.9%
4111 Energy Costs	55	115	60	487	690	203	1,380		893	35.3%
4141 Water Services	0	270	270	664	1,620	956	3,240		2,576	20.5%
4151 Fixtures & Fittings	0	0	0	0	500	500	1,000		1,000	0.0%
4161 Cleaning	1,513	1,630	117	8,965	9,780	815	19,560		10,595	45.8%
4162 Waste Removal	234	0	(234)	234	0	(234)	0		(234)	0.0%
4163 Domestic Supplies	173	100	(73)	383	600	217	1,200		817	31.9%

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4164 Workshop Consumables	0	200	200	1,929	1,200	(729)	2,400		471	80.4%
4171 Grounds Maintenance Costs	925	400	(525)	925	2,400	1,475	5,000		4,075	18.5%
4190 Street Furniture	0	0	0	27,660	0	(27,660)	0		(27,660)	0.0%
4204 Fuel Costs	0	275	275	212	1,650	1,438	3,300		3,088	6.4%
4205 Vehicle Maintenance	0	200	200	461	1,200	739	2,400		1,939	19.2%
4301 Equipment	4	0	(4)	3,230	0	(3,230)	0		(3,230)	0.0%
4304 Catering & Hospitality	0	0	0	29	0	(29)	0		(29)	0.0%
4305 Clothes, Uniform & Laundry	0	325	325	3,040	1,950	(1,090)	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	300	300	600		600	0.0%
Land & Property - Other :- Indirect Expenditure	12,516	17,585	5,069	109,107	106,010	(3,097)	212,220	0	103,113	51.4%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Land & Property - Other :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%
Net Income over Expenditure	(12,516)	(17,585)	(5,069)	(107,147)	(108,510)	(1,363)	(214,720)			
<u>209 Crown Court Conveniences</u>										
1101 Government Grants	0	0	0	194,486	0	(194,486)	0			0.0%
Crown Court Conveniences :- Income	0	0	0	194,486	0	(194,486)	0			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

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
4101 Repair/Alteration of Buildings	56,603	0	(56,603)	211,094	0	(211,094)	0		(211,094)	0.0%
4162 Waste Removal	0	0	0	87	0	(87)	0		(87)	0.0%
4301 Equipment	2,059	0	(2,059)	2,059	0	(2,059)	0		(2,059)	0.0%
4312 Professional Fees - Surveyors	2,375	0	(2,375)	15,004	0	(15,004)	0		(15,004)	0.0%
4313 Professional Fees - Other	2,895	0	(2,895)	3,798	0	(3,798)	0		(3,798)	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%
Crown Court Conveniences :- Indirect Expenditure	63,931	0	(63,931)	233,503	0	(233,503)	0	0	(233,503)	
Net Income over Expenditure	(63,931)	0	63,931	(39,017)	0	39,017	0			
<u>210 Broadwater Park Extension</u>										
4101 Repair/Alteration of Buildings	7,566	0	(7,566)	75,299	0	(75,299)	0		(75,299)	0.0%
4302 Furniture	0	0	0	666	0	(666)	0		(666)	0.0%
4303 Materials	0	0	0	632	0	(632)	0		(632)	0.0%
4312 Professional Fees - Surveyors	0	0	0	2,700	0	(2,700)	0		(2,700)	0.0%
4325 Computing	0	0	0	298	0	(298)	0		(298)	0.0%
Broadwater Park Extension :- Indirect Expenditure	7,566	0	(7,566)	79,595	0	(79,595)	0	0	(79,595)	
Net Expenditure	(7,566)	0	7,566	(79,595)	0	79,595	0			
<u>301 Cemeteries</u>										
1202 Grants - WBC	0	0	0	120	0	(120)	0			0.0%
1302 Rents	2,130	7,025	4,895	12,780	17,150	4,370	29,300			43.6%

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

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
1303 Other customer/client receipts	2,700	1,200	(1,500)	17,268	7,200	(10,068)	14,400			119.9%
1700 Interment	9,795	3,200	(6,595)	41,430	19,200	(22,230)	38,400			107.9%
1701 Monument	0	230	230	3,726	1,380	(2,346)	2,760			135.0%
1702 Purchase of Grave Space	15,840	5,750	(10,090)	71,990	34,500	(37,490)	69,000			104.3%
1703 Other Cemetery Fees	0	0	0	(1,050)	0	1,050	0			0.0%
Cemeteries :- Income	30,465	17,405	(13,060)	146,264	79,430	(66,834)	153,860			95.1%
4011 Staff Training	0	0	0	1,910	0	(1,910)	0	(1,910)		0.0%
4014 Sexton Duties	0	0	0	750	0	(750)	0	(750)		0.0%
4015 Grave Digging	0	1,200	1,200	8,875	7,200	(1,675)	14,400	5,525		61.6%
4102 Property Maintenance	0	800	800	577	4,800	4,223	9,600	9,023		6.0%
4103 Maintenance Contracts	0	205	205	1,065	1,230	165	2,560	1,495		41.6%
4111 Energy Costs	181	400	219	1,923	2,400	477	4,800	2,877		40.1%
4131 Rates	0	0	0	2,310	2,000	(310)	2,000	(310)		115.5%
4141 Water Services	0	50	50	166	300	134	600	434		27.7%
4151 Fixtures & Fittings	0	0	0	139	0	(139)	0	(139)		0.0%
4161 Cleaning	21	0	(21)	355	0	(355)	0	(355)		0.0%
4162 Waste Removal	125	500	375	1,160	3,000	1,840	6,000	4,840		19.3%
4163 Domestic Supplies	16	30	14	41	180	139	360	319		11.4%
4164 Workshop Consumables	264	150	(114)	544	900	356	1,800	1,256		30.2%
4171 Grounds Maintenance Costs	3,484	3,400	(84)	12,986	20,400	7,414	41,000	28,014		31.7%
4172 Memorial Inspection	0	0	0	0	0	0	2,000	2,000		0.0%
4202 Car Allowances	0	40	40	0	240	240	500	500		0.0%
4204 Fuel Costs	0	100	100	0	600	600	1,200	1,200		0.0%

