

GODALMING TOWN COUNCIL

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22 November 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, 28 NOVEMBER 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

Andy Jeffery

Andy Jeffery
Town Clerk

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

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

Committee Members:	Councillor Follows – Chair Councillor Weightman – Vice Chair
Councillor Adam	Councillor Holliday
Councillor Clayton	Councillor Kiehl
Councillor Crooks	Councillor Martin
Councillor Crowe	Councillor PMA Rivers
Councillor C Downey	Councillor Steel
Councillor S Downey	Councillor Thomson
Councillor Duce	Councillor Williams
Councillor Heagin	

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 17 October 2024, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

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

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

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

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

5. QUESTIONS BY MEMBERS

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

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

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

7. BUDGET MONITORING

Members are asked to note a report from the Responsible Finance Officer on the Council's financial performance to 31 October 2024 (report attached for the information of Members).

8. RESERVES POLICY – ITEM FOR DECISION

Recommendation: Members are requested to consider a draft Reserves Policy and, if minded, to agree the policy and to recommend its adoption by Full Council (attached for the information of Members).

The Joint Panel on Accountability and Governance (JPAG) is responsible for issuing proper practices about the governance and accounts of Local Councils. Guidance to Officers contained within the JPAG Practitioners' Guide – 2024 states that it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income. Additionally, The Practitioners' Guide goes on to state that although in practice there is no upper or lower limit to Ear Marked Reserves, they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting) and should be separately identified and enumerated.

As such, it is considered appropriate that Godalming Town Council adopts a Reserves Policy to ensure it is following best practice. The Town Clerk/RFO request Members consider a draft Reserves Policy (attached for the information of Members), and if minded, resolve to recommend its adoption by Full Council.

9. BUDGET 2025/26 – ITEM FOR DECISION

Recommendation:

- Members to consider the draft budget 2025/26 and, if agreed, are requested to resolve to recommend the draft budget and a precept of £1,236,391 for 2025/26, which represents a Band D increase of £5.80 per annum (4.98%), to Full Council.**

- b. **Members to consider the forward projections 2026/27-2029/30 indicated in the Statement of Variation and, if agreed, are requested to resolve the projections be noted by Full Council.**
- c. **Members to determine whether the forecast level of the council's general reserve is at an appropriate percentage of the precept.**
- d. **Members to review the council's earmarked reserves to ensure the purpose of the earmarked reserves are valid and at an appropriate level.**

Members to receive the draft 2025/26 Revenue Budget, Statement of Variation, and Reserve Balances (attached for the information of Members).

Revenue Budget 2025/26

In preparation of the draft 2025/26 budget, known factors were applied such as the 2024/25 staff pay award, changes to Employers National Insurance Contributions (ERNIC), loss of localism income and changes to the Non-Domestic Rate Hospitality, Retail and Leisure rate relief. This provided the initial base to which were added the costs of the decisions made by the council or its committees over the preceding year(s), such as taking ownership of a new community building, adjustments to staffing structures and the continued implementation of the Corporate Plan. The prudent use of reserves is incorporated into the proposed budget in order to smooth over a two-year budget cycle the predicted employment and insurance cost increases and loss of localism funding.

Reserves

The predicted balance of the general reserve as of 31 March 2026 is estimated to be £707,953 equating to 57% of the 2025/26 precept with a forecast to be at 46% of precept by 2030/31.

In addition to the revenue reserve, the council has £535,500 allocated to ear marked reserves (of which £30,000 is committed to the refurbishment of Nightingale Cemetery railings). Members are requested to approve the purpose of the EMRs and that they are held at a level appropriate to the requirement.

10. COMMITTEE REPORTS & KEY DATES

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

11. CONSULTATION ON ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS – CONSULTATION

The Local Government Capability and Improvement Division in the Ministry of Housing, Communities and Local Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances. The consultation will last for 8 weeks from 24 October 2024.

If any changes to legislation are made, as a result of this consultation, they would apply to England only local authorities including Town & Parish Councils.

If any policy changes are made following this consultation, they will be subject to appropriate assessment. No impact assessment has been conducted at this time.

Basic information

This is an open consultation. The consultation is seeking the views of individual members of the public; prospective and current local authority members/representatives; all relevant local

authorities; and those bodies that represent the interests of local members/representatives at all levels.

Ministerial Forward

The government has set out its intention to reset the relationship between central and local government as partners in delivering better outcomes for the communities we collectively represent. Key to this is supporting the sector to modernise democratic engagement, raise standards and widen the range of candidates standing for council by removing unnecessary barriers.

The attendance of elected members at local authority meetings is a core part of the democratic process at the local level and is integral to members carrying out their functions effectively. In addition to the value of members coming together to debate and discuss the issues which impact the lives of the people they represent; it is also important that local residents have the opportunity to engage directly with the people they have elected to take key decisions on their behalf.

At the same time, the government recognises that there are circumstances in which it may not always be possible for members to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings.

The intent is that this increased flexibility will strike the balance between the principle that significant in-person engagement remains vitally important, and a recognition that there will sometimes be a need to accommodate members' requirements to attend council meetings remotely. We hope it will encourage a wider diversity of people willing and able to stand and actively participate in local democracy by creating improved conditions where meetings are accessible and inclusive.

In addition, we are seeking views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely, for example during maternity, paternity or adoption leave.

In line with the government's commitment to working with local government to establish partnerships built on mutual respect, genuine collaboration, and meaningful engagement, this short consultation seeks your views on the detail and practical implications of this proposition to inform our ongoing policy development.

Proxy Voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

Consultation Response

Whilst individual Members may respond to this consultation, the Town Clerk wishes to seek the collective response of Godalming Town Council to be submitted on behalf of the council as a body corporate. The questions are shown on the response document (attached for the information of Members), factual responses have been included by the Town Clerk.

Members may wish to determine the answers they wish to submit following debate at this meeting or they may wish to delegate to the Committee Chair to instruct the Town Clerk how to respond on behalf of the council, having first consulted with the political group leaders.

Responses to this consultation can only be made through the online consultation platform, Citizen Space. [Respond via Citizen Space.](#)

12. **GODALMING & VILLAGES COMMUNITY STORE – ITEM TO NOTE**

The Godalming & Villages Community Store AGM was held on 30 October for the year ended 31 July 2024. The Trustees' report can be found on the [Charity Commission Website](#)

As Members will be aware the aim of the Godalming & Villages Community Store is:

“The relief of financial hardship amongst people in Godalming and its surrounding villages in providing a) emergency food, essential toiletries and household items to individuals and families in need, b) distribution of the above items to charities and organisations working to prevent or relieve poverty and c) the provision of signposting to relevant information and other advisory services”.

The Community Store continues to operate from Broadwater Park, using a building owned by Waverley, but licenced to Godalming Town Council.

The Trustees have highlighted that a significant issue facing the Community Store is storage space, with the available space full, as such any suggestions or offers of additional storage space, ideally close to the store at Broadwater Park would be very much appreciated.

The Community Store will be providing Christmas vouchers from its own funds for 2024 (instead of using the Household Support Fund).

Attached for the information of Members is a graph which shows the number of households supported by the Community Store. Members will note a step change downwards from around May this year which amounts to approximately 20% reduction from where the level of support/need had previously been – this equates to an average of around 52 households.

This should be recognised as good news – as the trustees of the Community Store emphasise, they are not a business! However, whilst the number of households supported has declined it is expected that the Community Store will see an upturn as soon as there's a cold snap and on the approach to Christmas.

Finally, the Trustees wish to thank members and the Council for their ongoing support.

13. **ADMINISTRATIVE SUPPORT – ITEM FOR DECISION**

On 11 May 2024 Members employed the services of a Locum Responsible Finance Officer for a period of 16 weeks at a cost of £21,900 with the majority of this being funded from the salary savings of the vacancy (Min No 48-24 refers).

Whilst GTC has recruited a new Finance Officer, the position remains vacant until 7 January and it is anticipated that the new Finance Officer will need at least 1 month of direct support with a period of remote support being available thereafter.

As the 16-week period agreed at Min No 48-24 will shortly expire, Members are requested to resolve to approve up to an additional 3 months of direct and/or remote support from LGRC at an estimated cost of £16,500 to be funded from the existing salary budget.

14. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

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

15. COMMUNICATIONS ARISING FROM THIS MEETING

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

16. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 9 January 2025 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

17. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 18 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

18. STAFFING MATTERS

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

7. BUDGET MONITORING REPORT

Members to consider a budget monitoring report to 11 November 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	300,325 u/s	0 u/s
Civic Expenses	8,280 u/s	0 u/s
Town Promotion	1,532 u/s	0 o/s
Staycation	1,844 u/s	0 u/s
Festivals & Markets	6,158 u/s	4,000 u/s
Christmas Lights	1,502 o/s	0 o/s
BWP Youth Centre	45,767 u/s	0 o/s
Pepperpot	1,947 o/s	0 u/s
The Square	650 u/s	0 u/s
Allotments	2,668 o/s	0 o/s
Wilfrid Noyce Community Centre	29,534 u/s	0 u/s
Bandstand	830 u/s	0 o/s
Godalming Museum	6,698 u/s	0 u/s
Land & Property Other	22,168 u/s	0 o/s
Crown Court Conveniences	9,806 o/s	0 o/s
Broadwater Park Extension	0 o/s	0 o/s
Cemeteries	49,406 u/s	40,000 u/s
Mayors' Charity	1,752 u/s	0 o/s
Community Store	950 o/s	0 o/s
Pepperpot Ext	550 o/s	0 o/s
TOTAL	458,566 u/s	44,000 u/s

The monitoring report shows a current variance of £458,566 underspend against the revised Budget (there is a £2 rounding difference between this and the detailed report).

Cost Centre 101

- Interest received already exceeds the annual budget by £9,872.
- £69,829 underspend to date against staffing costs – part of this arises from the fact that the 2024/25 pay award is not yet paid (it has been settled and should be paid this month back dated to 1 April 2024) – 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.
- 283.6% spend to date on Professional Fees – Other – £23,819 (£19,819 net of refundable deposit) relates to the costs of a locum RFO but there is a corresponding underspend against staffing costs which offsets that cost. £7,000 has been spent on the Youth Services audit. Even without the locum RFO costs this budget will likely be overspent by the end of the financial year.
- £2,782 overspend on Insurance – this is because the costs of insuring cemeteries now fall to this budget.
- 2476% 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. Similarly, £24,000 has been paid in CIL grant to Farncombe Cricket Club and this is offset by a transfer from reserves of the same sum – also at 5001 101.

