

GODALMING TOWN COUNCIL

Tel: 01483 525575
E-Mail: office@godalming-tc.gov.uk
Website: www.godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

24 October 2025

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, 30 OCTOBER 2025 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

Andy Jeffery

Andy Jeffery
Chief Executive Officer

If you wish to speak at this meeting please contact Godalming Town Council on 01483 525575 or email office@godalming-tc.gov.uk

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

AGENDA

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 18 September 2025, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS**

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

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

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

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

5. QUESTIONS BY MEMBERS

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

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

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

7. BUDGET MONITORING

Members are asked to note a report from the Responsible Finance Officer on the Council's financial performance to 30 September 2025 (report attached for the information of Members).

8. OCKFORD & AARONS HILL HUB – BUSINESS RATES

Recommendation:

Members are asked to **note the successful conclusion of the Check & Challenge process** and the significant reduction in the rateable value of the Ockford & Aarons Hill Hub.

Background:

Members will recall that upon taking over the Ockford & Aarons Hill Hub, Godalming Town Council received a business rate valuation from the Valuation Office Agency (VOA) of £32,000, resulting in a rates demand from Waverley Borough Council (as the billing authority) of £15,968.

As noted at Min No 151-25, the rateable value assigned to the Hub was higher than that of Haslemere Hall and Farnham Memorial Hall combined. Concerned that the valuation was excessive and inaccurate for a community facility, the CEO initiated the Check & Challenge process with the VOA.

Outcome of Check & Challenge:

On 9 October, the Council received confirmation from the VOA that the submission was upheld and the rateable value has been reduced from £32,000 to £1,775. This represents a **94.5% reduction** in rateable value and results in revised rates payable of approximately £1,000.

Financial Position:

Members will note that the current budget monitoring report still shows £15,968 against Business Rates in Cost Centre 109. This figure will remain unchanged until Waverley Borough Council reissues the rates demand and processes the refund due to GTC. The VOA notification has already been passed automatically to WBC as billing authority.

A revised budget position will be reported once the amended bill and refund have been received.

9. PURCHASE OF SECOND ABTE TRANSPORTER VEHICLE – FACILITIES OPERATIONS

Recommendation:

Members to consider the attached New Project/Initiative Assessment Form and, if minded, are asked to approve the purchase of a second-hand ABTe Transporter electric vehicle at a cost not exceeding £15,000, to be funded from the 2025/26 Facilities Equipment Budget (Cost Centre 301).

Background

Godalming Town Council currently operates a single ABTe Transporter which is the only EV in the fleet with sufficient towing capability for essential service equipment such as the water bowser and ride-on mower trailer. The vehicle is also critical for grounds maintenance, cemetery operations, open space management, event logistics.

Recent downtime due to failure of the drivetrain on GTC's existing ABTe Transporter demonstrated that GTC currently has a significant point of failure within its fleet. When the ABTe was unavailable, the Facilities Team was severely restricted in its ability to undertake core services. This risk will only increase as the Council takes on additional land and buildings under the Community Asset Transfer programme.

While efforts are ongoing to determine whether the existing ABTe can be economically repaired, operational continuity cannot be assured without a second vehicle. If the current vehicle proves uneconomical to repair, it will have to be replaced in any case. If it can be repaired, then operating two ABTe vehicles would provide essential resilience, flexibility and future capacity.

Officers investigated alternative vehicle options; however, no alternative at acceptable cost can meet the same capabilities as the ABTe (payload, configuration, towing rating and EV suitability for local operations).

Financial Information

A suitable second-hand ABTe Transporter can be acquired and made operational at an estimated total cost not exceeding £15,000, including transport, livery, tow bar installation and safety equipment. The purchase can be fully funded from the existing 2025/26 equipment budget (Cost Centre 301) which has an available balance of £22,000, meaning no reserves are required.

In addition, acquisition of a second vehicle will allow the supervisory and management staff to utilise the existing EV Renault Kangoo, reducing the expenditure of, and reliance on, staff using personal vehicles for council business.

Corporate Alignment

This proposal supports delivery of the GTC Corporate Plan.

10. COMMUNITY & CIVIC SUPPORT – TWINNING ACTIVITIES

Recommendation:

Members are requested to consider a report regarding support for the Joigny and Mayen Twinning Associations (attached for the information of Members) and, if minded, to agree in principle to make a budget provision of £2,000 in Cost Centre 102 – Civic Expenses (Miscellaneous Expenses) for 2026/27 to support twinning activities with Joigny and Mayen, subject to final approval of the 2026/27 budget by Full Council.

Background:

A letter with joint request has been received from the Godalming–Joigny Friendship Association and the Godalming–Mayen Friendship Association asking for GTC's support for civic and community events planned in 2026 during official twinning visits to Godalming by delegations from Joigny (14–17 May 2026) and Mayen (21–28 June 2026). The funding would also contribute towards increasing community participation in twinning, particularly amongst younger residents, by developing a modern website and promotional capability.

The associations note that:

- They received no regular funding support from Godalming Town Council.
- Equivalent twinning associations in Joigny and Mayen receive support from their municipalities (approximately €1,000 annually).
- Activities strengthen international friendship and cultural understanding and encourage civic, educational and youth participation.
- Membership locally is lower than in the twin towns, and an improved public profile and communication is needed to grow activity.

Budget Context:

There is currently no allocation within Cost Centre 102 – Civic Expenses to support twinning activity. The request is proposed as a budget provision for 2026/27, not as an immediate grant award. Any provision would be dependent upon available budget capacity and must be confirmed through the 2026/27 budget-setting process and final approval by Full Council.

11. PEPPERPOT UPDATE

Background

Works commenced earlier this year on The Pepperpot to address cosmetic deterioration. However, it quickly transpired that much more significant work was required to ensure the structural integrity of the building and the preservation of this iconic Grade II listed building.

Project Progress

The project continues to progress, with significant elements of the works now complete. A summary of works completed or underway is set out below:

Completed/Near-Completion Works

- **Clock Box:** Structural timber repairs completed.
- **Copper Cladding:** Replacement of copper cladding to Clock Box and Cupola completed.
- **Specialist Joinery:** Restoration and reinstatement of dome, barrel section and supporting columns completed.
- **Historic Clock:** Returned from Smith of Derby following restoration and reinstalled.
- **Window Repairs:** All windows refurbished and repainted.
- **Archway Repairs:** Structural repairs to archways completed.
- **Render Works:** Main render repairs completed (excluding stair tourelle).
- **Undercroft Ceiling:** Repairs and restoration complete.
- **Painting:** External painting completed except around stair tourelle area.
- **Roof and Rainwater Goods:** Works nearing completion; final elements will be finished as scaffolding is removed.
- **Scaffolding:** Main scaffold scheduled for removal by mid-November, to be replaced by a smaller scaffold around stair tourelle only.