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4205 Vehicle Maintenance	0	250	250	427	1,500	1,073	3,000		2,573	14.2%
4301 Equipment	3,012	1,000	(2,012)	22,900	6,000	(16,900)	52,000		29,100	44.0%
4303 Materials	0	0	0	18	0	(18)	0		(18)	0.0%
4305 Clothes, Uniform & Laundry	38	0	(38)	38	0	(38)	0		(38)	0.0%
4307 Stationery	0	0	0	186	0	(186)	0		(186)	0.0%
4313 Professional Fees - Other	0	500	500	0	1,000	1,000	2,000		2,000	0.0%
4324 Broadband	0	20	20	35	120	85	240		205	14.6%
4327 Publicity Advertising	0	0	0	794	0	(794)	0		(794)	0.0%
4342 Subscriptions	0	0	0	63	0	(63)	0		(63)	0.0%
4900 Miscellaneous Expenses	0	30	30	0	180	180	400		400	0.0%
Cemeteries :- Indirect Expenditure	7,140	8,675	1,535	57,262	52,050	(5,212)	144,460	0	87,198	39.6%
Net Income over Expenditure	23,325	8,730	(14,595)	89,002	27,380	(61,622)	9,400			
<u>414 Mayors Charity 2023 - A Duce</u>										
4900 Miscellaneous Expenses	0	0	0	1,060	0	(1,060)	0		(1,060)	0.0%
Mayors Charity 2023 - A Duce :- Indirect Expenditure	0	0	0	1,060	0	(1,060)	0	0	(1,060)	
5001 Transfers from Reserves	0	0	0	(1,060)	0	1,060	0		1,060	0.0%
Mayors Charity 2023 - A Duce :- Other Costs	0	0	0	(1,060)	0	1,060	0	0	1,060	
Net Expenditure	0	0	0	0	0	0	0			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

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	470	0	(470)	692	0	(692)	0			0.0%
Mayors Charity 2024 - P Rivers :- Income	<u>470</u>	<u>0</u>	<u>(470)</u>	<u>692</u>	<u>0</u>	<u>(692)</u>	<u>0</u>			
Net Income	<u>470</u>	<u>0</u>	<u>(470)</u>	<u>692</u>	<u>0</u>	<u>(692)</u>	<u>0</u>			
<u>416</u> <u>Community Store</u>										
1303 Other customer/client receipts	15	0	(15)	20	0	(20)	0			0.0%
1304 Donations	545	0	(545)	2,980	0	(2,980)	0			0.0%
Community Store :- Income	<u>560</u>	<u>0</u>	<u>(560)</u>	<u>3,000</u>	<u>0</u>	<u>(3,000)</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>	
Net Income over Expenditure	<u>560</u>	<u>0</u>	<u>(560)</u>	<u>2,010</u>	<u>0</u>	<u>(2,010)</u>	<u>0</u>			
Grand Totals:- Income	42,522	29,330	(13,192)	1,199,117	895,044	(304,073)	1,606,398			74.6%
Expenditure	175,189	102,213	(72,976)	1,145,216	871,192	(274,024)	1,606,398	0	461,182	71.3%
Net Income over Expenditure	<u>(132,667)</u>	<u>(72,883)</u>	<u>59,784</u>	<u>53,901</u>	<u>23,852</u>	<u>(30,049)</u>	<u>0</u>			
Movement to/(from) Gen Reserve	<u>(132,667)</u>			<u>53,901</u>						

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

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

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

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

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

JOYFULL GREENS C.I.C



**Application for grant
Godalming Council Community Grant**

- **The aim of the initiative/project;**

Our aim is to create a plant-based community cookery school in Godalming to help people grow, cook and eat real food with more plants to lead healthier, happier, and more sustainable lives. We are a community project aiming at tackling social isolation as well as mental & physical health and sustainability.

We want to create opportunities for people to experience healthy food with others, meet new people, feel more connected with their communities and at the same time better take care of their general health and wellbeing in a planet-friendly, culturally varied, fun and supportive environment.

For *JoyFull Greens*, food is at the heart of our existence and can be a powerful driver of change. We are starting JoyFull Greens in response to major global challenges, from health disparities to food access and climate change. We are in a chronic disease epidemic and the state of our health, both physical and mental, urgently needs to be addressed.

We wish to gain support from Godalming Town Council as our project aims to directly impact the local population. We believe Godalming Corporate Plan's following aims are pertinent to our application:

Part 1, Point 8: Support and promote Equality, Diversity, and Inclusion

Part 3, Point 6: Continue support for community food security initiatives

Part 4, Section B Point 4: Promote an understanding of the climate and ecological crisis amongst our community and work together on strategies for reduction of individual carbon footprint.

Part 7, Point 4: Engage with and support other stakeholders, including the Godalming & Villages Community Store, to tackle holiday hunger.

Our priorities also fit the *Waverley Health and Wellbeing Strategy and the Surrey Whole System Food Strategy* well as people, families, and their communities will benefit by developing the practical skills to feed themselves and their families healthily, affordably, deliciously, and ethically.

Our classes & courses will be a learning and a social occasion, with classes ending with a shared meal. The project will support people to improve their physical & mental health, create communities that they want to be part of, and tackle the climate crisis through dietary change.

- **Who it will benefit;**

The project is aimed at local residents and communities who disproportionately experience health inequalities, for young people and adults suffering from mental or physical ill health,

whilst ensuring everyone can access *JoyFull Greens* programme.

With rising prevalence of lifestyles related diseases such as obesity, diabetes and cardiovascular conditions there is a growing demand for health-focused educational programs and increasing concerns for environmental sustainability.

The need to keep people healthier for longer to prevent additional pressure on Adult Social Care Services and the National Health Service is of high importance so we want to work with health charities supporting the ageing population.

Our local government and community groups are actively promoting sustainable living and healthy lifestyles. Our plant-based cookery school aims to serve as a community hub to bring people together to learn & share.

Our intention is therefore to collaborate with local charities, local medical surgeries, schools & college, community centres, wellness centres, local senior centres, Godalming & Villages Community Store, Youth Service in Godalming, organisations and support groups to ensure our courses & classes are offered to the people who need them most.

We also wish to support carers as there are more than 115,000 carers living in Surrey and around 10 million people are unpaid carers across the UK. Carers come from all walks of life and range in age from 5 to 95; the negative impacts as a result of caring is felt most strongly by those who have no choice but to take on an unpaid caring role as well as women and those aged 45-54, particularly for mental health.

We will use food and cookery as tools to support & develop communities whilst positively influencing their health and wellbeing.

We want to offer community classes and 4-week cookery courses for free/little cost but also offer some Masterclasses to the general public, health-conscious individuals, environmentally conscious residents, families and children, ethnically diverse communities, older adults & retirees, and food enthusiasts to fundraise for our community programmes.