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 201

- £14,565 has been received in donations towards the Well-being Garden.
- A year-to-date variance of £2,980 overspent on Property Maintenance arises from work on the garden which has been funded from donation.
- A year-to-date variance of £3,254 overspent on Street Furniture relates to Garden Furniture again funded from donations
- Vehicle Maintenance Costs are £1,641 overspent to date – the costs have exceeded those expected.
- There is no budget for equipment at Broadwater Park (except for equipment funded from grant streams) and therefore the whole of the expenditure here is an overspend (£6,190 to date); £3,495 relates to the purchase of a vehicle, most of the remainder relates to equipment for the garden (funded by donations) and furnishing for the new in-fill extension. However, this expenditure will be set against the UKSPF grant.
- Expenditure for DBS checks and professional support/mentoring to staff is £474 overspend.

Cost Centre 204

An overspend of £2,668 is reported against Allotments because, this is a timing issue. A management decision was taken to determine workload priorities meaning a delay has been experienced in invoicing allotment holders. This will be remedied within the coming month.

Cost Centre 208

- £29,364 underspend to date against staffing costs – part of this arises from the fact that the 2024/25 pay award is not yet paid (it is settled and will be paid, back dated to 1 April 2024, this month) 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 £9,806. The expected government grant was received and the agreed transfer from the Town Council's CIL EMR has been made. Council agreed on 21 November to fund the overspend from CIL (Min No. 325-24 refers).

Cost Centre 301

- Income has already exceeded that budgeted for the year.
- Grave digging costs are higher than budgeted, this is linked directly to increased revenue referred to above.
- £4,298 Grounds Maintenance underspend to date shows a lower underspend than the last report – part relates to the actual costs for Q4 grass cutting by QLS being significantly under what was accrued; but it seems likely that the budget will be underspent by the year end.
- £32,367 year to date overspend against Equipment may reflect a timing difference (total expenditure at stage is 77.6% of the full year budget so within overall budget) the

expenditure to date includes major items such as a second-hand electric van; the annual lease of a new electric van and provision of Welfare, Workshop and Ancillary Facilities at Eashing Cemetery Maintenance Depot (Min No 644-23 refers).

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				-137,346	161,730
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					535,500
Balances	1,282,810	30,049	129,500	-163,406	0	1,278,953

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

Month No: 8

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>101</u> <u>Head Office Costs</u>							
1001 Precept	1,147,744	1,147,744	0	1,147,744			100.0%
1102 Community Infrastructure Levy	231,415	0	(231,415)	0			0.0%
1303 Other customer/client receipts	0	6,600	6,600	10,000			0.0%
1305 Sale of Assets	2,490	0	(2,490)	0			0.0%
1401 Interest Received	34,872	16,800	(18,072)	25,000			139.5%
	1,416,521	1,171,144	(245,377)	1,182,744			119.8%
Head Office Costs :- Income							
4001 Salaries	125,254	176,720	51,466	265,080	139,826		47.3%
4002 Employer's NIC	12,967	21,080	8,113	31,620	18,653		41.0%
4003 Employer's Superannuation	21,730	31,440	9,710	47,160	25,430		46.1%
4011 Staff Training	2,192	2,800	608	4,200	2,008		52.2%
4012 Recruitment Advertising	1,031	0	(1,031)	1,500	469		68.8%
4013 Other Staff Expenses	18	400	383	600	583		2.9%
4102 Property Maintenance	824	1,600	776	2,400	1,576		34.3%
4103 Maintenance Contracts	1,248	1,504	256	2,250	1,002		55.5%
4111 Energy Costs	2,938	4,000	1,062	6,000	3,062		49.0%
4121 Rents	1,232	2,650	1,418	2,650	1,418		46.5%
4131 Rates	6,968	6,100	(868)	6,100	(868)		114.2%
4141 Water Services	0	200	200	300	300		0.0%
4161 Cleaning	3,275	3,040	(235)	4,560	1,285		71.8%
4162 Waste Removal	269	400	131	600	331		44.8%
4163 Domestic Supplies	216	200	(16)	300	84		72.0%
4202 Car Allowances	910	640	(270)	1,000	90		91.0%

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

Month No: 8

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4301 Equipment	654	1,500	846	2,000		1,346	32.7%
4303 Materials	33	0	(33)	0		(33)	0.0%
4304 Catering & Hospitality	423	360	(63)	540		118	78.2%
4305 Clothes, Uniform & Laundry	2	0	(2)	0		(2)	0.0%
4306 Printing	868	1,440	572	2,160		1,292	40.2%
4307 Stationery	2,249	3,200	951	4,800		2,551	46.8%
4308 General Office Expense	15	0	(15)	250		235	6.2%
4312 Professional Fees - Surveyors	1,000	0	(1,000)	0		(1,000)	0.0%
4313 Professional Fees - Other	37,440	8,800	(28,640)	13,200		(24,240)	283.6%
4314 Audit Fees	3,025	3,100	75	3,300		275	91.7%
4315 Insurance	17,282	14,500	(2,782)	14,500		(2,782)	119.2%
4321 Bank Charges	288	280	(8)	420		132	68.7%
4322 Postage	619	800	181	1,950		1,331	31.7%
4323 Telephones	1,747	1,840	93	2,765		1,018	63.2%
4325 Computing	9,571	7,600	(1,971)	11,400		1,829	84.0%
4326 Website	1,421	1,600	179	2,400		979	59.2%
4341 Grants	53,074	57,715	4,641	64,700		11,626	82.0%
4342 Subscriptions	5,045	4,900	(145)	5,880		835	85.8%
4343 Licensing/PRS	0	120	120	120		120	0.0%
4900 Miscellaneous Expenses	49,049	1,320	(47,729)	1,981		(47,068)	2476.0%
6000 Debt Charges - Principal	21,193	23,178	1,985	34,501		13,308	61.4%
6001 Debt Charges - Interest	25,001	31,989	6,989	43,202		18,202	57.9%
Head Office Costs :- Indirect Expenditure	411,068	417,016	5,948	586,389	0	175,321	70.1%

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

Month No: 8

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
5001 Transfers from Reserves	(169,000)	(120,000)	49,000	(120,000)		49,000	140.8%
5101 Contrib. to Premises Provision	2,500	2,500	0	2,500		0	100.0%
5102 Contrib. to Other Provisions	63,000	63,000	0	63,000		0	100.0%
Head Office Costs :- Other Costs	(103,500)	(54,500)	49,000	(54,500)	0	49,000	189.9%
Net Income over Expenditure	1,108,953	808,628	(300,325)	650,855			
<u>102 Civic Expenses</u>							
1304 Donations	15	0	(15)	0			0.0%
Civic Expenses :- Income	15	0	(15)	0			
4002 Employer's NIC	703	0	(703)	0		(703)	0.0%
4011 Staff Training	30	0	(30)	0		(30)	0.0%
4121 Rents	0	1,540	1,540	2,420		2,420	0.0%
4304 Catering & Hospitality	33	400	367	600		567	5.6%
4305 Clothes, Uniform & Laundry	450	250	(200)	500		50	90.0%
4306 Printing	100	800	700	800		700	12.5%
4313 Professional Fees - Other	(4,631)	300	4,931	300		4,931	(1543.7%)
4325 Computing	1,985	2,800	815	4,200		2,215	47.3%
4327 Publicity Advertising	1,103	350	(753)	750		(353)	147.1%
4332 Mayor's Expenses	0	880	880	1,320		1,320	0.0%
4333 Members' Expenses	265	0	(265)	0		(265)	0.0%
4334 Members' Training	60	800	740	1,200		1,140	5.0%
4900 Miscellaneous Expenses	397	640	243	960		563	41.4%
Civic Expenses :- Indirect Expenditure	495	8,760	8,265	13,050	0	12,555	3.8%

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

Month No: 8

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
5102 Contrib. to Other Provisions	6,000	6,000	0	6,000		0	100.0%
Civic Expenses :- Other Costs	6,000	6,000	0	6,000	0	0	100.0%
Net Income over Expenditure	(6,480)	(14,760)	(8,280)	(19,050)			
<u>104 Town Promotion</u>							
1303 Other customer/client receipts	2,190	2,350	160	2,350			93.2%
1304 Donations	22	0	(22)	0			0.0%
Town Promotion :- Income	2,212	2,350	138	2,350			94.1%
4151 Fixtures & Fittings	108	0	(108)	0		(108)	0.0%
4162 Waste Removal	321	400	79	400		79	80.2%
4171 Grounds Maintenance Costs	2,731	5,000	2,269	5,000		2,269	54.6%
4203 Other Transport Costs	428	0	(428)	0		(428)	0.0%
4301 Equipment	188	500	312	500		312	37.6%
4304 Catering & Hospitality	223	100	(123)	100		(123)	223.0%
4306 Printing	615	400	(215)	400		(215)	153.8%
4313 Professional Fees - Other	846	0	(846)	0		(846)	0.0%
4327 Publicity Advertising	1,629	2,100	471	2,100		471	77.6%
4900 Miscellaneous Expenses	110	400	290	600		490	18.3%
7204 UKSPF - Decorations & Lighting	32	0	(32)	0		(32)	0.0%
Town Promotion :- Indirect Expenditure	7,230	8,900	1,670	9,100	0	1,870	79.5%
Net Income over Expenditure	(5,018)	(6,550)	(1,532)	(6,750)			

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

Month No: 8

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>105 Staycation</u>							
4001 Salaries	0	100	100	100		100	0.0%
4002 Employer's NIC	0	15	15	15		15	0.0%
4003 Employer's Superannuation	0	18	18	18		18	0.0%
4161 Cleaning	75	0	(75)	0		(75)	0.0%
4162 Waste Removal	642	1,500	858	1,500		858	42.8%
4313 Professional Fees - Other	2,198	3,450	1,252	3,450		1,252	63.7%
4327 Publicity Advertising	262	900	638	900		638	29.1%
4343 Licensing/PRS	130	0	(130)	0		(130)	0.0%
4900 Miscellaneous Expenses	833	0	(833)	0		(833)	0.0%
Staycation :- Indirect Expenditure	4,139	5,983	1,844	5,983	0	1,844	69.2%
Net Expenditure	(4,139)	(5,983)	(1,844)	(5,983)			
<u>106 Festivals & Markets</u>							
1303 Other customer/client receipts	16,676	12,520	(4,156)	14,060			118.6%
1304 Donations	2,630	0	(2,630)	0			0.0%
Festivals & Markets :- Income	19,306	12,520	(6,786)	14,060			137.3%
4001 Salaries	90	1,640	1,550	1,640		1,550	5.5%
4002 Employer's NIC	0	230	230	230		230	0.0%
4003 Employer's Superannuation	0	295	295	295		295	0.0%
4162 Waste Removal	267	700	433	700		433	38.2%
4203 Other Transport Costs	116	0	(116)	0		(116)	0.0%