Stair Tourelle – Significant Structural Issues

Investigations revealed extensive dry rot and inadequate historic repairs. With the exception of the window frame, the existing structure was beyond salvage. The timber frame has been carefully dismantled to allow shaped timbers to be used as templates for new replacements.

An engineering solution has ensured the tourelle roof has remained in situ, reducing risk and cost.

Electrical Works

All electrical services for The Pepperpot were routed through a service cupboard within the stair tourelle. These have now been decommissioned to allow safe structural work, and the main feed and consumer unit have been relocated. A temporary supply is in place for contractors, but full reinstatement will not be possible until completion of the tourelle works.

Next Steps

The immediate plan is to:

- Remove the main scaffold and secure the stair tourelle.
- Install a new timber frame for the tourelle and complete structural works to make the building watertight.
- Depending on weather conditions:
 - Proceed with external rendering and decoration of the tourelle **or**
 - Temporarily close the site and resume external works in early spring.

It is anticipated that the undercroft will be usable over the winter period.

Financial Position

As set out in Min No 153-25, Members previously approved £315,698 in funding for the restoration works from reserves and revenue surplus. This sum was agreed prior to discovery of the significant structural defects in the stair tourelle.

The provisional cost for the tourelle works is now estimated at £80,000–£100,000 plus professional fees, bringing the current total project provision to approximately £418,299.

Members will recall that the EMR originally had £176,768 headroom. To ensure sufficient funding for completion, a further provision of £100,000 from the Land & Property Reserve is now required.

Legal and Policy Implications

The Council has a duty of care to maintain its heritage assets. These works support long-term preservation and public safety while ensuring continued community use of the building.

Recommendation

Members are asked to resolve to RECOMMEND to Full Council that:

An additional funding provision of £100,000 from the Land & Property Reserve be allocated to The Pepperpot Restoration Project to meet the cost of the works to the stair tourelle and associated professional fees.

12. LGR & COMMUNITY ASSET TRANSFERS – UPDATE

Members to receive an update from the Chair of the LGR Working Group on the status of submitted Community Asset Transfer Requests and to note the CAT Status Grid (attached for the information of Members).

At the meeting of this committee held on 18 September, following discussion on the challenges surrounding discretionary funding post LGR, Members wished to identify community organisations and groups who are in receipt of discretionary funding from WBC and SCC. As such, Members approved that the CEO make enquiries of SCC regarding any Godalming based community groups or organisations that have funding agreements or receive other discretionary funding from SCC other than from Councillors' community funding allowance (Min No 298-25 refers). The information received from SCC indicates that apart

from Citizens Advice, SCC does not have any funding arrangements with community groups or organisations in Godalming.

In relation to community organisations or groups supported by Waverley Borough Council through the Thriving Community Fund, whilst there are many organisations who support residents from Godalming, a number of those also operate across the wider Waverley area, these include SWS Domestic Abuse Service, Home Start and Oakleaf Enterprise. Organisations whose operations are predominately focussed on serving the Godalming community who are in receipt of support from the WBC Thriving Community Fund for the period 2025-2028 are:

The Cellar Camino Café – In support of one Winter and one Summer day trip – £3,600pa

Skillway – To fund 2 students to attend Skillway each year, supporting 6 in total - £5,060pa

Farncombe Day Centre – Contribution towards staffing costs including the Manager, Assistant Manager, Cook, Kitchen Assistant, 2 Minibus Drivers, 2 Care Assistants and Cleaner - £35,000pa

Joyfull Greens – To deliver free community cookery classes from the Denningberg building in Godalming - £9,000pa

13. UPCOMING EVENTS

Members to note the following upcoming event(s):

Date	Event
Saturday, 1 November	Godalming Street Market
Friday, 7 November	Town Fireworks
Sunday, 9 November	Remembrance in Godalming
Sunday, 23 November	Godalming Christmas Lights Procession
Saturday, 29 November	Godalming Christmas Festival Market

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, 20 November 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) INSERT AGENDA ITEM 18 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

18. STAFFING MATTERS

Members to receive a report on staffing related matters from the Chair of Staffing Committee and are requested to consider any recommendations from the report.

7. BUDGET MONITORING REPORT

Members to consider a budget monitoring report to 30 September 2025 against the estimates agreed at Full Council for the 2025/26 financial year (detailed report attached for the information of Members).

Cost Centre	Year-to-date Variance	Projected Variance @ Year End
Head Office Costs	£48,173 o/s	On budget
Civic Expenses	£1,159 u/s	On budget
Street Scene	£2,365 o/s	On budget
Staycation	£1,541 u/s	On budget
Festivals & Markets	£1,825 u/s	£2,000 u/s
Christmas Lights	£0	On budget
Ockford Building	£12,259 o/s	£ 2,500 u/s (VOA decision favourable)
Local Government Reorganisation	£3,957 o/s	£0 (EMR Funded)
BWP Youth Centre	£16,883 u/s	On budget
Pepperpot	£477 u/s	On budget (normal operating budget)
The Square	£1,170 o/s	On budget
Allotments	£3,791 o/s	£1,500 o/s (tree works)
Wilfrid Noyce Community Centre	£7,030 u/s	On budget
Bandstand	£1,171 u/s	2,000 u/s
Godalming Museum	£1,553 o/s	£5,000 o/s
Public Conveniences	£7,803 u/s	On budget
Crown Court Toilets	£5,395 o/s	£0 (CIL Funded)
Broadwater Park Extension	£6 o/s	£0
Pepperpot External Redecoration	£85,459 o/s	£0 (EMR funded)
Cemeteries	£27,399 u/s	£45,000 u/s
TOTAL	£98,842 o/s	@ £45,000 u/s Broadly on Budget

Commentary

The monitoring report shows a current variance of £98,842 overspend against the profiled budget, which at this time is +7.9% of budget. The predicted year end is currently in the region of a -3.6% underspend of the annual budget, so broadly on budget.

For context, much of the YTD variance arises from **EMR-funded projects**.