We have already partnered with What Next? Climate Emergency Centre and have been offered the use of the Denningberg Centre to start offering community classes. We wish to be mobile to offer community classes in other venues too, including community centres & schools. We have already made contact with *Godalming College*, the *Cullum Centre* in Rodborough School, *The Green Hub* in Milford & Chiddingfold surgery.

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

We wish to apply for £1,500 for project founding, to give us the opportunity to set up the Community Interest Company including legal costs & liability insurances, the purchase of equipment & appliances but also contribute towards the promotion & marketing of the project.

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

Frédérique Lecerf, Founder / Director: Over 20 years of teaching experience as well as setting up, leading courses and managing departments. Passionate about nutrition education, member of Plant-Based Health Professionals UK & has completed the Plant-Based Nutrition Certificate at the University of Winchester.

Carla Henderson, Director: Extensive project and team management as managing partner in media companies.

Laïla Gunn, Director: Ex-speech therapist with significant experience as a teacher, passionate about food and developing recipes.

Paul Savident, Company Secretary: Experienced consultant and business strategist over a wide range of different industry sectors including environmental, social, entertainment, creative and the food sector.

JoyFull Greens is benefitting through mentoring by the charity *Made In Hackney*, which has been delivering for 12 years as a successful plant-based community cookery school in London and we already have found half a dozen volunteers to help. We also have the support of Andy Pringle from IncuHive.

- **The names of the Councillors ‘sponsoring’ the application**

Adam Duce - adam.duce@godalming-tc.gov.uk

Nina Clayton - nina.clayton@godalming-tc.gov.uk

- **Detail of the main overheads in running our service/project**

Start up cost:

Registration costs	£65 CIC set up £50 Company secretary
Equipment & appliances	£500 Induction hobs £700 Aprons, chopping boards, knives, pots and pans and lids kettle, first aid kit (see list)
Legal costs & licences	£100 Employer’s liability insurance £600 Public liability insurance

Marketing	Marketing Strategy £300 Set up Social media £200 Events set up £200 Printing £100
Technology & software	Website design £1000 Website hosting £200
Other (please specify)	£500 yearly cleaning (blue towel, sanitizer, hand towels, mop, etc) £1500 Project founding (£150/day) £300 Training & Certificates

Year 1: Pilot year - 6 community classes

Heading	Unit	Cost/Unit	Number Units	Total	Notes
Project coordination Cookery teacher	Day rate	£150	12	£1,800	2 days/class *6 classes
Ingredients	class	£40	6	£240	
Venue Hire	hour	£25	(total 18) 6	*0 £150	3 hour class *Denningberg provided in kind via 'What Next' partnership Anticipating 2 classes in other venues including Chiddingfold Village Hall or Church Room
Printing	class	£5	6	£30	
Total				£2,520	

• Level of funding already available and/or other anticipated grants/sources of revenue

This is our first funding application but we intend to apply for other local funding and the National Lottery Community Awards for All.

Our Masterclasses will provide some fundraising support for the community classes.

Supporting comments:

«There is something about learning new, creative skills in a supportive community setting that can be enormously beneficial for mental health and wellbeing. Frédérique's vision to combine these creative and relational benefits with healthy eating in a plant-based cookery school has such potential to enhance the physical and emotional health of our local community.»

Dr Martin Brunet, local GP, Binscombe Medical centre, Godalming.

«Community at Godalming College is at the heart of all that we do, and we are in favour of any initiative that helps to further develop and enhance the support for our community. JoyFull Greens is a fantastic project that will bring many benefits to our students both at the College, but more broadly in our local area too. Sadly, as is all too evident, the prevalence of poor mental health amongst students is increasing all the time. We are constantly looking at ways we can help and support our young people with their mental health. Food and diet are so central to this and to be able to work with a local community cookery school for the benefit of our students can only be a positive. There is a real need for this project. We look forward to working with JoyFull Greens in the future for the benefit of our students and their families.»

Emma Young, Principal of Godalming College

«Projects such as Joyfull Greens that get people cooking and eating together are absolutely essential for healthy communities. By creating a nourishing and uplifting environment, where people learn, cook and eat together, they are not only supporting people with their nutritional needs, they are also helping people to feel safe and part of an empathic community. I cannot endorse this project enough!»

*Robin Van Creveld, Founder and Managing Director,
Community Chef C.I.C., Lewes*

«JoyFull Greens initiative is really inspiring and very much what our community needs. The NHS cannot cope with the increasing burden of chronic disease. The good news is that 70 of our chronic diseases can be prevented, treated and even reversed with lifestyle changes. The inspiring new medical specialism of Lifestyle Medicine evidences that there are 6 pillars to those changes: how we eat, move, sleep, manage relationships, stress and risky substances. I have been training doctors to be lifestyle medicine facilitators and I have run lifestyle medicine programs with NHS patients for a few years now. Time and time again, what I see is that people struggle with adopting a healthier approach to eating. JoyFull Greens would be invaluable in helping people learn in a hands-on practical way how to include more plants, legumes, nuts etc into their diet. It would approach this in a way that is fun and creates a sense of community. Each person you train would impact their family and friends with their new learnings. So your reach will be significant and impactful. We are very fortunate to have your passion, vision and energy in Godalming. I hope you get all the support you need.»

Hilda Barrett - Innovation & Training Director - Compass Lifestyle Medicine and local resident.

«Unhealthy diets are not only the leading cause of chronic ill health, but the current food system is driving the climate and nature crises. Community cooking is key to changing food habits and supporting people to adopt healthy and sustainable diets. Frédérique's project of a plant-based community cookery school is therefore invaluable and has the potential to provide huge benefits to individuals, their families and wider society.»

Shireen Kassam, Consultant Haematologist and Honorary Senior Lecturer at King's College Hospital, London

Case for support:

"An estimated 35% of Waverley's population eat at least 5 portions of fruit and vegetables a day, meaning 65% are not eating enough fruit and vegetables." (Source: JSNA).

"Waverley does indeed appear to be a particularly pertinent issue, with Waverley having some of the highest rates of depression and suicide in Surrey." (Godalming Central & Ockford Ridge is the ward with the highest levels of common mental illness in Surrey)

"Waverley also has a high rate of one person households, which highlights possible areas with more loneliness and social isolation."

"Proportionally Waverley has one of the highest and fastest growing populations of over 65s and 85s in Surrey and there are increased numbers of residents with and at risk from neurological conditions such as stroke and dementia. Waverley is the highest Surrey District in terms of those aged 65+ predicted to have depression and fourth highest in terms of those aged 18-64 years who are predicted to have a common mental health issue.