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

Month No: 8

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4301 Equipment	1,787	0	(1,787)	0		(1,787)	0.0%
4304 Catering & Hospitality	116	180	64	180		64	64.3%
4306 Printing	0	530	530	530		530	0.0%
4313 Professional Fees - Other	3,245	2,400	(845)	2,400		(845)	135.2%
4327 Publicity Advertising	2,617	3,270	653	3,270		653	80.0%
4343 Licensing/PRS	0	600	600	600		600	0.0%
4900 Miscellaneous Expenses	2,935	700	(2,235)	700		(2,235)	419.3%
Festivals & Markets :- Indirect Expenditure	11,173	10,545	(628)	10,545	0	(628)	106.0%
Net Income over Expenditure	8,133	1,975	(6,158)	3,515			
<u>108 Christmas Lights</u>							
4303 Materials	18	0	(18)	0		(18)	0.0%
4313 Professional Fees - Other	20,000	18,516	(1,484)	46,016		26,016	43.5%
Christmas Lights :- Indirect Expenditure	20,018	18,516	(1,502)	46,016	0	25,998	43.5%
Net Expenditure	(20,018)	(18,516)	1,502	(46,016)			
<u>201 BWP Youth & Community Centre</u>							
1201 Grants - SCC	8,160	6,000	(2,160)	8,000			102.0%
1202 Grants - WBC	168,382	168,000	(382)	168,000			100.2%
1204 Grants - Other	500	0	(500)	0			0.0%
1301 Premises Hire Charges	4,241	3,600	(641)	5,400			78.5%
1304 Donations	14,565	0	(14,565)	0			0.0%
BWP Youth & Community Centre :- Income	195,848	177,600	(18,248)	181,400			108.0%

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

Month No: 8

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4001 Salaries	102,982	121,160	18,178	181,740		78,758	56.7%
4002 Employer's NIC	7,908	11,680	3,772	17,520		9,612	45.1%
4003 Employer's Superannuation	12,129	21,440	9,311	32,160		20,031	37.7%
4011 Staff Training	1,892	1,600	(292)	2,500		608	75.7%
4012 Recruitment Advertising	88	0	(88)	1,200		1,112	7.3%
4102 Property Maintenance	4,180	1,200	(2,980)	1,800		(2,380)	232.2%
4103 Maintenance Contracts	1,055	1,080	25	1,620		565	65.1%
4111 Energy Costs	3,444	3,200	(244)	4,800		1,356	71.7%
4131 Rates	1,556	1,500	(56)	1,500		(56)	103.7%
4141 Water Services	364	320	(44)	500		136	72.9%
4161 Cleaning	358	6,240	5,882	9,360		9,002	3.8%
4162 Waste Removal	546	800	254	1,200		654	45.5%
4163 Domestic Supplies	52	240	188	360		308	14.4%
4171 Grounds Maintenance Costs	181	240	59	400		219	45.2%
4190 Street Furniture	3,254	0	(3,254)	0		(3,254)	0.0%
4201 Public Transport	62	50	(12)	100		38	61.7%
4202 Car Allowances	0	50	50	100		100	0.0%
4204 Fuel Costs	241	1,600	1,360	2,400		2,160	10.0%
4205 Vehicle Maintenance	3,241	1,600	(1,641)	2,400		(841)	135.0%
4301 Equipment	6,190	0	(6,190)	0		(6,190)	0.0%
4302 Furniture	46	0	(46)	0		(46)	0.0%
4304 Catering & Hospitality	5	250	245	500		495	1.1%
4307 Stationery	467	0	(467)	0		(467)	0.0%
4312 Professional Fees - Surveyors	1,500	0	(1,500)	0		(1,500)	0.0%

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

Month No: 8

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4313 Professional Fees - Other	714	160	(554)	240		(474)	297.3%
4323 Telephones	1,114	800	(314)	1,200		86	92.8%
4325 Computing	1,397	1,280	(117)	1,920		523	72.8%
4327 Publicity Advertising	0	0	0	250		250	0.0%
4900 Miscellaneous Expenses	268	320	52	500		232	53.5%
7100 BWP - Creativity & Arts	209	800	591	1,200		991	17.4%
7101 BWP - Music	0	0	0	250		250	0.0%
7102 BWP - Sports & Activities	314	1,600	1,286	2,400		2,086	13.1%
7103 BWP - Gaming	90	400	310	600		510	15.0%
7104 BWP - Decorations & Lighting	6	0	(6)	200		194	3.2%
7105 BWP - Food & Cooking	334	1,200	866	1,800		1,466	18.6%
7200 UKSPF - Creativity & Arts	258	800	542	1,200		942	21.5%
7202 UKSPF - Sports & Activities	1,691	1,600	(91)	2,400		709	70.4%
7203 UKSPF - Gaming	131	400	269	600		469	21.8%
7205 UKSPF - Food & Cooking	800	800	0	1,200		400	66.6%
7300 HAF - Creativity & Arts	471	300	(171)	450		(21)	104.6%
7301 HAF - Music	0	3,000	3,000	4,000		4,000	0.0%
7302 HAF - Sports & Activities	1,535	0	(1,535)	0		(1,535)	0.0%
7303 HAF - Gaming	75	850	775	1,200		1,125	6.3%
7305 HAF - Food & Cooking	698	800	102	1,100		402	63.4%
BWP Youth & Community Centre :- Indirect Expenditure	161,842	189,360	27,518	284,870	0	123,028	56.8%
5101 Contrib. to Premises Provision	2,500	2,500	0	2,500		0	100.0%
5102 Contrib. to Other Provisions	168,000	168,000	0	168,000		0	100.0%
BWP Youth & Community Centre :- Other Costs	170,500	170,500	0	170,500	0	0	100.0%
Net Income over Expenditure	(136,493)	(182,260)	(45,767)	(273,970)			

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

Month No: 8

Cost Centre Report

	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	5,939	5,600	(339)	8,400			70.7%
Pepperpot :- Income	5,939	5,600	(339)	8,400			70.7%
4102 Property Maintenance	3,849	800	(3,049)	1,200		(2,649)	320.8%
4103 Maintenance Contracts	287	800	513	1,200		913	23.9%
4111 Energy Costs	721	1,720	999	2,600		1,879	27.7%
4131 Rates	175	790	615	790		615	22.1%
4161 Cleaning	3	2,520	2,517	3,780		3,777	0.1%
4301 Equipment	113	0	(113)	600		487	18.9%
4312 Professional Fees - Surveyors	3,750	0	(3,750)	0		(3,750)	0.0%
4323 Telephones	434	416	(18)	624		190	69.5%
4343 Licensing/PRS	70	70	0	70		0	100.0%
Pepperpot :- Indirect Expenditure	9,401	7,116	(2,285)	10,864	0	1,463	86.5%
5101 Contrib. to Premises Provision	2,500	2,500	0	2,500		0	100.0%
Pepperpot :- Other Costs	2,500	2,500	0	2,500	0	0	100.0%
Net Income over Expenditure	(5,963)	(4,016)	1,947	(4,964)			
<u>203</u> <u>The Square</u>							
1302 Rents	5,108	4,480	(628)	6,750			75.7%
1303 Other customer/client receipts	2,020	1,700	(320)	1,700			118.8%
The Square :- Income	7,128	6,180	(948)	8,450			84.4%

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

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Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4315 Insurance	1,998	1,700	(298)	1,700		(298)	117.5%
The Square :- Indirect Expenditure	1,998	1,700	(298)	1,700	0	(298)	117.5%
Net Income over Expenditure	5,130	4,480	(650)	6,750			
<u>204 Allotments</u>							
1303 Other customer/client receipts	0	2,850	2,850	2,850			0.0%
Allotments :- Income	0	2,850	2,850	2,850			0.0%
4102 Property Maintenance	319	0	(319)	300		(19)	106.2%
4141 Water Services	160	160	0	260		100	61.4%
4162 Waste Removal	0	0	0	215		215	0.0%
4171 Grounds Maintenance Costs	0	500	500	1,000		1,000	0.0%
Allotments :- Indirect Expenditure	478	660	182	1,775	0	1,297	26.9%
Net Income over Expenditure	(478)	2,190	2,668	1,075			
<u>205 Wilfrid Noyce Community Centre</u>							
1301 Premises Hire Charges	30,332	30,500	168	44,500			68.2%
1303 Other customer/client receipts	160	0	(160)	0			0.0%
Wilfrid Noyce Community Centre :- Income	30,493	30,500	7	44,500			68.5%
4001 Salaries	19	2,240	2,221	3,360		3,341	0.6%
4002 Employer's NIC	0	320	320	480		480	0.0%

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

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Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4003 Employer's Superannuation	0	400	400	600		600	0.0%
4102 Property Maintenance	3,089	2,400	(689)	3,600		511	85.8%
4103 Maintenance Contracts	3,660	5,280	1,620	7,920		4,260	46.2%
4111 Energy Costs	4,840	8,800	3,960	13,200		8,360	36.7%
4121 Rents	90	250	160	250		160	36.0%
4131 Rates	1,160	5,000	3,840	5,000		3,840	23.2%
4141 Water Services	878	1,360	482	2,040		1,162	43.0%
4161 Cleaning	389	11,200	10,811	16,800		16,411	2.3%
4162 Waste Removal	881	1,280	399	1,920		1,039	45.9%
4163 Domestic Supplies	43	400	357	600		557	7.1%
4301 Equipment	2	2,400	2,398	4,000		3,998	0.1%
4313 Professional Fees - Other	0	1,650	1,650	1,650		1,650	0.0%
4323 Telephones	501	664	163	996		495	50.3%
4343 Licensing/PRS	0	650	650	650		650	0.0%
4900 Miscellaneous Expenses	0	800	800	1,200		1,200	0.0%
Wilfrid Noyce Community Centre :- Indirect Expenditure	15,553	45,094	29,541	64,266	0	48,713	24.2%
5101 Contrib. to Premises Provision	2,500	2,500	0	2,500		0	100.0%
Wilfrid Noyce Community Centre :- Other Costs	2,500	2,500	0	2,500	0	0	100.0%
Net Income over Expenditure	12,440	(17,094)	(29,534)	(22,266)			
<u>206 Bandstand</u>							
1301 Premises Hire Charges	44	0	(44)	0			0.0%
Bandstand :- Income	44	0	(44)	0			