- Excluding Pepperpot External Redecoration (211): £85,459 o/s
- Excluding Crown Court Toilets (209) and LGR (110): £9,352 o/s

If these are excluded, then the current overspend revenue overspend is £4,001 (+0.003%).

NOTE: +£ = additional income or less expenditure than budgeted.
-£ = a lower income or higher expenditure than budgeted.

Key Variances)

Significant Underspends

- **Cemeteries & Open Spaces (+£27,399)** – Income exceeds profile (interments and grave purchases). Grounds maintenance spending lower than expected so far.
- **BWP Youth Centre (+£16,883)** – Strong income performance from grants and controlled expenditure
- **Public Conveniences (+£7,803)** – effective cost control in utilities and services.

- **Wilfrid Noyce Centre (+£7,030)** – Income remains stable, with some delayed maintenance spend.

Significant Overspends

- **Head Office (–£48,173)** – Includes **£179,749 EMR-funded expenditure**, one-off governance costs, and IT transition expenditure. Managed position expected by year-end.
- **Ockford Building (–£12,259)** – Overspend driven by incorrect NNDR liability this will be corrected on receipt of NNDR refund from WBC.
- **Street Scene (–£2,365)** – Repair of St John Street bus stop, will be corrected next report having recovered costs from third party responsible for damage.
- **Allotments (–£3,791)** – Rent income not received until October and higher than expected expenditure due to tree damage.

EMR-Funded Areas

The following show no revenue impact:

- Local Government Reorganisation (110)
- Crown Court Toilets (209)
- Pepperpot Redecoration (211)
- Mayor's Charity 2024 (415)

Conclusion

The Month 6 position shows responsible financial management across services despite specific pressures. Key risks remain inflationary costs on maintenance and cleaning contracts, but these are currently contained. Income-generating facilities continue to offset demand-driven expenditure pressures, loss of high-level user at WNC may impact end of year income

The Council remains on track to achieve a positive outturn for 2025/26, subject to close in-year budget discipline.

STATEMENT OF GENERAL AND EARMARKED RESERVES 20 OCTOBER 2025

		Opening Balance 1 April 2025	Net Transfers	Closing Balance 20 October 2025
Unallocated Reserve		£	£	£
1	Revenue Reserve	969,448		969,448
GTC Unallocated Reserves		969,448		690,912 (a)
Earmarked Reserves				
2	Election Expenses Fund	15,026	+6000	21,026
3	Emerging Projects Fund	47,591	+10,909	58,500
4	Youth Provision	5,250		5,250
5	Afghan Refugees	529		529
6	Land & Property	227,500	+46,066	273,566
7	Capital Works	59,900	+17,197	77,097
8	Professional Fees	17,000		17,000
9	Flood Alleviation	6,000		6,000
10	Mayors Charity (P Rivers)	2,011	-1,006	1,005
11	Local Gov't Reorganisation	0	+91,985	91,985
Sub-total GTC Earmarked Reserves		380,807		566,958 (b)
12	Community Infrastructure Levy	455,589	-197,226	258,363 (c)
Total Earmarked Reserves		836,396		b+c = 825,321 (d)
Balances		1,805,844		a+d = 1,516,233

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
<u>101 Head Office Costs</u>											
1001 Precept	0	0	0	618,196	618,196	1	1,236,391			50.0%	
1102 Community Infrastructure Levy	0	0	0	18,610	0	(18,610)	0			0.0%	
1302 Rents	670	0	(670)	670	0	(670)	0			0.0%	
1401 Interest Received	4,007	2,100	(1,907)	32,091	12,600	(19,491)	25,000			128.4%	
Head Office Costs :- Income	4,677	2,100	(2,577)	669,567	630,796	(38,771)	1,261,391			53.1%	0
4001 Salaries	18,858	21,860	3,002	121,874	131,161	9,287	262,321		140,447	46.5%	
4002 Employer's NIC	2,462	2,890	428	16,113	17,339	1,227	34,679		18,567	46.5%	
4003 Employer's Superannuation	3,275	3,865	590	21,449	23,187	1,738	46,377		24,928	46.2%	
4011 Staff Training	0	318	318	995	1,908	913	3,816		2,821	26.1%	
4012 Recruitment Advertising	300	0	(300)	1,157	0	(1,157)	1,530		373	75.6%	
4013 Other Staff Expenses	295	51	(244)	335	306	(29)	612		277	54.7%	
4101 Repair/Alteration of Buildings	0	0	0	323	0	(323)	0		(323)	0.0%	
4102 Property Maintenance	5	200	195	170	1,200	1,030	2,400		2,230	7.1%	
4103 Maintenance Contracts	40	196	156	428	1,176	748	2,352		1,924	18.2%	
4111 Energy Costs	354	510	156	1,937	3,060	1,123	6,120		4,183	31.6%	
4121 Rents	0	0	0	2,442	2,700	258	2,700		258	90.4%	
4131 Rates	0	0	0	8,625	6,440	(2,185)	6,440		(2,185)	133.9%	
4141 Water Services	56	26	(30)	162	156	(6)	312		150	52.1%	
4161 Cleaning	12	501	489	1,511	3,006	1,495	6,012		4,501	25.1%	
4162 Waste Removal	69	51	(18)	348	306	(42)	612		264	56.9%	
4163 Domestic Supplies	7	31	24	322	186	(136)	372		50	86.7%	
4202 Car Allowances	11	120	109	639	720	81	1,440		801	44.4%	