"In Waverley, the causes of death contributing to the inequalities are more evenly distributed with close to a third due to circulatory disease, and a fifth due to cancer, followed closely by other causes, respiratory and mental and behavioural disease."

"Compared to the 11 Surrey Boroughs, Waverley ranks 11/11, with 11 being the worst performing Local Authority for the population aged 65 or over predicted to have a long term health condition caused by stroke."

"Around 18% of Surrey children in Reception year (aged 4/5) and 28% of children in Year 6 (aged 10/11) are not of a healthy weight. In Waverley 6.7% of 4-5 year olds are obese. By the time children in Waverley leave Primary School, 11.9% (PHE NCMP profile) are obese. In Waverley, Godalming and Binscombe ward has the highest proportion of children that are obese (17.7%)."

"In the UK it's estimated that around 1 in 4 adults and around 1 in every 5 children aged 10 to 11 are living with obesity. We are also seeing more children being diagnosed with type 2 diabetes" - Ruth Hutchinson, Director of Public Health, Surrey County Council
[Surrey Whole System Food Strategy | Healthy Surrey](#)



Supporting Our Community

CIL FUNDING APPLICATION FORM

1. Applicant organisation	BUEYS SCOUT + GUIDES HQ
2. Name and position of main contact	ANSON SARGEANT
3. Applicant contact details (phone no, email and address)	CHAIR BUEYS HQ 07831 802977 41, MARSHALL ROAD FAENCOMBE GU7 3AT
4. Type of organisation If a charity, please provide registration number	CHARITY REGISTERED AT SCOUT ASSOCIATION 1060544
5. Is the organisation able to reclaim VAT?	No
6. Location of project	BUEYS FIELDS
7. Summary of the project proposal	TO REPLACE CURRENT DOORS WITH DISABLED COMPLIANT DOORS THE CURRENT DOORS ARE NOT WHEELCHAIR FRIENDLY DISABLED TOILET RECENTLY REFORBITED THIS WORK WILL COMPLETE THE PROJECT
8. Estimated project cost	£2,772

9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

	Amount	Detail
CIL funding sought	£1,500	
Any other Local authority contribution eg EBC and/or SCC	-	
Third party contribution	-	
Total cost		

10. Detail of additional sources of funding available	MONEY GENERATED BY LETTING THE BUILDING OUT WHEN NOT USED DURING THE DAY
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	TO HELP DISABLED ACCESS AND MEET INCLUSIVITY REQUIREMENTS
12. Please indicate whether the organisation has previously received CIL or other funding sources from either Godalming Town Council and/or Waverley Borough Council. If yes, provide amounts and timings	No
13. How does the project help address the demands of development in the area. What evidence is there to support this?	INCREASE DISABLED ACCESS AND INCREASE INCLUSIVITY YOUTH SUPPORT + PROVISION

<p>14. What evidence is there of support from the community</p>	<p>THE HQF IS USED INCREASINGLY BY THE LOCAL COMMUNITY, PLEASE SEE SUPPORT FROM LOCAL COUNCILLORS</p>
<p>15. Proposed timescales for the project</p>	<p>ASAP</p>
<p>16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	<p>NON</p>
<p>17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves</p>	<p>ACCOUNTS AVAILABLE ON CHARITY COMMISSION WEBSITE</p>
<p>18. Do you need planning permission to carry out the works?</p>	<p>No</p>
<p>19. If planning permission is required is it in place to carry out the works? If so, please provide the application number</p>	

Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Godalming Town Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Godalming Town Council via the Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Godalming Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Godalming Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Godalming Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Godalming Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <https://godalming-tc.gov.uk/data-protection/>

Signed: Alison J Sargeant

Organisation: BUEYS SCOUT + GUIDS HQ

Date: 28/8/24

All organisations involved with the application will need to sign and date the form.

Signed: _____

Organisation: _____

Date: _____

CIL FUNDING APPLICATION FORM

INTRODUCTION

Godalming Town Council receives 25% of money received through the Community Infrastructure Levy, collected by Waverley Borough Council (WBC) from development in Godalming. Any CIL monies due are confirmed by WBC at the end of 6 monthly periods ending in March and September and paid to Godalming Town Council shortly thereafter. The funds are available to spend on local projects in Godalming. As set out in the CIL Regulations, this local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

Please read the Godalming Town Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Town Clerk at townclerk@godalming-tc.gov.uk.

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

CIL applications will be validated by Council Officers prior to consideration by the Environment & Planning Committee, applications accepted by the Environment & Planning Committee will be forwarded to the Full Council for further consideration and prioritising against available and anticipated funds.

Completed application forms and supporting information should be returned to: office@godalming-tc.gov.uk

Please note that to prevent duplication of effort, if an organisation is also applying for Strategic CIL from Waverley Borough Council for the same project as they wish to request Neighbourhood CIL, then Godalming Town Council will accept an initial application for Neighbourhood CIL funds using the Waverley Borough Council CIL application form.

Linked Document: [CIL Policy and Funding Application Form Guide for Applicants](#)

charities. Applications by membership organisations must be able to demonstrate a wider community benefit. Given that CIL is public funding, any new or improved facilities should be accessible to a range of people within the community. Applications must be received from the delivery organisation, rather than an individual.

- Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

WHAT IS NOT ELIGIBLE?

- Projects that have been completed prior to an application being submitted.
- Ongoing revenue costs for a project.
- Annual maintenance or repair.
- Projects promoting a political party.
- Projects that conflict with existing Town Council policies.
- VAT that you can recover.

Please note it may be determined that some projects are better funded through other funding sources.

WHAT DOES A PROJECT NEED TO DEMONSTRATE?

In addition to meeting the Government criteria for spend, the project should be able to show evidence of the following:

- a) addressing impacts created by new development;
- b) wider community benefit beyond just the benefits to the organisation submitting the application;
- c) deliverability: a clear delivery plan with robust governance;
- d) evidence of additional resources (people or money) available from partners to complement funding.

HOW MUCH CAN BE APPLY FOR?

Applications can be made for full or part funding of a project. It is in the interests of Godalming Town Council to make CIL monies collected go further by availing of opportunities such as match funding. Applications for 100% funding are less likely to be supported. CIL funding should be the funding of last resort, with other funding sources having been considered first. If other forms of funding have been sought but unsuccessful, please provide details within the application. Evidence will be requested that other sources of funding have been sought. Where appropriate, with the approval of the validation panel, a letter of 'without prejudice in-principle support' may be offered to an applicant in support of applications to other funding sources.