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

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Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4102 Property Maintenance	0	400	400	600		600	0.0%
4111 Energy Costs	0	250	250	250		250	0.0%
4205 Vehicle Maintenance	44	0	(44)	0		(44)	0.0%
4343 Licensing/PRS	70	250	180	250		180	28.0%
Bandstand :- Indirect Expenditure	114	900	786	1,100	0	986	10.4%
Net Income over Expenditure	(70)	(900)	(830)	(1,100)			
<u>207 Godalming Museum</u>							
1302 Rents	1,706	5,118	3,412	6,824			25.0%
1303 Other customer/client receipts	3,320	720	(2,600)	960			345.8%
Godalming Museum :- Income	5,026	5,838	812	7,784			64.6%
4001 Salaries	31,927	35,640	3,713	53,460		21,533	59.7%
4002 Employer's NIC	2,245	3,760	1,515	5,640		3,395	39.8%
4003 Employer's Superannuation	3,410	6,320	2,910	9,480		6,070	36.0%
4011 Staff Training	0	500	500	1,000		1,000	0.0%
4102 Property Maintenance	3,128	880	(2,248)	1,320		(1,808)	236.9%
4103 Maintenance Contracts	734	920	186	1,380		646	53.2%
4121 Rents	1,064	1,300	236	1,300		236	81.9%
4202 Car Allowances	0	0	0	160		160	0.0%
4307 Stationery	0	240	240	360		360	0.0%
4311 Professional Fees - Legal	1,300	0	(1,300)	0		(1,300)	0.0%
4312 Professional Fees - Surveyors	345	0	(345)	0		(345)	0.0%

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

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Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4315 Insurance	1,926	3,500	1,574	3,500		1,574	55.0%
4322 Postage	0	640	640	960		960	0.0%
4323 Telephones	0	120	120	180		180	0.0%
4325 Computing	2,111	1,880	(231)	2,820		709	74.9%
4342 Subscriptions	0	0	0	3,000		3,000	0.0%
Godalming Museum :- Indirect Expenditure	48,190	55,700	7,510	84,560	0	36,370	57.0%
Net Income over Expenditure	(43,164)	(49,862)	(6,698)	(76,776)			
<u>208 Land & Property - Other</u>							
1202 Grants - WBC	4,461	0	(4,461)	0			0.0%
Land & Property - Other :- Income	4,461	0	(4,461)	0			
4001 Salaries	55,116	84,480	29,364	126,720		71,604	43.5%
4002 Employer's NIC	5,456	9,320	3,864	13,980		8,524	39.0%
4003 Employer's Superannuation	8,420	14,960	6,540	22,440		14,020	37.5%
4102 Property Maintenance	1,501	2,600	1,099	3,900		2,399	38.5%
4103 Maintenance Contracts	599	800	201	1,200		601	49.9%
4111 Energy Costs	931	920	(11)	1,380		449	67.5%
4141 Water Services	1,038	2,160	1,122	3,240		2,202	32.0%
4151 Fixtures & Fittings	0	750	750	1,000		1,000	0.0%
4161 Cleaning	11,007	13,040	2,033	19,560		8,553	56.3%
4162 Waste Removal	234	0	(234)	0		(234)	0.0%
4163 Domestic Supplies	672	800	128	1,200		528	56.0%

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

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Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4164 Workshop Consumables	1,929	1,600	(329)	2,400		471	80.4%
4171 Grounds Maintenance Costs	1,162	3,200	2,038	5,000		3,838	23.2%
4190 Street Furniture	27,660	0	(27,660)	0		(27,660)	0.0%
4204 Fuel Costs	466	2,200	1,734	3,300		2,834	14.1%
4205 Vehicle Maintenance	461	1,600	1,139	2,400		1,939	19.2%
4301 Equipment	3,238	0	(3,238)	0		(3,238)	0.0%
4304 Catering & Hospitality	29	0	(29)	0		(29)	0.0%
4305 Clothes, Uniform & Laundry	3,197	2,600	(597)	3,900		703	82.0%
4307 Stationery	5	0	(5)	0		(5)	0.0%
4315 Insurance	173	0	(173)	0		(173)	0.0%
4323 Telephones	10	0	(10)	0		(10)	0.0%
4325 Computing	419	0	(419)	0		(419)	0.0%
4900 Miscellaneous Expenses	0	400	400	600		600	0.0%
Land & Property - Other :- Indirect Expenditure	123,723	141,430	17,707	212,220	0	88,497	58.3%
5101 Contrib. to Premises Provision	2,500	2,500	0	2,500		0	100.0%
Land & Property - Other :- Other Costs	2,500	2,500	0	2,500	0	0	100.0%
Net Income over Expenditure	(121,762)	(143,930)	(22,168)	(214,720)			
<u>209 Crown Court Conveniences</u>							
1101 Government Grants	194,486	0	(194,486)	0			0.0%
Crown Court Conveniences :- Income	194,486	0	(194,486)	0			

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

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Cost Centre Report

	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	212,410	0	(212,410)	0		(212,410)	0.0%
4102 Property Maintenance	50	0	(50)	0		(50)	0.0%
4151 Fixtures & Fittings	115	0	(115)	0		(115)	0.0%
4161 Cleaning	198	0	(198)	0		(198)	0.0%
4162 Waste Removal	87	0	(87)	0		(87)	0.0%
4301 Equipment	2,068	0	(2,068)	0		(2,068)	0.0%
4312 Professional Fees - Surveyors	16,268	0	(16,268)	0		(16,268)	0.0%
4313 Professional Fees - Other	3,798	0	(3,798)	0		(3,798)	0.0%
4315 Insurance	781	0	(781)	0		(781)	0.0%
4327 Publicity Advertising	680	0	(680)	0		(680)	0.0%
Crown Court Conveniences :- Indirect Expenditure	236,456	0	(236,456)	0	0	(236,456)	
5001 Transfers from Reserves	(32,165)	0	32,165	0		32,165	0.0%
Crown Court Conveniences :- Other Costs	(32,165)	0	32,165	0	0	32,165	
Net Income over Expenditure	(9,806)	0	9,806	0			
<u>210 Broadwater Park Extension</u>							
4101 Repair/Alteration of Buildings	75,299	0	(75,299)	0		(75,299)	0.0%
4151 Fixtures & Fittings	1,493	0	(1,493)	0		(1,493)	0.0%
4171 Grounds Maintenance Costs	90	0	(90)	0		(90)	0.0%
4302 Furniture	666	0	(666)	0		(666)	0.0%
4303 Materials	632	0	(632)	0		(632)	0.0%
4312 Professional Fees - Surveyors	2,700	0	(2,700)	0		(2,700)	0.0%

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

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Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4325 Computing	301	0	(301)	0		(301)	0.0%
Broadwater Park Extension :- Indirect Expenditure	81,181	0	(81,181)	0	0	(81,181)	
5001 Transfers from Reserves	(81,181)	0	81,181	0		81,181	0.0%
Broadwater Park Extension :- Other Costs	(81,181)	0	81,181	0	0	81,181	
Net Expenditure	0	0	0	0			
<u>211 Pepperpot Ext Redec</u>							
4312 Professional Fees - Surveyors	550	0	(550)	0		(550)	0.0%
Pepperpot Ext Redec :- Indirect Expenditure	550	0	(550)	0	0	(550)	
Net Expenditure	(550)	0	550	0			
<u>301 Cemeteries</u>							
1202 Grants - WBC	120	0	(120)	0			0.0%
1302 Rents	14,910	21,200	6,290	29,300			50.9%
1303 Other customer/client receipts	20,468	9,600	(10,868)	14,400			142.1%
1700 Interment	49,575	25,600	(23,975)	38,400			129.1%
1701 Monument	5,046	1,840	(3,206)	2,760			182.8%
1702 Purchase of Grave Space	84,355	46,000	(38,355)	69,000			122.3%
1703 Other Cemetery Fees	(800)	0	800	0			0.0%
Cemeteries :- Income	173,674	104,240	(69,434)	153,860			112.9%

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

Month No: 8

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4011 Staff Training	2,073	0	(2,073)	0		(2,073)	0.0%
4014 Sexton Duties	1,050	0	(1,050)	0		(1,050)	0.0%
4015 Grave Digging	8,875	9,600	725	14,400		5,525	61.6%
4102 Property Maintenance	595	6,400	5,805	9,600		9,005	6.2%
4103 Maintenance Contracts	1,516	1,640	124	2,560		1,044	59.2%
4111 Energy Costs	2,400	3,200	800	4,800		2,400	50.0%
4131 Rates	2,310	2,000	(310)	2,000		(310)	115.5%
4141 Water Services	284	400	116	600		316	47.3%
4151 Fixtures & Fittings	960	0	(960)	0		(960)	0.0%
4161 Cleaning	355	0	(355)	0		(355)	0.0%
4162 Waste Removal	2,140	4,000	1,860	6,000		3,860	35.7%
4163 Domestic Supplies	75	240	165	360		285	20.9%
4164 Workshop Consumables	662	1,200	538	1,800		1,138	36.8%
4171 Grounds Maintenance Costs	22,902	27,200	4,298	41,000		18,098	55.9%
4172 Memorial Inspection	0	0	0	2,000		2,000	0.0%
4202 Car Allowances	0	320	320	500		500	0.0%
4204 Fuel Costs	16	800	784	1,200		1,184	1.4%
4205 Vehicle Maintenance	517	2,000	1,483	3,000		2,483	17.2%
4301 Equipment	40,367	8,000	(32,367)	52,000		11,633	77.6%
4303 Materials	18	0	(18)	0		(18)	0.0%
4305 Clothes, Uniform & Laundry	38	0	(38)	0		(38)	0.0%
4307 Stationery	186	0	(186)	0		(186)	0.0%
4313 Professional Fees - Other	0	1,000	1,000	2,000		2,000	0.0%
4323 Telephones	35	0	(35)	0		(35)	0.0%