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
4203 Other Transport Costs	0	0	0	176	0	(176)	0		(176)	0.0%	
4204 Vehicle Fuel Costs	0	0	0	59	0	(59)	0		(59)	0.0%	
4301 Equipment	(225)	500	725	938	1,000	62	2,000		1,062	46.9%	
4304 Catering & Hospitality	0	58	58	48	348	300	696		648	6.9%	
4306 Printing	186	183	(3)	582	1,098	516	2,196		1,614	26.5%	
4307 Stationery	339	408	69	1,981	2,448	467	4,896		2,915	40.5%	
4308 General Office Expense	0	0	0	0	0	0	255		255	0.0%	
4311 Professional Fees - Legal	0	417	417	1	2,498	2,497	5,000		4,999	0.0%	
4313 Professional Fees - Other	4,786	683	(4,103)	17,458	4,102	(13,356)	8,200		(9,258)	212.9%	
4314 Audit Fees	316	500	184	3,041	2,866	(175)	3,366		325	90.3%	
4315 Insurance	0	0	0	19,180	19,010	(170)	19,010		(170)	100.9%	
4321 Bank Charges	18	46	28	101	276	175	552		451	18.3%	
4322 Postage	362	84	(278)	362	504	142	1,008		646	35.9%	
4323 Telephones & Broadband	85	238	153	1,768	1,428	(340)	2,856		1,088	61.9%	
4324 Do Not Use (Prev Broadband)	40	0	(40)	40	0	(40)	0		(40)	0.0%	
4325 Computing	1,233	1,265	32	17,298	16,560	(738)	24,150		6,852	71.6%	
4326 Website	60	204	144	582	1,224	642	2,448		1,866	23.8%	
4341 Grants	592	1,633	1,041	50,954	55,302	4,348	65,100		14,146	78.3%	
4342 Subscriptions	199	0	(199)	4,370	5,110	740	6,117		1,747	71.4%	
4343 Licensing/PRS	0	0	0	0	122	122	122		122	0.0%	
4900 Miscellaneous Expenses	0	165	165	567	991	424	1,981		1,414	28.6%	81,531
4901 Misc Exps funded frm Reserves	42,467	0	(42,467)	179,749	0	(179,749)	0		(179,749)	0.0%	
6000 Debt Charges - Principal	0	0	0	17,663	17,114	(549)	34,501		16,838	51.2%	
6001 Debt Charges - Interest	0	0	0	21,188	21,737	549	43,202		22,014	49.0%	
Head Office Costs :- Indirect Expenditure	76,202	37,003	(39,199)	516,935	346,589	(170,346)	605,751	0	88,816	85.3%	81,531
Net Income over Expenditure	(71,525)	(34,903)	36,622	152,632	284,207	131,575	655,640				
5200 plus Transfer from EMR	42,467	0	(42,467)	179,749	0	(179,749)	0				

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
Movement to/(from) Gen Reserve	(29,057)	(34,903)	(5,846)	332,380	284,207	(48,173)	655,640				
<u>102 Civic Expenses</u>											
4121 Rents	0	220	220	0	1,100	1,100	2,420		2,420	0.0%	
4203 Other Transport Costs	0	0	0	94	0	(94)	0		(94)	0.0%	
4304 Catering & Hospitality	0	83	83	179	502	323	1,000		821	17.9%	
4305 Clothes, Uniform & Laundry	0	250	250	0	250	250	500		500	0.0%	
4306 Printing	0	0	0	0	0	0	816		816	0.0%	
4313 Professional Fees - Other	0	0	0	408	300	(108)	300		(108)	136.0%	
4325 Computing	135	350	215	1,904	2,100	196	4,200		2,296	45.3%	
4327 Publicity Advertising	375	300	(75)	1,188	1,000	(188)	1,600		412	74.3%	
4332 Mayor's Expenses	0	112	112	0	672	672	1,344		1,344	0.0%	
4334 Members' Training	0	100	100	0	600	600	1,200		1,200	0.0%	
4900 Miscellaneous Expenses	277	82	(195)	2,084	492	(1,592)	984		(1,100)	211.8%	
Civic Expenses :- Indirect Expenditure	787	1,497	710	5,857	7,016	1,159	14,364	0	8,507	40.8%	0
Net Expenditure	(787)	(1,497)	(710)	(5,857)	(7,016)	(1,159)	(14,364)				
<u>104 Street Scene</u>											
4102 Property Maintenance	0	200	200	6,065	1,200	(4,865)	2,400		(3,665)	252.7%	
4151 Fixtures & Fittings	0	0	0	0	2,500	2,500	2,500		2,500	0.0%	
Street Scene :- Indirect Expenditure	0	200	200	6,065	3,700	(2,365)	4,900	0	(1,165)	123.8%	0
Net Expenditure	0	(200)	(200)	(6,065)	(3,700)	2,365	(4,900)				

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
<u>105 Staycation</u>											
4162 Waste Removal	0	0	0	1,500	1,500	0	1,500		0	100.0%	
4313 Professional Fees - Other	0	0	0	2,045	3,150	1,106	3,150		1,106	64.9%	
4327 Publicity Advertising	0	0	0	375	650	275	650		275	57.7%	
4343 Licensing/PRS	0	0	0	0	160	160	160		160	0.0%	
Staycation :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,920</u>	<u>5,460</u>	<u>1,541</u>	<u>5,460</u>	<u>0</u>	<u>1,541</u>	<u>71.8%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(3,920)</u>	<u>(5,460)</u>	<u>(1,541)</u>	<u>(5,460)</u>				
<u>106 Festivals, Markets & Events</u>											
1303 Other customer/client receipts	615	440	(175)	9,386	6,990	(2,396)	14,410			65.1%	
1304 Donations	868	0	(868)	1,233	0	(1,233)	2,000			61.6%	
Festivals, Markets & Events :- Income	<u>1,483</u>	<u>440</u>	<u>(1,043)</u>	<u>10,619</u>	<u>6,990</u>	<u>(3,629)</u>	<u>16,410</u>			<u>64.7%</u>	<u>0</u>
4001 Salaries	0	0	0	0	1,295	1,295	2,589	2,589		0.0%	
4002 Employer's NIC	0	0	0	0	194	194	388	388		0.0%	
4003 Employer's Superannuation	0	0	0	0	225	225	451	451		0.0%	
4013 Other Staff Expenses	0	0	0	9	0	(9)	0	(9)		0.0%	
4162 Waste Removal	0	0	0	439	700	261	1,100	661		39.9%	
4163 Domestic Supplies	0	0	0	97	0	(97)	0	(97)		0.0%	
4164 Workshop Consumables	0	0	0	4	0	(4)	0	(4)		0.0%	
4171 Grounds Maintenance Costs	0	0	0	25	0	(25)	0	(25)		0.0%	
4203 Other Transport Costs	11	0	(11)	11	0	(11)	0	(11)		0.0%	
4301 Equipment	0	0	0	1,135	250	(885)	3,192	2,057		35.6%	