COMPLETING THE APPLICATION FORM

Applications forms should be emailed to: office@godalming-tc.gov.uk

CIL applications will be validated by a panel consisting of three nominated councillors and the Town Clerk. If validated, applications will be passed for consideration by the Environment & Planning Committee. Applications approved by the Environment & Planning Committee will be forwarded to the Full Council for further consideration and prioritising against available and anticipated funds.

Dates of meetings of Godalming Town Council and its committees are available on the Godalming Town Council website www.godalming-tc.gov.uk

Please note that to prevent duplication of effort, if an organisation is also applying for Strategic CIL from Waverley Borough Council for the same project as they wish to request Neighbourhood CIL, then Godalming Town Council will accept an initial application for Neighbourhood CIL funds using the Waverley Borough Council CIL application form.

CIL POLICY AND FUNDING APPLICATION FORM GUIDE FOR APPLICANTS

INTRODUCTION

The Waverley Borough Council Community Infrastructure Levy (CIL) Charging Schedule was adopted on 31 October 2018 and the charge has been implemented since 1 March 2019.

The Community Infrastructure Levy (CIL) allows Waverley Borough Council (WBC) to raise funds, from some forms of new development, to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either infrastructure of wider strategic benefit to the Borough or local infrastructure.

CIL POLICY

The regulations that govern how CIL is spent require that Godalming Town Council utilises the local CIL allocated towards either:

- the provision, improvement, replacement, operation or maintenance of infrastructure, or
- anything else that is concerned with addressing the demands that development places on Godalming.

These definitions allow Godalming Town Council and the local community to consider quite broadly what is needed to help to mitigate the impacts of development in Godalming. The definition of infrastructure is broad and includes roads and other transport infrastructure, schools and other educational facilities, medical facilities, sporting and recreational facilities and open spaces.

Godalming Town Council will work closely with the local community and infrastructure providers to identify potential improvement schemes, encouraging and, if applicable, sponsoring applications put forward.

Godalming Town Council has a five-year period in which to spend CIL monies from the date received, thus funds may be accumulated to provide for major projects. The level of CIL receipts available for funding CIL projects is dependent upon the level of development and will not be a constant or continuous funding source, as such, whilst receipt levels will be kept under review, it is not anticipated that approval of CIL project/ disbursement of CIL payments will take place before April 2021.

Final decisions for the approval of CIL applications and disbursement of CIL payments must be made at a meeting of the Full Town Council.

WHO CAN APPLY?

Applications may be made either by:

- Godalming Town Council Committees.
- External applications from not-for-profit organisations. Applicants may include statutory infrastructure providers including other councils, state schools, community groups and registered

CIL FUNDING APPLICATION FORM GUIDE FOR APPLICANTS

This guidance aims to provide assistance to those completing the Godalming Town Council CIL Funding Application Form. To discuss a potential project or for further guidance, please contact the Town Clerk at townclerk@godalming-tc.gov.uk

COMPLETING THE FORM

Questions 1-3 - Applicant organisation details

A named contact from all the organisation(s) involved will need to sign the declaration at the end of the form. All correspondence about the application will be sent to the main contact listed on the form.

Questions 4-5 - Please provide information on the legal status of your organisation. The type of organisations that might be applying include:

- Godalming Town Council Committees
- Community or voluntary groups
- Community Interest Companies
- Charities or trusts
- Public sector organisations

If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as the Council will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to re-claim VAT will void the application at any stage.

Question 6 - Please provide the address of the project, including postcode.

Question 7 - Please give a description of the project, including why you are seeking the funding and details on how it would be used and the benefits it will bring.

Questions 8-12 - Indicate the amount of money you are applying for. If there are multiple elements within an application, please prioritise these within your form. Let us know if there are any contributions from third parties - i.e. other organisations or grant schemes. Please show what contribution your organisation is putting into the project. You need to let us know if you are applying for funding from any other body and you must inform us if any applications are successful whilst this bid is being considered. Please let us know if the organisation has previously received CIL or other funding sources from either Waverley Borough Council or Godalming Town Council.

Questions 13-14 - Please highlight the pressures that the project is addressing. Letters of support from within the local community are well received. Set out below are specific infrastructure pressures that have been identified within Godalming. These priorities have been identified in existing WBC infrastructure plans such as the: Godalming & Farncombe Neighbourhood Plan; Waverley Local Plan and the Waverley Infrastructure Delivery Plan. There will also be other local priorities in Godalming.

GODALMING proposed broad priorities:

- transport schemes including improved road, pedestrian, cycling, bridleway and safety schemes;
- improvements to open space, recreational and children's play space and facilities;
- youth provision;
- schemes to improve biodiversity;
- improvements to built community space; and
- flood and drainage improvements.

Questions 15-16 - You must demonstrate that the project is deliverable and is able to be started within no longer than twenty-four months of the funding decision. You must also explain how long-term revenue commitments will be met in order to show that the project is sustainable in the long term.

Questions 17-19 - If the organisation is not in the public sector, please provide a copy of the organisation's most recent audited accounts. This is to ensure that decision makers are aware of the level of unrestricted funds in the organisation's reserves. This information will be treated as confidential and will only be shared with Godalming Town Councillors for decision making purposes. If planning permission is required for the scheme, please provide details on what stage of the process you have reached.

DECLARATION

Please make sure you read the declaration carefully, sign the form and return it. Any other organisation that will be involved with delivery should also sign the declaration.

SUPPORTING INFORMATION

Any funding will be conditional on the submission of 3 competitive quotes for the work that you are applying for. Where possible, please aim to have these arranged prior to submitting the application.

WHAT HAPPENS AFTER SUBMITTING AN APPLICATION?

The Council will confirm receipt of your application and whether all required information has been received. If necessary you may be asked to provide further information. Following successful validation, applications will be considered at the Environment & Planning Committee and you will be able to attend to speak in support of your application. Applications approved by the Environment & Planning Committee will be forwarded to the Full Council where the final decision on whether the project is adopted for CIL funding and the level of funding to be disbursed will be approved.

PAYMENT OF CIL FUNDING

Successful projects must be able to commence within the twenty-four months following the relevant Full Town Council meeting. Where relevant, the CIL funding will be conditional upon the applicant obtaining any building regulations and/or planning permission and any other consents or permissions as may be required.