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

Month No: 8

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4324 Broadband	35	160	125	240		205	14.6%
4327 Publicity Advertising	794	0	(794)	0		(794)	0.0%
4342 Subscriptions	63	0	(63)	0		(63)	0.0%
4900 Miscellaneous Expenses	163	240	77	400		237	40.8%
Cemeteries :- Indirect Expenditure	88,429	68,400	(20,029)	144,460	0	56,031	61.2%
Net Income over Expenditure	85,246	35,840	(49,406)	9,400			
<u>414 Mayors Charity 2023 - A Duce</u>							
4900 Miscellaneous Expenses	1,060	0	(1,060)	0		(1,060)	0.0%
Mayors Charity 2023 - A Duce :- Indirect Expenditure	1,060	0	(1,060)	0	0	(1,060)	
5001 Transfers from Reserves	(1,060)	0	1,060	0		1,060	0.0%
Mayors Charity 2023 - A Duce :- Other Costs	(1,060)	0	1,060	0	0	1,060	
Net Expenditure	0	0	0	0			
<u>415 Mayors Charity 2024 - P Rivers</u>							
1304 Donations	1,752	0	(1,752)	0			0.0%
Mayors Charity 2024 - P Rivers :- Income	1,752	0	(1,752)	0			
Net Income	1,752	0	(1,752)	0			

Detailed Income & Expenditure by Phased Budget Heading 11/11/2024

Month No: 8

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>416 Community Store</u>							
1303 Other customer/client receipts	20	0	(20)	0			0.0%
1304 Donations	3,465	0	(3,465)	0			0.0%
Community Store :- Income	<u>3,485</u>	<u>0</u>	<u>(3,485)</u>	<u>0</u>			
4900 Miscellaneous Expenses	3,390	0	(3,390)	0		(3,390)	0.0%
Community Store :- Indirect Expenditure	<u>3,390</u>	<u>0</u>	<u>(3,390)</u>	<u>0</u>	<u>0</u>	<u>(3,390)</u>	
Net Income over Expenditure	<u>95</u>	<u>0</u>	<u>(95)</u>	<u>0</u>			
Grand Totals:- Income	2,060,389	1,518,822	(541,567)	1,606,398			128.3%
Expenditure	1,192,582	1,109,580	(83,002)	1,606,398	0	413,816	74.2%
Net Income over Expenditure	<u>867,806</u>	<u>409,242</u>	<u>(458,564)</u>	<u>0</u>			
Movement to/(from) Gen Reserve	<u>867,806</u>						

RESERVES POLICY

Godalming Town Council's Reserves Policy is based on the guidance contained within the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide – 2024.

RESERVES

1. As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.
2. The RFO is responsible for advising on the prudent level of reserves for the council. The key controls are:
 - a. to maintain reserves in accordance with the JPAG Practitioners' Guide;
 - b. for each reserve the purpose, usage and basis of transactions should be clearly identified;
 - c. reserves are only used for the purposes they are intended; and
 - d. revenue and ear marked reserves shall be maintained separately.

GENERAL RESERVES

3. The General Reserve comprises the council's cash flow and contingency fund and as such should be of a sufficient level to meet its statutory and contractual obligations to its staff, contractors, and creditors, withstand any unforeseen loss of income (other than the precept), deal with unexpected inflation, unforeseen events and unusual circumstances.
4. In consideration of the above, Godalming Town Council will seek to maintain the General Reserve within a range of 45%- 55% of the precept.
5. Godalming Town Council will review its reserves annually as part of its budget setting process to ensure that its General Reserve is maintained within the agreed percentage range of the precept.

EARMARKED AND OTHER RESERVES

6. None of the above in any way affects the level of earmarked and/or capital receipts reserves that the council may or should hold.
7. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must:
 - be held for genuine and identifiable purposes and projects;
 - be separately identified and enumerated;
 - their level should be subject to regular review.
8. Godalming Town Council will review its Ear Marked Reserves annually as part of its budget setting process to ensure that the purpose for the reserve is valid and the level of the reserve is appropriate.
9. Authorisation to establish and add to a reserve is a reserved matter for Full Council.
10. Authorisation to incur expenditure against a reserve is by resolution of Full Council or Policy & Management Committee, save that any use of Ear Marked Reserves by a resolution of the Policy & Management Committee is restricted within delegated limits as set out in the Council's Financial Regulations.

Godalming Town Council

STATEMENT OF VARIATION 2025/26

2025/26	£
Base Budget (net) i.e. Precept 2024/25	1,147,744
Add Increase Staffing Costs	43,502
Add Increase ERNIC	13,552
Add Inflation and net minor adjustments	31,441
Add IT & Cyber Security	4,348
Add Increase Property Maintenance	8,844
Add Increase in Cleaning Costs	8,856
Add Increased for New Community Building	7,512
Add Increased Insurance Costs	3,448
Add Increased Energy Costs	2,644
Add loss of SCC Localism Contribution	10,000
Add reduction in net transfer from General Reserves 24/25	2,500
Less Provision to Premises Reserves	-12,500
Less net transfer from General Reserve	-35,500

Estimated Budget (Precept) Requirement 2025/26	<u>1,236,391</u>
General Reserve predicted percentage	57%
Total increase required	88,647
% increase in cash terms	7.72%
Tax base 2024/25 (Band D Equivalent figure)	9,864.7
Precept per Band D property	£116.35
Confirmed Tax base 2025/26 (Band D Equivalent)	10,122.3
Precept per Band D property	£122.15
Increase per Band D Property	£5.80
% Increase per Band D Property	4.98%

Statement of Variation - Forward Projections

Predicted Inflation	2.60%	2.20%	2.10%	2%	2%
Forward Projection	2026/27	2027/28	2028/29	2029/30	2030/31
Precept c/f	1,236,391	1,304,675	1,375,351	1,442,952	1,513,076
Add reduction in net transfer from General Reserves	35,500	10,000			
Add Staffing Cost Inflation (incl on costs)	29,920	29,112	17,343	16,003	14,935
Add Inflation and net minor adjustments	12,864	13,564	15,258	16,621	18,748
Add Provision to Premises Reserves		3,000	3,000	3,000	3,000
Add reduction in Burials		15,000	20,000	22,500	25,500
Add Provision to General Reserves			12,000	12,000	12,000
Less Transfer from General Reserves	-10,000				
Estimated Budget Requirement 2025/26	1,304,675	1,375,351	1,442,952	1,513,076	1,587,258
General Reserve requirement at 50% precept	652,338	687,675	721,476	756,538	793,629
General Reserve predicted percentage	53%	51%	49%	48%	46%
Total increase required	68,284	70,676	67,601	70,124	74,183
% increase in cash terms	5.52%	5.42%	4.92%	4.86%	4.90%
Assumed Tax Base(Band D Equivalent) +50pa from 25/26	10162.3	10202.3	10242.3	10282.3	10322.3
Precept per Band D property	£ 128.38	£ 134.81	£ 140.88	£ 147.15	£ 153.77
Increase per Band D Property	£6.24	£6.42	£6.07	£6.27	£6.62
% Increase per Band D Property	4.86%	4.77%	4.31%	4.26%	4.30%

DRAFT - GTC Summary Revenue Budget 2025/26

2023/24			2024/25	2025/26	Variation	
Actual	£		Budget	Budget	2023/24 to	Notes
			£	£	2024/25	
					£	
Employees						
515,782	Direct employee expenses	Salaries	632,100	669,342	37,242	Additional position at Youth Centre
48,081		Er's NIC	69,485	83,037	13,552	Increase ERNIC
82,183		Er's Supn	112,153	118,413	6,260	
0		Agency staff	0	0	0	
5,722	Indirect employee expenses	Training	7,700	11,948	4,248	To reflect changes to staffing establishment
1,386		Advertising	2,700	2,030	-670	
150		Other	600	2,112	1,512	Saturday Sextion payments recovered by Client fees for weekend burials
Premises Related Expenditure			0			
107,856	Repairs, alteration & maintenance of buildings		44,650	58,474	13,824	Reflects Increased business costs & new Community Building
33,845	Energy costs		33,030	35,674	2,644	1st year estimate for new Community Building
0	CRC allowances		0	0	0	
4,230	Rents		6,620	6,820	200	
10,220	Rates		15,390	15,741	351	Plus BID Levy
3,430	Water services		6,940	6,192	-748	
0	Fixtures and fittings		1,000	3,000	2,000	Reflect increased premises
64,814	Cleaning & domestic supplies		71,815	84,693	12,878	Reflect actual costs + new premises
42,257	Grounds maintenance costs		54,400	49,848	-4,552	Includes allowance for new land holdings, and reallocation of tractor lease costs
0	Premises insurance		1,700	0	-1,700	
12,500	Contribution to premises-related provisions		12,500	0	-12,500	To be contributed from surplus
Transport Related Expenditure						
159	Public transport		100	80	-20	
15,779	Car allowances		16,460	32,528	16,068	vehicle lease costs, fuel, maintenance and milage

Godalming Town Council
Draft Budget 2025/26

2023/24 Actual £		2024/25 Budget £	2025/26 Budget £	Variation 2023/24 to 2024/25 £	Notes
Supplies & Services					
102,858	Equipment, furniture and materials	59,100	35,184	-23,916	Lease lease costs of tipper and uplift for tractor replacement which are reflected in 4202 (car allowance)
1,933	Catering & Hospitality	1,420	2,900	1,480	Includes Mayor's allowance
2,853	Clothes, uniform & laundry	4,900	4,600	-300	
9,343	Printing, stationery & general office expenses	9,300	9,453	153	
178,139	Services				
	Professional Fees	83,656	83,982	326	Include Xmas lights & HR services,
2,544	Audit fees	3,300	3,366	66	
19,846	Insurance	18,000	23,148	5,148	2024 actual plus 10%
467	Bank charges	420	552	132	
939	Communications & computing				
	postage	2,910	1,248	-1,662	reduced use of post out correspondence
6,171	telephones	6,005	8,328	2,323	Increase in staff numbers and requirement
13,010	computers	20,340	24,688	4,348	Supplier Cost increase Plus Cyber Essentials
4,054	website	2,400	2,448	48	
6,791	publicity advert	7,270	7,338	68	
0	newsletter	0	0	0	
0	Expenses	0	0	0	
1,504	Mayor's allowance	1,320	1,344	24	
1,037	Members' expenses	1,200	1,200	0	
13,456	Youth Expenses	18,600	18,600	0	
60,196	Grants & Subscriptions				
	Grants	64,700	65,100	400	
9,651	Subscriptions	10,570	8,321	-2,249	Removal of Museum Subscription cost, increase to NALC subscription
500,745	Contributions to provisions	237,000	6,000	-231,000	End of UKSPF grants, Capital works programe provision from surplus
283,347	Miscellaneous expenses	6,941	6,210	-731	
Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	
Transfer Payments					
Support Services					
Depreciation & Impairment Costs					