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
4304 Catering & Hospitality	0	0	0	123	340	217	460		337	26.8%	
4306 Printing	0	0	0	0	400	400	930		930	0.0%	
4313 Professional Fees - Other	0	0	0	2,400	1,600	(800)	3,200		800	75.0%	
4327 Publicity Advertising	350	366	16	2,877	2,196	(681)	4,392		1,515	65.5%	
4343 Licensing/PRS	0	0	0	359	0	(359)	600		241	59.8%	
4900 Miscellaneous Expenses	137	100	(37)	2,178	653	(1,525)	1,253		(925)	173.8%	
Festivals, Markets & Events :- Indirect Expenditure	498	466	(32)	9,657	7,853	(1,804)	18,555	0	8,898	52.0%	0
Net Income over Expenditure	984	(26)	(1,010)	962	(863)	(1,825)	(2,145)				
<u>108 Christmas Lights</u>											
4313 Professional Fees - Other	0	0	0	0	0	0	48,600		48,600	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	0	0	0	0	48,600	0	48,600	0.0%	0
Net Expenditure	0	0	0	0	0	0	(48,600)				
<u>109 Ockford Building</u>											
1301 Premises Hire Charges	509	333	(176)	2,093	1,998	(95)	4,000			52.3%	
Ockford Building :- Income	509	333	(176)	2,093	1,998	(95)	4,000			52.3%	0
4102 Property Maintenance	0	75	75	694	450	(244)	900		206	77.1%	
4103 Maintenance Contracts	0	155	155	402	930	528	1,860		1,458	21.6%	
4111 Energy Costs	0	110	110	0	660	660	1,320		1,320	0.0%	
4121 Rents	0	0	0	0	400	400	400		400	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
4131 Rates	0	0	0	15,968	1,500	(14,468)	1,500		(14,468)	1064.5%	
4141 Water Services	0	33	33	0	198	198	396		396	0.0%	
4151 Fixtures & Fittings	0	0	0	22	0	(22)	0		(22)	0.0%	
4161 Cleaning	0	278	278	0	1,668	1,668	3,336		3,336	0.0%	
4162 Waste Removal	0	75	75	27	450	423	900		873	3.0%	
4163 Domestic Supplies	0	25	25	63	150	87	300		237	21.0%	
4164 Workshop Consumables	0	0	0	4	0	(4)	0		(4)	0.0%	
4301 Equipment	0	0	0	1,402	0	(1,402)	0		(1,402)	0.0%	
4323 Telephones & Broadband	0	0	0	280	600	320	600		320	46.6%	
4324 Do Not Use (Prev Broadband)	68	50	(18)	68	(300)	(368)	0		(68)	0.0%	
4343 Licensing/PRS	0	0	0	130	0	(130)	0		(130)	0.0%	
Ockford Building :- Indirect Expenditure	68	801	733	19,060	6,706	(12,354)	11,512	0	(7,548)	165.6%	0
Net Income over Expenditure	441	(468)	(909)	(16,967)	(4,708)	12,259	(7,512)				
<u>110 Local Govt Reorganisation</u>											
4306 Printing	0	0	0	1,535	0	(1,535)	0		(1,535)	0.0%	
4311 Professional Fees - Legal	0	0	0	6,867	0	(6,867)	0		(6,867)	0.0%	3,433
4312 Professional Fees - Surveyors	0	0	0	44	0	(44)	0		(44)	0.0%	
4313 Professional Fees - Other	0	0	0	2,700	0	(2,700)	0		(2,700)	0.0%	
4322 Postage	0	0	0	722	0	(722)	0		(722)	0.0%	722
4900 Miscellaneous Expenses	0	0	0	105	0	(105)	0		(105)	0.0%	
Local Govt Reorganisation :- Indirect Expenditure	0	0	0	11,972	0	(11,972)	0	0	(11,972)		4,155
Net Expenditure	0	0	0	(11,972)	0	11,972	0				
5200 plus Transfer from EMR	0	0	0	8,015	0	(8,015)	0				
Movement to/(from) Gen Reserve	0	0	0	(3,957)	0	3,957	0				

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
<u>201 BWP Youth & Community Centre</u>											
1201 Grants - SCC	2,906	0	(2,906)	10,705	6,000	(4,705)	8,000			133.8%	
1202 Grants - WBC	0	0	0	200	0	(200)	0			0.0%	
1301 Premises Hire Charges	1,049	450	(599)	5,601	2,700	(2,901)	5,400			103.7%	
1304 Donations	245	0	(245)	809	0	(809)	0			0.0%	
BWP Youth & Community Centre :- Income	4,200	450	(3,750)	17,314	8,700	(8,614)	13,400			129.2%	0
4001 Salaries	18,825	19,092	267	109,300	114,548	5,248	229,100		119,800	47.7%	
4002 Employer's NIC	2,186	2,227	41	12,924	13,357	433	26,719		13,795	48.4%	
4003 Employer's Superannuation	2,458	3,379	921	14,897	20,277	5,380	40,551		25,654	36.7%	
4011 Staff Training	141	318	177	698	1,908	1,210	3,816		3,118	18.3%	
4012 Recruitment Advertising	0	41	41	0	254	254	500		500	0.0%	
4102 Property Maintenance	0	153	153	2,126	918	(1,208)	1,836		(290)	115.8%	
4103 Maintenance Contracts	40	150	110	1,652	900	(752)	1,800		148	91.8%	
4111 Energy Costs	95	408	313	1,325	2,448	1,123	4,896		3,571	27.1%	
4131 Rates	0	0	0	2,784	1,596	(1,188)	1,596		(1,188)	174.5%	
4141 Water Services	80	59	(21)	365	354	(11)	708		343	51.6%	
4161 Cleaning	3,537	795	(2,742)	7,581	4,770	(2,811)	9,540		1,959	79.5%	
4162 Waste Removal	72	83	11	443	498	55	996		553	44.5%	
4163 Domestic Supplies	0	15	15	85	90	5	180		95	47.1%	
4171 Grounds Maintenance Costs	0	29	29	496	174	(322)	348		(148)	142.5%	
4201 Public Transport	0	20	20	0	40	40	80		80	0.0%	
4202 Car Allowances	0	20	20	18	40	23	80		63	21.9%	
4204 Vehicle Fuel Costs	0	42	42	0	252	252	504		504	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
4205 Vehicle Costs (exc Fuel)	59	200	141	1,573	1,200	(373)	2,400		827	65.5%	
4301 Equipment	0	0	0	23	0	(23)	0		(23)	0.0%	
4305 Clothes, Uniform & Laundry	0	250	250	454	500	46	500		46	90.9%	
4307 Stationery	90	0	(90)	90	0	(90)	0		(90)	0.0%	
4313 Professional Fees - Other	0	11	11	0	66	66	132		132	0.0%	
4323 Telephones & Broadband	0	146	146	1,217	876	(341)	1,752		535	69.4%	
4324 Do Not Use (Prev Broadband)	40	0	(40)	40	0	(40)	0		(40)	0.0%	
4325 Computing	170	179	9	1,220	1,074	(146)	2,148		928	56.8%	
4327 Publicity Advertising	0	25	25	0	150	150	300		300	0.0%	
4900 Miscellaneous Expenses	0	40	40	25	240	215	480		455	5.2%	
7100 Youth Programmes	158	970	812	3,249	5,830	2,581	11,650		8,401	27.9%	
7104 BWP - Decorations & Lighting	0	0	0	0	0	0	200		200	0.0%	
7300 HAF	694	0	(694)	4,832	3,768	(1,064)	5,650		818	85.5%	
7302 HAF - Sports & Activities	0	0	0	284	0	(284)	0		(284)	0.0%	
7305 HAF - Food & Cooking	64	0	(64)	959	800	(159)	1,100		141	87.2%	
BWP Youth & Community Centre :- Indirect Expenditure	28,705	28,652	(53)	168,659	176,928	8,269	349,562	0	180,903	48.2%	0
Net Income over Expenditure	(24,505)	(28,202)	(3,697)	(151,345)	(168,228)	(16,883)	(336,162)				
<u>202 Pepperpot</u>											
1301 Premises Hire Charges	476	717	241	3,235	4,302	1,067	8,604			37.6%	
Pepperpot :- Income	476	717	241	3,235	4,302	1,067	8,604			37.6%	0
4102 Property Maintenance	0	100	100	215	600	385	1,200		985	17.9%	