After approval of an application by a Full Council meeting, the Responsible Finance Officer will notify the said organisation that the application has been approved and request written confirmation that should the said project not occur, that the funds granted will be reimbursed to the Town Council. No funds will be paid over until such written confirmation is received. The Town Council will seek confirmation that the project has been completed per the application and to its satisfaction. You must have a bank account in the name of your organisation into which the Town Council will pay the funding.

The CIL funding is a payment for capital expenditure and will not result in any future revenue commitment by Godalming Town Council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

PUBLICITY

The applicant will need to agree to publicise the support of Godalming Town Council and the Council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

Linked Document: [CIL Funding Application Form](#)

Every Minute Counts

Application to Godalming Town Council for funding of £1,500 - August 2024

Project Aim

Our project aims to implement a defibrillator training programme for staff, residents, volunteers, and the local community at The Meath. We specialise in supporting individuals with complex epilepsy and, given the increased risk of sudden cardiac arrest among individuals with epilepsy, it is critical that our staff, volunteers, and local community members are equipped with the skills and knowledge to respond effectively in an emergency.

While we have two defibrillators on-site, the effectiveness of these life-saving devices is contingent upon having trained personnel who can use them quickly and efficiently. Currently, only a limited number of our staff and volunteers have received training, and there is a need to expand this to ensure broader coverage and readiness. The proposed training will enhance the safety and wellbeing of the people we support and will strengthen the skills and resilience of our local community in Godalming.

Project Beneficiaries

The beneficiaries of a defibrillator training project as outlined above would include:

1. *Individuals with Complex Epilepsy* are the primary beneficiaries as the training will ensure that people around them are prepared to respond to cardiac emergencies.
2. *Meath Staff and Volunteers*, who work directly with the people we support, will benefit from increased knowledge, skills, and confidence creating a safer environment for all.
3. *Family Members* will benefit from the peace of mind and the ability to act swiftly and correctly during a cardiac emergency.
4. *The Local Community* particularly local businesses and those who interact frequently with The Meath will be equipped with lifesaving skills that can be used in various local settings. We will of course share information about the locations of defibs in Godalming (two at The Meath, nine across Godalming).
5. *The Meath* will benefit as an organisation by enhancing our overall emergency preparedness, improving the safety and wellbeing of the people we support.
6. *Local Emergency Response Services* will potentially benefit from reduced strain on their resources and improved survival outcomes in cardiac emergencies.

Grant Request

We are applying for the sum of £1,500 which will be used to teach participants what to do in the event of a sudden cardiac arrest using realistic, hands-on experience, without the actual charge of an electrical shock. The training unit features six different scenarios providing the same voice (in 29 languages), visual prompts and CPR advisor as the 'real life' defibrillator.

The budget, including the amounts sought from Godalming Town Council, is outlined below:

<i>Item</i>	<i>Notes</i>	<i>Cost</i>	<i>GTC Contribution</i>
Defibrillator Trainer Unit	HeartSine Samaritan PAD 500P	£420	£420
Marketing Materials	Social media campaign and flyers for distribution to local community at key events	£500	£220
CPR Mannequin	CPR mannequin, compatible with the Defib Training Unit, already owned by The Meath	£0	£0
Trainer costs	To be delivered by a qualified member of the Meath Staff (an estimated 4 sessions each year x £200 per session)	£800	£800
Venue & overheads	~10% of total project cost	£175	£0
TOTAL		£1,895	£1,500

Project Delivery

Our Head of Compliance, and certified training provider, will oversee the delivery of the training project by ensuring that all aspects of the programme adhere to relevant health and safety regulations and industry standards. He will establish a timeline for the training sessions, ensuring that all staff, volunteers, and community members are trained within the project's timeframe. He will also implement monitoring and evaluation processes to track participation and effectiveness.

Project Sponsors

Paul Rivers
Penny Rivers



COMMUNICATIONS POLICY

INTRODUCTION

Effective communications provide residents, partners and stakeholders with clear messages to enable access to Godalming Town Council services; raise understanding of the Council's vision as well as the benefits of the Council's services for the local communities.

AIM

Godalming Town Council has identified a need to utilise a communications culture that recognises the ~~growing~~ importance of digital channels, such as social media, by residents, partners and stakeholders who are seeking to find, as well as share news and information. This strategy sets a framework to guide Godalming Town Council's communications and marketing activities to ensure they support the future aims of the Council's ~~as set out in its Supporting Our Community Document adopted on 19 July 2018~~ <http://godalming-tc.gov.uk/supporting-our-community> Corporate Plan

OBJECTIVES OF THE STRATEGY

- To ensure Godalming Town Council's services, priorities, aims, objectives and challenges are communicated openly and effectively to the local community;
- To identify cost effective methods and systems to communicate with residents, partners and stakeholders;
- To promote a positive image within the community;
- To manage any negative impact of service failure;
- Measure effectiveness of communications activities.

COMMUNICATION PRINCIPLES – GODALMING TOWN COUNCIL WILL:

- Communicate as one organisation;
- Communicate in plain English;
- Ensure communications are transparent, timely and focused on issues that matter to residents, partners and stakeholders;
- Ensure communications are widely accessible;
- Listen to and engage with the community.

COMMUNICATION AUDIENCE

- Godalming residents;
- Government bodies and non-governmental bodies;
- Local business community;
- Local community and voluntary groups and organisations;
- Other local authorities and parish councils;
- Social media audiences;
- The media (national, regional, local and trade (as appropriate));
- Users of Godalming Town Council services;

- Visitors/tourists to Godalming.

COMMUNICATIONS CHANNELS

Godalming Town Council will use the following communication channels:

- Agendas, Minutes and Reports;
- Annual Report;
- Email correspondence;
- GTC Website;
- GTC newsletters;
- ~~JBC Website~~;
- Mail correspondence when appropriate;
- Media releases;
- Media broadcast - local/regional/online;
- Office reception service;
- Outdoor marketing – banners, noticeboards;
- Partner websites and social media pages;
- Printed materials, leaflets, posters, flyers and brochures;
- Public events, displays, roadshows, consultations;
- Social media – ~~Twitter, Facebook, Instagram~~;
- Statutory public notices.