Godalming Town Council
Draft Budget 2025/26

2023/24		2024/25	2025/26	Variation	
Actual	£	Budget	Budget	2023/24 to	Notes
		£	£	2024/25	
				£	
Income					
-339,726	Government Grants	-168,000	0	168,000	End of UKSPF grant
-118,749	Other grants, reimbursements & contributions	-8,000	-10,000	-2,000	addition of contribution from Firework event
-619,423	Customer & client receipts	-257,654	-264,754	-7,100	Increase fees, charges and rents
-42,251	Interest	-25,000	-25,000	0	based on 2.63% return of CCLA investment
-360,219	Recharges	-120,000	-35,500	84,500	
<u>686,910</u>	Net Cost of Services	<u>1,070,041</u>	<u>1,158,688</u>	88,647	
77,704	Capital Financing Costs (Not inc in net cost of Services)	77,703	77,703	0	
<u>764,614</u>	Net Expenditure	<u>1,147,744</u>	<u>1,236,391</u>	88,647	

Godalming Town Council
Draft Budget 2025/26

Net Expenditure by Cost Centre

	£	£	£
666,361 101 - GTC	419,186	458,578	39,392
32,183 102 - Civic Expenses	19,050	20,364	1,314
11,045 104 - Street Scene (formerly Town Promotion)	6,750	4,900	-1,850
4,696 105 - Staycation	5,983	5,460	-523
-10,135 106 - Festivals & Markets	-3,515	2,145	5,660
43,468 108 - Christmas Lights	46,016	48,600	2,584
0 109 - Ockford Building (formerly Coronation Concert)	0	7,512	7,512
183,944 201 - Broadwater Park Youth Service	273,970	336,162	62,192
2,218 202 - Pepperpot	4,964	2,429	-2,535
-11,362 203 - The Square	-6,750	-12,600	-5,850
-990 204 - Allotments	-1,075	-1,137	-62
8,329 205 - Wilfrid Noyce Centre	22,266	9,328	-12,938
3,187 206 - Bandstand	1,100	2,250	1,150
65,546 207 - Godalming Museum	76,776	73,084	-3,692
38,889 208 - Public Conveniences (formerly Land & Property Other)	214,720	40,608	-174,112
-350,469 301 - Cemeteries & Open Spaces	-9,400	161,005	170,405
77,704 Capital Financing	77,703	77,703	0

764,614 Net Cost of Services (excl. Financing Costs)

1,147,744 1,236,391 88,647

Cost Centre: 101 GTC Office

2023/24 Actual £		2024/25 Budget £	2025/26 Budget £	Variation 2024/25 to 2025/26 £	
Employees					
321028	Direct employee expenses	Salaries	265080	262321	-2759
32904		Er's NIC	31620	34679	3059
56370		Er's Supn	47160	46377	-783
		Agency staff & Contractors			
1223	Indirect employee expenses	Training	4200	3816	-384
260		Advertising	1500	1530	30
		Other	600	612	12
Premises Related Expenditure					
4711	Repairs, alteration & maintenance of buildings		4650	4752	102
4639	Energy costs		6000	6120	120
2554	Rents		2650	2700	50
5760	Rates		6100	6440	340
0	Water services		300	312	12
0	Fixtures and fittings				
4209	Cleaning & domestic supplies		5460	6996	1536
0	Grounds maintenance costs				
0	Premises insurance				
2500	Contribution to premises-related provisions		2500		-2500
Transport Related Expenditure					
59	Public transport				
7988	Car allowances		1000	1440	440
Supplies & Services					
1750	Equipment, furniture and materials		2000	2000	0
368	Catering & Hospitality		540	696	156
2099	Clothes, uniform & laundry				0
6809	Printing, stationery & general office expenses		7210	7347	137
13047	Services	Professional Fees	13200	13200	0
2604		Audit fees	3300	3366	66
13928		Insurance	14500	19010	4510
409		Bank charges	420	552	132
932	Communications & computing	postage	1950	1008	-942
2583		telephones	2765	2856	91
8919		computers	11400	15180	3780
4054		website	2400	2448	48
220		publicity advert			
0		newsletter			
	Expenses	Staff expenses			
		Mayor's expenses			
		Members' training			
		Youth expenses			
60196	Grants & Subscriptions	Grants	64700	65100	400
6017		Subscriptions	6000	6239	239
492745	Contributions to provisions		63000	0	-63000
270732	Miscellaneous expenses		1981	1981	0
Third Party Payments					
Godalming Joint Burial Committee					
-339726	Income	Government Grants			
		Other grants etc			
-13109		Customer & client receipts	-10000		10000
-41951		Interest	-25000	-25000	0
-270470		Recharges	-120000	-35500	84500
<u>666361</u>	Net Expenditure		<u>419186</u>	<u>458578</u>	39392
77704	Capital Finance Costs (Not included in net costs of Services)		77703	77703	

Cost Centre: 102 Civic Expenses

2023/24 Actual £		2024/25 Budget £	2025/26 Budget £	Variation 2024/25 to 2025/26 £
	Employees			
0	Direct employee expenses			
0				
0				
	Salaries			
	Er's NIC			
	Er's Supn			
	Agency staff & Contractors			
0	Indirect employee expenses			
	Training			
	Advertising			
	Other			
	Premises Related Expenditure			
750	Repairs, alteration & maintenance of buildings			
	Energy costs			
64	Rents	2420	2420	0
	Rates			
	Water services			
	Fixtures and fittings			
	Cleaning & domestic supplies			
	Grounds maintenance costs			
	Premises insurance			
	Contribution to premises-related provisions			
	Transport Related Expenditure			
	Public transport			
	Car allowances			
	Supplies & Services			
12	Equipment, furniture and materials			
347	Catering & Hospitality	600	1000	400
79	Clothes, uniform & laundry	500	500	0
265	Printing, stationery & general office expenses	800	816	16
48204	Services	300	300	0
	Professional Fees			
	Audit fees			
	Insurance			
	bank charges			
	postage			
	telephones			
7	Communications & computing			
	computers			
1596	website	4200	4200	0
	publicity advert			
745	newsletter	750	1600	850
	Expenses			
1504	Staff expenses			
	Mayor's expenses	1320	1344	24
1037	Members' training	1200	1200	0
	Youth expenses			
	Grants & Subscriptions			
	Grants			
	Subscriptions			
6000	Contributions to provisions	6000	6000	0
187	Miscellaneous expenses	960	984	24
	Third Party Payments			
	Godalming Joint Burial Committee			
	Income			
	Government Grants			
	Other grants etc			
-12	Customer & client receipts			
	Interest			
-28602	Recharges			
32183	Net Expenditure	19050	20364	1314

Cost Centre: 105 Staycation

2023/24 Actual £		2024/25 Budget £	2025/26 Budget £	Variation 2024/25 to 2025/26 £
	Employees			
33	Direct employee expenses			
	Salaries	100	0	-100
	Er's NIC	15	0	-15
	Er's Supn	18	0	-18
	Agency staff & Contractors			
	Indirect employee expenses			
	Training			
	Advertising			
	Other			
	Premises Related Expenditure			
	Repairs, alteration & maintenance of buildings			
	Energy costs			
	Rents			
	Rates			
	Water services			
	Fixtures and fittings			
1454	Cleaning & domestic supplies	1500	1500	0
	Grounds maintenance costs			
	Premises insurance			
	Contribution to premises-related provisions			
	Transport Related Expenditure			
	Public transport			
	Car allowances			
	Supplies & Services			
	Equipment, furniture and materials			
	Catering & Hospitality			
	Clothes, uniform & laundry			
	Printing, stationery & general office expenses			
2634	Services			
	Professional Fees	3450	3150	-300
	Audit fees			
	Insurance			
	bank charges			
	Communications & computing			
	postage			
	telephones			
	computers			
	website			
900	publicity advert	900	650	-250
	newsletter			
	Expenses			
	Staff expenses			
	Mayor's expenses			
	Members' training			
	Youth expenses			
	Grants & Subscriptions			
	Grants			
	Subscriptions	0	160	160
	Contributions to provisions			
10580	Miscellaneous expenses			
	Third Party Payments			
	Godalming Joint Burial Committee			
	Income			
	Government Grants			
	Other grants etc			
-325	Customer & client receipts			
	Interest			
-10580	Recharges			
4696	Net Expenditure	5983	5460	-523

Cost Centre: 106 ~~Festivals &~~ Markets & Events

2023/24 Actual £		2024/25 Budget £	2025/26 Budget £	Variation 2024/25 to 2025/26 £
	Employees			
224	Direct employee expenses			
	Salaries	1640	2589	949
	Er's NIC	230	388	158
	Er's Supn	295	451	156
	Agency staff & Contractors			
	Indirect employee expenses			
	Training			
	Advertising			
	Other			
	Premises Related Expenditure			
9	Repairs, alteration & maintenance of buildings			
	Energy costs			
	Rents			
	Rates			
	Water services			
	Fixtures and fittings			
631	Cleaning & domestic supplies	700	1100	400
	Grounds maintenance costs			
	Premises insurance			
	Contribution to premises-related provisions			
	Transport Related Expenditure			
	Public transport			
22	Car allowances			
	Supplies & Services			
4728	Equipment, furniture and materials	0	3192	3192
556	Catering & Hospitality	180	460	280
258	Clothes, uniform & laundry			
53	Printing, stationery & general office expenses	530	930	400
3670	Services	2400	3200	800
	Professional Fees			
	Audit fees			
	Insurance			
	bank charges			
	Communications & computing			
	postage			
	telephones			
	computers			
	website			
1760	publicity advert	3270	4392	1122
	newsletter			
	Expenses			
	Staff expenses			
	Mayor's expenses			
	Members' training			
	Youth expenses			
	Grants & Subscriptions			
780	Grants	600	600	0
	Subscriptions			
	Contributions to provisions			
160	Miscellaneous expenses	700	1253	553
	Third Party Payments			
	Godalming Joint Burial Committee			
	Income			
	Government Grants			
	Other grants etc	0	-2000	-2000
-22986	Customer & client receipts	-14060	-14410	-350
	Interest			
	Recharges			
-10135	Net Expenditure	-3515	2145	5660