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
4103 Maintenance Contracts	0	100	100	198	600	402	1,200		1,002	16.5%	
4111 Energy Costs	20	221	201	1,836	1,326	(510)	2,652		817	69.2%	
4131 Rates	0	0	0	419	805	386	805		386	52.1%	
4161 Cleaning	709	315	(394)	1,418	1,890	473	3,780		2,363	37.5%	
4302 Furniture	0	0	0	0	600	600	600		600	0.0%	
4323 Telephones & Broadband	40	60	20	552	360	(192)	720		168	76.7%	
4343 Licensing/PRS	0	0	0	0	0	0	72		72	0.0%	
Pepperpot :- Indirect Expenditure	768	796	28	4,637	6,181	1,544	11,029	0	6,392	42.0%	0
Net Income over Expenditure	(292)	(79)	213	(1,402)	(1,879)	(477)	(2,425)				
<u>203 The Square</u>											
1302 Rents	2,543	1,050	(1,493)	5,130	6,300	1,170	12,600			40.7%	
1303 Other customer/client receipts	0	0	0	1,998	2,020	22	2,020			98.9%	
The Square :- Income	2,543	1,050	(1,493)	7,128	8,320	1,192	14,620			48.8%	0
4315 Insurance	0	0	0	1,998	2,020	22	2,020		22	98.9%	
The Square :- Indirect Expenditure	0	0	0	1,998	2,020	22	2,020	0	22	98.9%	0
Net Income over Expenditure	2,543	1,050	(1,493)	5,130	6,300	1,170	12,600				
<u>204 Allotments</u>											
1302 Rents	0	2,900	2,900	(55)	2,900	2,955	2,900			(1.9%)	
Allotments :- Income	0	2,900	2,900	(55)	2,900	2,955	2,900			(1.9%)	0

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
4102 Property Maintenance	0	0	0	35	0	(35)	300		265	11.7%	
4141 Water Services	39	20	(19)	215	128	(87)	248		33	86.6%	
4162 Waste Removal	0	0	0	0	0	0	215		215	0.0%	
4171 Grounds Maintenance Costs	13	500	487	1,214	500	(714)	1,000		(214)	121.4%	
Allotments :- Indirect Expenditure	52	520	468	1,464	628	(836)	1,763	0	299	83.0%	0
Net Income over Expenditure	(52)	2,380	2,432	(1,519)	2,272	3,791	1,137				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	4,052	3,855	(197)	23,199	23,130	(69)	46,260			50.1%	
1303 Other customer/client receipts	0	0	0	431	0	(431)	0			0.0%	
Wilfrid Noyce Community Centre :- Income	4,052	3,855	(197)	23,630	23,130	(500)	46,260			51.1%	0
4102 Property Maintenance	0	445	445	1,043	2,670	1,627	5,340		4,297	19.5%	
4103 Maintenance Contracts	578	791	213	1,388	4,746	3,358	9,492		8,104	14.6%	
4111 Energy Costs	407	1,016	609	3,098	6,096	2,998	12,192		9,094	25.4%	
4131 Rates	0	0	0	1,945	3,000	1,055	3,000		1,055	64.8%	
4141 Water Services	148	121	(27)	438	726	288	1,452		1,014	30.2%	
4161 Cleaning	6,110	1,400	(4,710)	12,728	8,400	(4,328)	16,800		4,072	75.8%	
4162 Waste Removal	100	130	30	612	780	168	1,560		948	39.2%	
4163 Domestic Supplies	0	29	29	59	176	117	350		291	16.8%	
4301 Equipment	0	250	250	0	1,500	1,500	3,000		3,000	0.0%	
4323 Telephones & Broadband	40	100	60	762	600	(162)	1,200		438	63.5%	
4343 Licensing/PRS	0	0	0	0	0	0	650		650	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
4900 Miscellaneous Expenses	0	46	46	367	276	(91)	552		185	66.5%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	7,383	4,328	(3,055)	22,440	28,970	6,530	55,588	0	33,148	40.4%	0
Net Income over Expenditure	(3,331)	(473)	2,858	1,190	(5,840)	(7,030)	(9,328)				
<u>206 Bandstand</u>											
1301 Premises Hire Charges	0	0	0	11	0	(11)	0			0.0%	
Bandstand :- Income	0	0	0	11	0	(11)	0				0
4102 Property Maintenance	0	125	125	0	750	750	1,500		1,500	0.0%	
4111 Energy Costs	0	0	0	0	0	0	250		250	0.0%	
4163 Domestic Supplies	0	0	0	20	0	(20)	0		(20)	0.0%	
4343 Licensing/PRS	0	0	0	70	500	430	500		430	14.0%	
Bandstand :- Indirect Expenditure	0	125	125	90	1,250	1,160	2,250	0	2,160	4.0%	0
Net Income over Expenditure	0	(125)	(125)	(79)	(1,250)	(1,171)	(2,250)				
<u>207 Godalming Museum</u>											
1302 Rents	0	0	0	4,402	4,402	0	8,804			50.0%	
1303 Other customer/client receipts	0	0	0	2,024	480	(1,544)	960			210.8%	
Godalming Museum :- Income	0	0	0	6,426	4,882	(1,544)	9,764			65.8%	0
4001 Salaries	4,104	4,528	424	37,509	27,170	(10,339)	54,338		16,829	69.0%	
4002 Employer's NIC	(373)	509	882	(3,425)	3,048	6,473	6,102		9,527	(56.1%)	