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COMMUNICATIONS THEMES

Godalming Town Council will utilise communication channels for:

- Public relations and media engagement
 - Proactively inform the public about Godalming Town Council, its aims and objectives, plans and services;
 - Develop and maintain effective media relations, locally, regionally and nationally to raise the profile of Godalming Town Council;
 - Manage the reputation of Godalming Town Council turning reactive activity into proactive activity wherever possible.
- Digital Communications
 - Identify opportunities to benefit Godalming Town Council and the communities it serves;
 - Promote the work of Godalming Town Council and its services;
 - To listen and engage with residents;
 - Increase online accessibility to council services.
- Marketing Activities
 - Raise the profile of Godalming, nationally and locally, as a great place to live, work, visit and invest in;
 - Deliver cost effective information campaigns;
 - Provide marketing activity for events and activities that supports the work of the Council;
 - Enhance recognition of Godalming Town Council's brand identity;
 - Ensure consistency of the Council's identity by officers, partners and external suppliers to ensure easier and quicker public recognition of GTC's services.
- Publications
 - Develop and improve council produced publications that support the Council's communications activities e.g. Supporting Our Community;
 - Utilise publications that offer value for money and are timely for residents and other target audiences;
 - Review the effectiveness and relevance of corporate publications to GTC's target audience.

BENCHMARKING MEASURES OF SUCCESS

The following activities will be benchmarked for measurements of success

- Public relations and media engagement
 - Monitor proactive and reactive media releases (*see press strategy);
 - Monitor social media engagement growth (reach/number of views);
 - Monitor GTC website engagement;
 - ~~Monitor JBC website engagement;~~
 - Feedback surveys form the community.
- Digital Communications
 - Monitor number of visitors to
 - www.godalming-tc.gov.uk
 - ~~<http://godalming-tc.gov.uk/godalming-joint-burial-committee/>~~
 - Monitor and evaluate social media engagement growth (reach/number of views) for GTC social media/online platforms.
- Marketing Activities
 - Use of consistent and professional branding across the Council for all communications and marketing material;
 - Monitor feedback and customer satisfaction on marketing and events campaigns via social media channels.
- Publications
 - Distribution/readership statistics;
 - Monitor feedback created by published articles.

~~Half-yearly Annual~~ benchmark reports to be submitted to the Policy & Management Committee

SUPPORTING POLICIES AND GUIDANCE DOCUMENTS

- Acceptable Use of Social Media
- Acceptable Use of IT Facilities
- Press Strategy
- Supporting Our Community Publication
- Freedom of Information - Publication Scheme
- GDPR – Privacy Notice

GODALMING TOWN COUNCIL



CEMETERY FEES AND CHARGES EFFECTIVE FROM 1 APRIL 2025

EASHING CEMETERY			
<u>EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES</u> (Including the Deed of Grant of Exclusive Right of Burial (EROB) for a period of 50 years)	Resident & Excepted Category	Waverley & Guildford Resident	Residents of Other Areas
In an earthen grave 9 feet by 4 feet*	£935	£1865	£2800
In an earthen grave 6 feet by 3 feet (for children under 12)*	£375	£750	£1065
Cremated remains in an earthen grave 2 feet by 2 feet Within main cemetery (limited plots to complete existing rows)	£375	£750	£1065
Cremated remains in an earthen grave 6 feet by 3 feet within main cemetery (plot to accept 4 sets of cremated remains)	£680	£1355	£2035
<u>INTERMENTS</u> For the interment into a purchased grave. (The fees exclude the digging of the grave)			
Of the body of a child not exceeding 18 years*	£420	£835	£1255
Of the body of a person exceeding 18 years	£420	£835	£1255
Of an urn or casket containing the cremated into an existing purchased grave space	£375	£375	£375
A surcharge will be applied for Weekend and Bank Holiday interments. Notification of cost upon application.			
<u>INTERMENTS IN A COMMON GRAVE</u> – ALL COMMON GRAVES ARE OWNED BY THE CEMETERY AND HAVE OTHER INTERMENTS IN THE GRAVE (Fees indicated exclude the digging of the grave).	Resident & Excepted Category	Waverley & Guildford Resident	Residents of Other Areas
Of the body of a person exceeding 18 years	£490	£980	£1470
<u>CHAPEL GARDEN OF REMEMBRANCE – CREMATED REMAINS (Ashes)</u>			
First interment of an urn of casket containing cremated remains, 50-year exclusive right of burial, grave digging fee and memorial headstone permit. (Memorial headstone to be no bigger than 450mm (H) x 450mm (W) x 300mm (D))	£625	£1250	£1875
Second Interment	£375	£375	£375
Additional inscription or other change to tablet	£95		
<u>NATURAL BURIAL AREA</u> (Including the Deed of Grant of Exclusive Right of Burial for a period of 50 years)			
Earthen grave 9 feet by 4 feet single depth graves only	£1060	£2120	£3180
Tree to be purchased or planted	POA	POA	POA
N.B. interment costs as above			
USE OF EASHING CEMETERY CHAPEL			
Eashing Cemetery Chapel for Funeral Service		£105	

* Fees are not payable by the person arranging the funeral of a child under the age of 18 where the fees are recoverable via the Government's Children's Funeral Fund.

NIGHTINGALE CEMETERY

EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES (Including the Deed of Grant of Exclusive Right of Burial for a period of 50 years)	Resident & Excepted Category	Waverley & Guildford Resident	Residents of Other Areas
In an earthen grave 9 feet by 4 feet*	£2270	-	
Cremated remains in an earthen grave 2 feet by 2 feet within main Cemetery	£755	£1505	£2260
N.B. interment costs as indicated for Eashing.			

MEMORIALS – ALL CEMETERIES

For the right (for 30 years or until the expiry of burial rights, whichever is the earlier) to erect or place on a grave in respect of which the exclusive right of burial has been granted	All Categories
A headstone or footstone (including kerbstone & Chippings) not exceeding 5ft in height	£180
A freestanding vase or additional tablet not exceeding 12 inches in height	£100
Additional inscription or other change to a tablet or headstone	£100
Garden Wall of Remembrance: Permission to erect standard Memorial Tablets in York Stone, White Marble and Nabresina 15 inches wide by 9 inches High	£100

NB: Memorials and kerb sets in Nightingale Cemetery shall be constructed of York Stone, Portland Stone, Nabresina, Purbeck, dark Grey Eggshell Granite, or Karin Grey Eggshell Granite only

OTHER CEMETERY FEES

	Resident & Excepted Category	Waverley & Guildford Resident	Residents of Other Areas
Purchase of additional 10 years of Exclusive Rights of Burial (may only be purchased after expiry of first 10 years and total period of outstanding Exclusive Rights shall not exceed 50 years)	£250	£500	£750
Transfer of Ownership (other than as part of funeral arrangements)	£55		
Permission to build a brick vault grave	POA		

Fee for the 'buy back' of pre-purchased graves and Exclusive Rights = 15% of current purchase price + VAT)

Additional fees may be applicable for additional requirements not listed above, all additional fees are to be agreed in writing and paid in advance of burial

Resident & Excepted Category Fees apply when:

- (a) At the time of death the deceased resided within the Godalming or Tusesley & Munstead civic parish boundaries.
- (b) The original owners of Exclusive Rights of Burial purchased prior to 1 January 2019.
- (c) The Exclusive Right of Burial is owned by the surviving spouse/civil partner who is a resident of Godalming or Tusesley & Munstead (if the grave is owned by anyone other than a surviving spouse/civil partner, the appropriate non-resident fee is payable).
- (d) The deceased was originally a long standing (20years +) Godalming or Tusesley & Munstead parish resident and moved out of the area to live in a nursing/care home outside of those areas (proof of prior residency may be required and the final decision is made at Godalming Town Council's discretion).