Cost Centre: 201 Broadwater Park Youth Service

2023/24 Actual £		2024/25 Budget £	2025/26 Budget £	Variation 2024/25 to 2025/26 £
Employees				
141857	Direct employee expenses	181740	229100	47360
11332	Salaries	17520	26719	9199
19897	Er's NIC	32160	40551	8391
	Er's Supn			
	Agency staff & Contractors			
3974	Indirect employee expenses	2500	3816	1316
1126	Training	1200	500	-700
	Advertising			
	Other			
Premises Related Expenditure				
46022	Repairs, alteration & maintenance of buildings	3420	3636	216
7368	Energy costs	4800	4896	96
	Rents			
1415	Rates	1500	1596	96
340	Water services	500	708	208
	Fixtures and fittings			
10491	Cleaning & domestic supplies	10920	10716	-204
1789	Grounds maintenance costs	400	348	-52
	Premises insurance			
2500	Contribution to premises-related provisions	2500	0	-2500
Transport Related Expenditure				
100	Public transport	100	80	-20
3419	Car allowances	4900	2984	-1916
Supplies & Services				
45703	Equipment, furniture and materials			
136	Catering & Hospitality			
235	Clothes, uniform & laundry	500	500	0
345	Printing, stationery & general office expenses			
19546	Services	240	132	-108
	Professional Fees			
572	Audit fees			
11	Insurance			
	bank charges			
	Communications & computing			
1435	postage	1200	1752	552
782	telephones	1920	2148	228
	computers			
	website			
90	publicity advert	250	300	50
	newsletter			
	Expenses			
	Staff expenses			
	Mayor's expenses			
	Members' training			
13456	Youth expenses	18600	18600	0
	Grants & Subscriptions			
308	Grants			
	Subscriptions			
2000	Contributions to provisions	168000	0	-168000
545	Miscellaneous expenses	500	480	-20
Income				
-115749	Government Grants	-168000	0	168000
-10134	Other grants etc	-8000	-8000	0
	Customer & client receipts	-5400	-5400	0
	Interest			
-26967	Recharges			
183944	Net Expenditure	273970	336162	62192

Cost Centre: 205 Wilfrid Noyce Centre

2023/24 Actual £		2024/25 Budget £	2025/26 Budget £	Variation 2024/25 to 2025/26 £
	Employees			
781	Direct employee expenses			
	Salaries	3360	0	-3360
	Er's NIC	480	0	-480
	Er's Supn	600	0	-600
	Agency staff & Contractors			
	Training			
	Advertising			
	Other			
	Indirect employee expenses			
	Premises Related Expenditure			
17089	Repairs, alteration & maintenance of buildings	11520	14832	3312
8831	Energy costs	13200	12192	-1008
	Rents	250	0	-250
1160	Rates	5000	3000	-2000
1404	Water services	2040	1452	-588
	Fixtures and fittings			
18059	Cleaning & domestic supplies	19320	18710	-610
616	Grounds maintenance costs			
	Premises insurance			
2500	Contribution to premises-related provisions	2500	0	-2500
	Transport Related Expenditure			
	Public transport			
	Car allowances			
	Supplies & Services			
7948	Equipment, furniture and materials	4000	3000	-1000
	Catering & Hospitality			
	Clothes, uniform & laundry			
	Printing, stationery & general office expenses			
1484	Services			
	Professional Fees	1650	0	-1650
	Audit fees			
	Insurance			
	bank charges			
	Communications & computing			
1154	postage			
	telephones	996	1200	204
	computers			
	website			
	publicity advert			
	newsletter			
	Expenses			
	Staff expenses			
	Mayor's expenses			
	Members' training			
	Youth expenses			
	Grants & Subscriptions			
576	Grants			
	Subscriptions	650	650	0
	Contributions to provisions			
	Miscellaneous expenses	1200	552	-648
	Third Party Payments			
	Godalming Joint Burial Committee			
	Income			
	Government Grants			
	Other grants etc			
-53273	Customer & client receipts	-44500	-46260	-1760
	Interest			
	Recharges			
8329	Net Expenditure	22266	9328	-12938

Cost Centre: 207 Museum

2023/24 Actual £		2024/25 Budget £	2025/26 Budget £	Variation 2024/25 to 2025/26 £
	Employees			
51859	Direct employee expenses	53460	54338	878
3845	Salaries	5640	6102	462
5916	Er's NIC	9480	9618	138
	Er's Supn			
	Agency staff & Contractors			
525	Indirect employee expenses	1000	500	-500
	Training			
	Advertising			
	Other			
	Premises Related Expenditure			
5939	Repairs, alteration & maintenance of buildings	2700	4904	2204
	Energy costs			
1277	Rents	1300	1300	0
	Rates			
	Water services			
	Fixtures and fittings			
	Cleaning & domestic supplies			
	Grounds maintenance costs			
	Premises insurance			
	Contribution to premises-related provisions			
	Transport Related Expenditure			
	Public transport			
	Car allowances	160	108	-52
	Supplies & Services			
2276	Equipment, furniture and materials			
	Catering & Hospitality			
	Clothes, uniform & laundry			
	Printing, stationery & general office expenses	360	360	0
47	Services			
	Professional Fees			
	Audit fees			
3500	Insurance	3500	2118	-1382
	bank charges			
	Communications & computing	960	240	-720
	postage	180	0	-180
	telephones	2820	3160	340
1623	computers			
	website			
	publicity advert			
	newsletter			
	Expenses			
	Staff expenses			
	Mayor's expenses			
	Members' training			
	Youth expenses			
	Grants & Subscriptions			
100	Grants	3000	100	-2900
	Subscriptions			
	Contributions to provisions			
	Miscellaneous expenses			
	Third Party Payments			
	Godalming Joint Burial Committee			
	Income			
-3000	Government Grants			
-8361	Other grants etc	-7784	-9764	-1980
	Customer & client receipts			
	Interest			
	Recharges			
65546	Net Expenditure	76776	73084	-3692

Cost Centre: 208 ~~Land & Property Other~~ Public Conveniences

2023/24 Actual £		2024/25 Budget £	2025/26 Budget £	Variation 2024/25 to 2025/26 £
	Employees			
	Direct employee expenses			
	Salaries	126720	0	-126720
	Er's NIC	13980	0	-13980
	Er's Supn	22440	0	-22440
	Agency staff & Contractors			
	Indirect employee expenses			
	Training			
	Advertising			
	Other			
	Premises Related Expenditure			
7930	Repairs, alteration & maintenance of buildings	5100	4560	-540
1215	Energy costs	1380	2244	864
335	Rents			
	Rates			
1782	Water services	3240	2500	-740
	Fixtures and fittings	1000	500	-500
19666	Cleaning & domestic supplies	23160	30204	7044
1558	Grounds maintenance costs	5000	0	-5000
	Premises insurance			
2500	Contribution to premises-related provisions	2500	0	-2500
	Transport Related Expenditure			
	Public transport			
	Car allowances	5700	0	-5700
	Supplies & Services			
4264	Equipment, furniture and materials			
	Catering & Hospitality			
	Clothes, uniform & laundry	3900	0	-3900
	Printing, stationery & general office expenses			
	Services			
	Professional Fees			
	Audit fees			
224	Insurance			
	bank charges			
	Communications & computing			
	postage			
	telephones			
	computers			
	website			
	publicity advert			
	newsletter			
	Expenses			
	Staff expenses			
	Mayor's expenses			
	Members' training			
	Youth expenses			
	Grants & Subscriptions			
	Grants			
	Subscriptions			
	Contributions to provisions			
85	Miscellaneous expenses	600	600	0
	Third Party Payments			
	Godalming Joint Burial Committee			
	Income			
	Government Grants			
	Other grants etc			
-670	Customer & client receipts			
	Interest			
	Recharges			
38889	Net Expenditure	214720	40608	-174112

Cost Centre: 301 Cemeteries & Open Spaces

2023/24 Actual £		2024/25 Budget £	2025/26 Budget £	Variation 2023/24 to 2024/25 £
Employees				
0	Direct employee expenses		Salaries	0
			Er's NIC	120994
0			Er's Supn	15149
			Agency staff & Contractors	21416
0	Indirect employee expenses		Training	0
			Advertising	3816
150			Other Staff Expenses	0
Premises Related Expenditure				
22310	Repairs, alteration & maintenance of buildings	13960	16430	2470
7856	Energy costs	4800	6,000	1200
	Rents	0	0	0
1710	Rates	2000	2400	400
-261	Water services	600	576	-24
	Fixtures and fittings			
5576	Cleaning & domestic supplies	6360	6936	576
33108	Grounds maintenance costs	43000	48500	5500
	Premises insurance			
	Contribution to premises-related provisions			
Transport Related Expenditure				
	Public transport			
3846	Car allowances	4700	27996	23296
Supplies & Services				
19007	Equipment, furniture and materials	52,000	26,392	-25608
265	Catering & Hospitality	0	744	744
182	Clothes, uniform & laundry		3600	
1299	Printing, stationery & general office expenses			
22108	Services	Professional Fees	16400	15400
		Audit fees		-1000
-60		Insurance		
		bank charges		
47	Communications & computing	postage		
		telephones	240	1200
216		computers		960
90		website		
600		publicity advert	0	396
		newsletter		
	Expenses	Staff expenses		
		Mayor's expenses		
		Members' training		
	Grants & Subscriptions	Youth expenses		
164		Grants		
		Subscriptions		
	Contributions to provisions			
	Miscellaneous expenses	400	360	-40
Third Party Payments				
	Godalming Joint Burial Committee			0
Income				
		Government Grants	0	0
		Other grants etc	0	0
-468382		Customer & client receipts	-153860	-158800
		Interest	0	0
-300		Recharges	0	0
-350469	Net Expenditure	-9400	161005	170405

Cost Centre: 209 Crown Court Conveniences COF

2023/24 Actual £		2024/25 Budget £	2025/26 Budget £	Variation 2024/25 to 2025/26 £
	Employees			
0	Direct employee expenses	0	0	0
0	Salaries	0	0	0
0	Er's NIC	0	0	0
0	Er's Supn	0	0	0
0	Agency staff & Contractors	0	0	0
0	Indirect employee expenses	0	0	0
0	Training	0	0	0
0	Advertising	0	0	0
0	Other	0	0	0
	Premises Related Expenditure			
0	Repairs, alteration & maintenance of buildings	0	0	0
0	Energy costs	0	0	0
0	Rents	0	0	0
0	Rates	0	0	0
0	Water services	0	0	0
0	Fixtures and fittings	0	0	0
0	Cleaning & domestic supplies	0	0	0
0	Grounds maintenance costs	0	0	0
0	Premises insurance	0	0	0
0	Contribution to premises-related provisions	0	0	0
	Transport Related Expenditure			
0	Public transport	0	0	0
0	Car allowances	0	0	0
	Supplies & Services			
0	Equipment, furniture and materials	0	0	0
0	Catering & Hospitality	0	0	0
0	Clothes, uniform & laundry	0	0	0
0	Printing, stationery & general office expenses	0	0	0
9189	Services	0	0	0
0	Professional Fees	0	0	0
0	Audit fees	0	0	0
0	Insurance	0	0	0
0	Bank charges	0	0	0
0	Communications & computing	0	0	0
0	postage	0	0	0
0	telephones	0	0	0
0	computers	0	0	0
0	website	0	0	0
0	publicity advert	0	0	0
0	newsletter	0	0	0
0	Expenses	0	0	0
0	Staff expenses	0	0	0
0	Mayor's expenses	0	0	0
0	Members' training	0	0	0
0	Youth expenses	0	0	0
0	Grants & Subscriptions	0	0	0
147	Subscriptions	0	0	0
0	Contributions to provisions	0	0	0
0	Miscellaneous expenses	0	0	0
	Third Party Payments			
0	Godalming Joint Burial Committee			0
0	Income			
0	Government Grants	0	0	0
0	Other grants etc	0	0	0
0	Customer & client receipts	0	0	0
0	Interest	0	0	0
-9336	Recharges	0	0	0
0	Net Expenditure	0	0	0