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
4003 Employer's Superannuation	358	801	443	4,453	4,812	359	9,618		5,165	46.3%	
4011 Staff Training	0	0	0	0	0	0	500		500	0.0%	
4102 Property Maintenance	465	292	(173)	1,703	1,748	45	3,500		1,797	48.7%	
4103 Maintenance Contracts	778	117	(661)	1,253	702	(551)	1,404		151	89.3%	
4121 Rents	0	0	0	0	1,300	1,300	1,300		1,300	0.0%	
4163 Domestic Supplies	0	0	0	7	0	(7)	0		(7)	0.0%	
4202 Car Allowances	0	9	9	0	54	54	108		108	0.0%	
4307 Stationery	0	30	30	0	180	180	360		360	0.0%	
4313 Professional Fees - Other	0	0	0	60	0	(60)	0		(60)	0.0%	
4315 Insurance	0	0	0	2,087	2,118	31	2,118		31	98.5%	
4322 Postage	0	20	20	0	120	120	240		240	0.0%	
4325 Computing	267	263	(4)	2,284	1,582	(702)	3,160		876	72.3%	
4342 Subscriptions	0	0	0	0	0	0	100		100	0.0%	
Godalming Museum :- Indirect Expenditure	5,600	6,569	969	45,931	42,834	(3,097)	82,848	0	36,917	55.4%	0
Net Income over Expenditure	(5,600)	(6,569)	(969)	(39,505)	(37,952)	1,553	(73,084)				
<u>208 Public Conveniences</u>											
1303 Other customer/client receipts	0	0	0	6,982	0	(6,982)	0			0.0%	
Public Conveniences :- Income	0	0	0	6,982	0	(6,982)	0				0
4102 Property Maintenance	363	130	(233)	567	780	213	1,560		993	36.4%	
4103 Maintenance Contracts	453	250	(203)	453	1,500	1,047	3,000		2,547	15.1%	
4111 Energy Costs	198	187	(11)	1,292	1,122	(170)	2,244		952	57.6%	

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
4141 Water Services	(13)	208	221	1,238	1,252	14	2,500		1,262	49.5%	
4151 Fixtures & Fittings	0	100	100	0	300	300	500		500	0.0%	
4161 Cleaning	2,232	2,184	(48)	13,391	13,104	(287)	26,208		12,817	51.1%	
4162 Waste Removal	0	0	0	284	0	(284)	0		(284)	0.0%	
4163 Domestic Supplies	269	333	64	1,710	1,998	288	3,996		2,286	42.8%	
4301 Equipment	0	0	0	60	0	(60)	0		(60)	0.0%	
4313 Professional Fees - Other	357	0	(357)	357	0	(357)	0		(357)	0.0%	
4900 Miscellaneous Expenses	0	50	50	183	300	117	600		417	30.5%	
Public Conveniences :- Indirect Expenditure	3,858	3,442	(416)	19,535	20,356	821	40,608	0	21,073	48.1%	0
Net Income over Expenditure	(3,858)	(3,442)	416	(12,553)	(20,356)	(7,803)	(40,608)				
<u>209 Crown Court Conveniences</u>											
4121 Rents	0	0	0	0	0	0	0		0	0.0%	5,395
Crown Court Conveniences :- Indirect Expenditure	0	0	0	0	0	0	0	0	0		5,395
Net Expenditure	0	0	0	0	0	0	0				
5200 plus Transfer from EMR	5,395	0	(5,395)	5,395	0	(5,395)	0				
Movement to/(from) Gen Reserve	5,395	0	(5,395)	5,395	0	(5,395)	0				
<u>210 Broadwater Park Extension</u>											
7100 Youth Programmes	0	0	0	(6)	0	6	0		6	0.0%	
Broadwater Park Extension :- Indirect Expenditure	0	0	0	(6)	0	6	0	0	6		0
Net Expenditure	0	0	0	6	0	(6)	0				

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
<u>211</u> <u>Pepperpot Ext Redec</u>											
4101 Repair/Alteration of Buildings	0	0	0	61,584	0	(61,584)	0		(61,584)	0.0%	
4102 Property Maintenance	55,005	0	(55,005)	91,038	0	(91,038)	0		(91,038)	0.0%	
4312 Professional Fees - Surveyors	0	0	0	15,500	0	(15,500)	0		(15,500)	0.0%	
4900 Miscellaneous Expenses	140	0	(140)	140	0	(140)	0		(140)	0.0%	
Pepperpot Ext Redec :- Indirect Expenditure	55,145	0	(55,145)	168,262	0	(168,262)	0	0	(168,262)		0
Net Expenditure	(55,145)	0	55,145	(168,262)	0	168,262	0				
5200 plus Transfer from EMR	0	0	0	82,803	0	(82,803)	0				
Movement to/(from) Gen Reserve	(55,145)	0	55,145	(85,459)	0	85,459	0				
<u>301</u> <u>Cemeteries & Open Spaces</u>											
1302 Rents	7,375	7,270	(105)	16,330	18,620	2,290	32,240			50.7%	
1303 Other customer/client receipts	3,250	1,200	(2,050)	7,455	9,200	1,745	16,400			45.5%	
1700 Interment	10,460	3,200	(7,260)	25,225	19,200	(6,025)	38,400			65.7%	
1701 Monument	540	230	(310)	3,635	1,380	(2,255)	2,760			131.7%	
1702 Purchase of Grave Space	21,465	5,750	(15,715)	47,700	34,500	(13,200)	69,000			69.1%	
1703 Other Cemetery Fees	400	0	(400)	800	0	(800)	0			0.0%	
Cemeteries & Open Spaces :- Income	43,490	17,650	(25,840)	101,145	82,900	(18,245)	158,800			63.7%	0
4001 Salaries	10,335	10,083	(252)	60,942	60,496	(446)	120,994		60,052	50.4%	
4002 Employer's NIC	1,300	1,263	(37)	7,725	7,571	(154)	15,149		7,424	51.0%	
4003 Employer's Superannuation	1,829	1,785	(44)	10,273	10,706	433	21,416		11,143	48.0%	