Waverley & Guildford Resident Fees apply only to:

- (e) Permanent residents at the time of death of the Waverley Borough (except the Parish of Godalming & Tusesley & Munstead) or Guildford Borough.

Residents of Other Areas Fees apply to:

- (f) All others not meeting the criteria a-e.

Pre-Purchase of Exclusive Rights of Burial:

- (g) Pre-purchase of Exclusive Rights of Burial is only available for residents of Godalming. Excepting (d) above, interment, and other fees payable at the time of use are based on residency of the deceased at time of death.

* Fees are not payable by the person arranging the funeral of a child under the age of 18 where the fees are recoverable via the Government's Children's Funeral Fund.

**GODALMING TOWN COUNCIL'S COMMUNITY SPACES
SCALE OF CHARGES FROM 1 APRIL 2025**

Broadwater Youth & Community Centre

	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate
	£	£	£
MAIN HALL ONLY	10.25 + (2.05 VAT) (12.30 per hour)	14.25 + (2.85 VAT) (17.10 per hour)	20.50 + (4.10 VAT) (24.60 per hour)

A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, New Year's Eve evening and New Year's Day.

Minimum Hire – The minimum hire period for casual (non-regular) hirers on a Saturday or Sunday is 3 hours.

* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area for casual one-off hires.

Performance of Music – With the exception of private family events, i.e. birthday parties, weddings etc., events that involve the playing of either recorded music e.g. a disco, or the performance of live music e.g. a band, will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

Damage Deposit: A refundable damage deposit between £50 & £150 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.

**GODALMING TOWN COUNCIL'S COMMUNITY SPACES
SCALE OF CHARGES FROM 1 APRIL 2025**

Ockford Park community building

Sessions	*Voluntary Organisations £	**GU7 Rate (Casual Hire) £	Standard Rate £
0830 – 1230	41.00	57.00	82.00
1300 – 1700	Per 4-hr session	Per 4- hr session	Per 4-hr session
1730 – 2130			

A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, New Year's Eve evening and New Year's Day.

*Voluntary Organisation Rate is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area for casual one-off hires.

Performance of Music – With the exception of private family events, i.e. birthday parties, weddings etc., events that involve the playing of either recorded music e.g. a disco, or the performance of live music e.g. a band, will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

Damage Deposit: A refundable damage deposit between £50 & £150 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.



Supporting Our Community

GODALMING TOWN COUNCIL'S COMMUNITY SPACES SCALE OF CHARGES FROM 1 APRIL 2025

The Pepperpot

	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate
	£	£	£
UPPER ROOM	9.25 + (1.85 VAT) (11.10 per hour)	14.25 + (2.85 VAT) (17.10 per hour)	18.25 + (3.65 VAT) (21.90 per hour)
UNDERCROFT ½ PITCH		21.42 + (4.28 VAT) (25.70 per day)	
UNDERCROFT FULL PITCH		43.00 + (8.60 VAT) (51.60 per day)	

***Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/Witley/Wormley).

****GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area for casual one-off hires.

Performance of Music - Events that involve the playing of either recorded music or the performance of live music will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

Damage Deposit: A refundable damage deposit of £30 & £150 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.



Supporting Our Community

GODALMING TOWN COUNCIL'S COMMUNITY SPACES SCALE OF CHARGES FROM 1 APRIL 2025

Wilfrid Noyce Centre

	*Voluntary Organisations £	**GU7 Rate (Casual Hire) £	Standard Rate £
WHOLE CENTRE (including use of Kitchen for catering facilities)	20.00 + (4.00 VAT) (24.00 per hour)	30.00 + (6.00 VAT) (36.00 per hour)	40.00 + (8.00 VAT) (48.00 per hour)
CAUDLE HALL (including shared use of Kitchen for tea/coffee facilities)	10.50 + (2.10 VAT) (12.60 per hour)	15.50 + (3.10 VAT) (18.60 per hour)	21.00 + (4.20 VAT) (25.20 per hour)
WYATT HALL (including shared use of Kitchen for tea/coffee facilities)	7.50 + (1.50 VAT) (9.00 per hour)	12.00 + (2.40 VAT) (14.40 per hour)	15.00 + (3.00 VAT) (18.00 per hour)
OGLETHORPE HALL (with kitchenette and separate toilet facilities)	7.50 + (1.50 VAT) (9.00 per hour)	12.00 + (2.40 VAT) (14.40 per hour)	15.00 + (3.00 VAT) (18.00 per hour)
AV EQUIPMENT (projector, microphones, sound system)		30.00 + (6.00 VAT) (36.00 flat fee)	
TIERED SEATING (for GTC staff to set up, regular users by negotiation))		50.00 + (10.00 VAT) (60.00 flat fee)	
STAGE		50.00 + (10.00 VAT) (60.00 flat fee)	

A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, and New Year's Eve evening and New Year's Day.

Minimum Hire – The minimum hire period for casual (non-regular) hirers on a Saturday or Sunday is 3 hours.

***Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/Witley/Wormley).

****GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area for casual one-off hires.

Performance of Music - With the exception of private family events, i.e. birthday parties, weddings etc., events that involve the playing of either recorded music or the performance of live music will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

DISCO's Hirers who engage the services of a mobile disco or similar are to ensure they have a Phonographic Performance Licence (PPL) and if required a Pro-DUB licence (reputable mobile discos will hold these licences).

Damage Deposit: A refundable damage deposit between £30 & £500 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.

Crockery & Cutlery – Price on request.

Catering Facilities – Price on request.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

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

COMMITTEE: _____

DATE: _____

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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