Cost Centre: 210 Broadwater Extention

2023/24 Actual £		2024/25 Budget £	2025/26 Budget £	Variation 2024/25 to 2025/26 £
	Employees			
0	Direct employee expenses			
0	Salaries	0	0	0
0	Er's NIC	0	0	0
0	Er's Supn	0	0	0
0	Agency staff & Contractors	0	0	0
0	Indirect employee expenses			
0	Training	0	0	0
0	Advertising	0	0	0
0	Other	0	0	0
	Premises Related Expenditure			
0	Repairs, alteration & maintenance of buildings	0	0	0
0	Energy costs	0	0	0
0	Rents	0	0	0
0	Rates	0	0	0
0	Water services	0	0	0
0	Fixtures and fittings	0	0	0
0	Cleaning & domestic supplies	0	0	0
0	Grounds maintenance costs	0	0	0
0	Premises insurance	0	0	0
0	Contribution to premises-related provisions	0	0	0
	Transport Related Expenditure			
0	Public transport	0	0	0
0	Car allowances	0	0	0
	Supplies & Services			
0	Equipment, furniture and materials	0	0	0
0	Catering & Hospitality	0	0	0
0	Clothes, uniform & laundry	0	0	0
0	Printing, stationery & general office expenses	0	0	0
0	Services			
0	Professional Fees	0	0	0
0	Audit fees	0	0	0
0	Insurance	0	0	0
0	bank charges	0	0	0
0	Communications & computing			
0	postage	0	0	0
0	telephones	0	0	0
0	computers	0	0	0
0	website	0	0	0
0	publicity advert	0	0	0
0	newsletter	0	0	0
0	Expenses			
0	Staff expenses	0	0	0
0	Mayor's expenses	0	0	0
0	Members' training	0	0	0
0	Youth expenses			
0	Grants & Subscriptions			
0	Grants	0	0	0
0	Subscriptions	0	0	0
0	Contributions to provisions	0	0	0
0	Miscellaneous expenses	0	0	0
	Third Party Payments			
0	Godalming Joint Burial Committee	0	0	0
0	Income			
0	Government Grants	0	0	0
0	Other grants etc	0	0	0
0	Customer & client receipts	0	0	0
0	Interest	0	0	0
0	Recharges	0	0	0
0	Net Expenditure	0	0	0

Godalming Town Council

Budget 2025/26 Projection of Reserves to March 31 2025

	Balance b/f 1 April 2024 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c	Transfer to Revenue a/c	Projected Balance 31 March 2025	
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		231,415	-156,596	373,895	Farncombe Cricket Club, Bus Shelters, Crown Court WC, BWP Extention
4 Emerging Projects	42,591		5,000	-12,100	35,491	Fit out and in year costs for Ockford Park community building
5 Youth	5,250				5,250	Donations to Youth Centre
6 Afghan Refugees	529				529	
7 Busbridge Parish Council	25,000			-25,000	0	JBC Settlement
8 Land & Property Maintenance	215,000		12,500	-51,000	176,500	Nightingale Cemetery Railings, Pepperpot External Decoration
9 Capiral Works Programme	1,900		60,490	-59,900	2,490	Pepperpot external decoration, decarbonisation works. Income from revenue provision and capital receipt on sale of van
10 Flood Wall Maintenance	6,000				6,000	Cosmetic maintenance of flood defence wall and maintenance of access stairs
11 Mayor's Charity	1,060			-1,060	0	
12 Community Store	0				0	
13 Professional Fees	17,000			-8,800	8,200	Insurance reinstatement valuation costs
Sub-total Earmarked Reserves	617,406				618,355	
Balances	1,282,810	30,049	363,405	-314,456	1,361,808	

Budget 2025/26 Projection of Reserves to March 31 2026

	Projected Balance 1 April 2025 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c	Transfer to Revenue a/c	Projected Balance 31 March 2026	
Unallocated Reserve						
1 Revenue Reserve	743,453			-35,500	707,953	General Reserve to meet statutory obligations, unexpected and unplanned costs
Sub-total unallocated reserves	743,453				707,953	
Earmarked Reserves						
2 Election Expenses Fund	10,000		6,000		16,000	To fund future GTC elections
3 Community Infrastructure Levy	373,895				373,895	Can only be used for CIL projects
4 Emerging Projects	35,491	5,000			40,491	Unbudgeted projects agreed by GTC
5 Youth	5,250				5,250	Unspent donations for Youth Centre received in preceeding year.
6 Afghan Refugees	529				529	Anonymous donation. Suggest a donation is made to an appopriate support organisation and this EMR is deleted
7 Busbridge Parish Council	0				0	No longer required
8 Land & Property Maintenance	176,500	4,000			180,500	GTC has over £20m of land and property, with 7 Grade II listed assets. Any revenue surplus should be used to to build this reserve
9 Capiral Works Programme	2,490	35,000			37,490	To fund agreed capital projects, incl BWP air source heat pumps.
10 Flood Wall Maintenance	6,000				6,000	This EMR is sufficient to meet future needs
11 Mayor's Charity	0				0	Required to hold previous year Mayor's charity fund until disbursement is made
12 Community Store	0				0	No longer required
13 Professional Fees	8,200				8,200	Insurance reinstatement valuation should occur at least every 5years, this EMR should be built up to meet those costs
Sub-total Earmarked Reserves	618,355				668,355	
Balances	1,361,808	44,000	6,000	-35,500	1,376,308	

10. 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
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

11. QUESTIONS FOR OPEN CONSULTATION – ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS

Question 1

Please tick all that apply – are you responding to this consultation as:

- a) an elected member – if so, please indicate which local authority type(s) you serve on
- b) a council body – if so, please indicate which local authority type**

- **Town or Parish Council**

- c) a member of the public
- d) a local government sector body – please state

Question 2

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question, please go directly to question 4.

Question 3

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

- a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.
- b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically able to attend **[I believe this should say ‘unable to attend’ and have reported this to the department]**, or for reasons of local or national emergencies.
- c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.
- d) [Free text box]

Question 4

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- **I am not an elected member**

Question 4a **[Not applicable to GTC response]**

If you answered No please use the free text below

Question 4b [Not applicable to GTC response]

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time
- regularly but not always
- all the time

Question 5

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

Question 6

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.
- c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.
- d) [Free text box]

Question 7

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

- a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.
- b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.
- c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.
- d) Other [Free text box]

Question 8

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because	Should not be considered because
It is a positive modernising measure.	Councillors should be physically present at all formal meetings.
It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.	It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.
Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.	It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.
Free text box – please state any other reasons	Free text box – please state any other reasons

Question 9

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

Question 10

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

Question 11

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

Question 12

Are there circumstances in which you feel proxy voting would not be appropriate?

[Free text box]

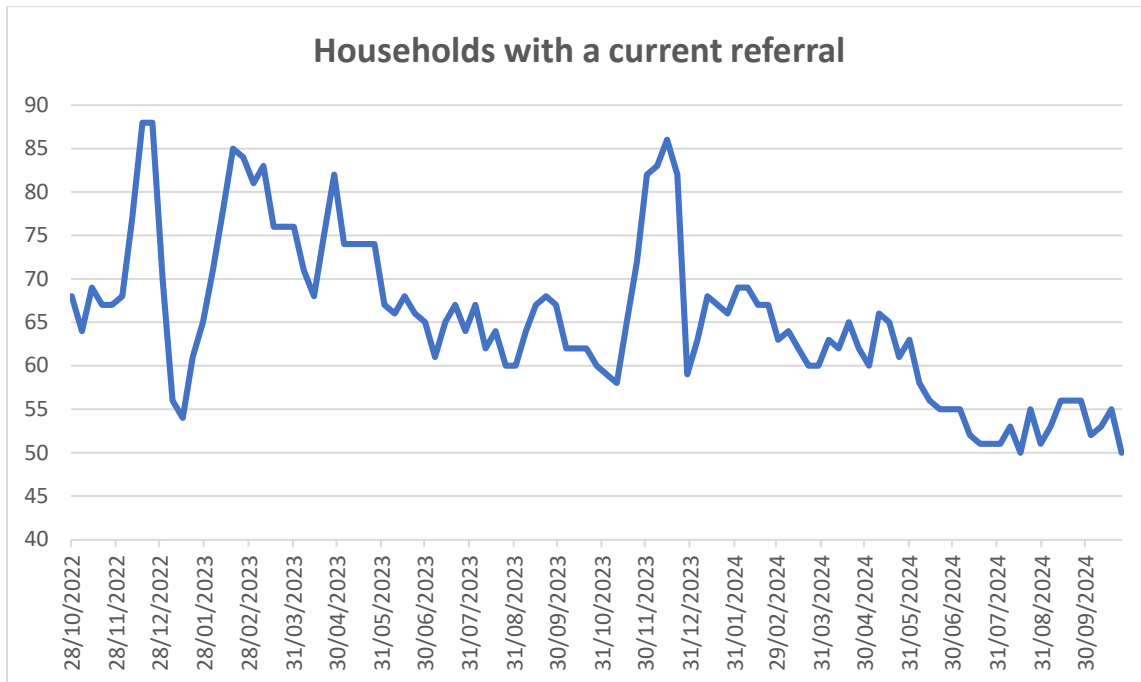
Question 13

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

[Free text box]

Godalming & Villages Community Store – October 2024

Facts/figures



Baseline has decreased from around 64 to 52 households (~19%)

Number of factors:

- Policy change – Citizens Advice do a financial review for longer term customers
- Number of very long term clients have not been re-referred
- Referrals are shorter in length, often 1 or 2 months – always used to be 3.

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.