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
4011 Staff Training	63	318	255	322	1,908	1,586	3,816		3,494	8.4%	
4014 Sexton Duties	0	125	125	150	750	600	1,500		1,350	10.0%	
4015 Grave Digging	0	1,200	1,200	4,000	7,200	3,200	14,400		10,400	27.8%	
4101 Repair/Alteration of Buildings	0	0	0	107	0	(107)	0		(107)	0.0%	
4102 Property Maintenance	115	817	702	2,684	4,898	2,214	9,800		7,116	27.4%	
4103 Maintenance Contracts	599	217	(382)	1,750	1,308	(442)	2,610		860	67.1%	
4111 Energy Costs	186	500	314	1,748	3,000	1,252	6,000		4,252	29.1%	
4131 Rates	0	0	0	2,910	2,400	(510)	2,400		(510)	121.3%	
4141 Water Services	(16)	48	64	391	288	(103)	576		185	67.8%	
4151 Fixtures & Fittings	19	0	(19)	19	0	(19)	0		(19)	0.0%	
4161 Cleaning	0	48	48	0	288	288	576		576	0.0%	
4162 Waste Removal	245	500	255	2,207	3,000	793	6,000		3,793	36.8%	
4163 Domestic Supplies	0	30	30	300	180	(120)	360		60	83.3%	
4164 Workshop Consumables	220	335	115	1,256	2,010	754	4,020		2,764	31.2%	
4171 Grounds Maintenance Costs	13,104	4,042	(9,062)	28,497	24,248	(4,249)	48,500		20,003	58.8%	
4172 Memorial Inspection	0	0	0	47	0	(47)	0		(47)	0.0%	
4203 Other Transport Costs	0	2,134	2,134	17,602	12,804	(4,798)	25,608		8,006	68.7%	
4204 Vehicle Fuel Costs	0	84	84	349	504	155	1,008		659	34.6%	
4205 Vehicle Costs (exc Fuel)	0	115	115	849	690	(159)	1,380		531	61.5%	
4301 Equipment	1,144	2,199	1,055	4,367	13,198	8,831	26,392		22,025	16.5%	
4304 Catering & Hospitality	0	62	62	49	372	323	744		695	6.6%	
4305 Clothes, Uniform & Laundry	0	300	300	523	1,800	1,277	3,600		3,077	14.5%	
4311 Professional Fees - Legal	0	0	0	1,240	0	(1,240)	0		(1,240)	0.0%	
4312 Professional Fees - Surveyors	0	0	0	565	0	(565)	0		(565)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
4313 Professional Fees - Other	(155)	250	405	457	500	44	1,000		544	45.6%	
4323 Telephones & Broadband	0	0	0	380	1,200	820	1,200		820	31.7%	
4324 Do Not Use (Prev Broadband)	39	100	61	39	(600)	(639)	0		(39)	0.0%	
4325 Computing	15	0	(15)	84	0	(84)	0		(84)	0.0%	
4327 Publicity Advertising	0	33	33	0	198	198	396		396	0.0%	
4342 Subscriptions	0	0	0	90	0	(90)	0		(90)	0.0%	
4900 Miscellaneous Expenses	0	30	30	0	180	180	360		360	0.0%	
4901 Misc Exps funded frm Reserves	0	0	0	10,473	0	(10,473)	0		(10,473)	0.0%	
7300 HAF	0	0	0	22	0	(22)	0		(22)	0.0%	
Cemeteries & Open Spaces :- Indirect Expenditure	29,041	26,618	(2,423)	162,416	161,097	(1,319)	319,805	0	157,389	50.8%	0
Net Income over Expenditure	14,449	(8,968)	(23,417)	(61,271)	(78,197)	(16,926)	(161,005)				
5200 plus Transfer from EMR	0	0	0	10,473	0	(10,473)	0				
Movement to/(from) Gen Reserve	14,449	(8,968)	(23,417)	(50,798)	(78,197)	(27,399)	(161,005)				
<u>414 Mayors Charity 2025 - R Crooks</u>											
1304 Donations	270	0	(270)	330	0	(330)	0			0.0%	
Mayors Charity 2025 - R Crooks :- Income	270	0	(270)	330	0	(330)	0				0
Net Income	270	0	(270)	330	0	(330)	0				

Detailed Income & Expenditure by Phased Budget Heading 30 September 2025

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	Transfer to/from EMR
<u>415 Mayors Charity 2024 - P Rivers</u>											
1304 Donations	0	0	0	38	0	(38)	0			0.0%	
Mayors Charity 2024 - P Rivers :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>38</u>	<u>0</u>	<u>(38)</u>	<u>0</u>				<u>0</u>
4900 Miscellaneous Expenses	0	0	0	1,007	0	(1,007)	0		(1,007)	0.0%	
Mayors Charity 2024 - P Rivers :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,007</u>	<u>0</u>	<u>(1,007)</u>	<u>0</u>	<u>0</u>	<u>(1,007)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(968)</u>	<u>0</u>	<u>968</u>	<u>0</u>				
<u>416 Community Store</u>											
1304 Donations	410	0	(410)	2,310	0	(2,310)	0			0.0%	
Community Store :- Income	<u>410</u>	<u>0</u>	<u>(410)</u>	<u>2,310</u>	<u>0</u>	<u>(2,310)</u>	<u>0</u>				<u>0</u>
4900 Miscellaneous Expenses	0	0	0	1,900	0	(1,900)	0		(1,900)	0.0%	
Community Store :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,900</u>	<u>0</u>	<u>(1,900)</u>	<u>0</u>	<u>0</u>	<u>(1,900)</u>		<u>0</u>
Net Income over Expenditure	<u>410</u>	<u>0</u>	<u>(410)</u>	<u>410</u>	<u>0</u>	<u>(410)</u>	<u>0</u>				
Grand Totals:- Income	62,109	29,495	(32,614)	850,773	774,918	(75,855)	1,536,149			55.4%	
Expenditure	208,108	111,017	(97,091)	1,171,796	817,588	(354,208)	1,574,615	0	402,819	74.4%	
Net Income over Expenditure	<u>(145,998)</u>	<u>(81,522)</u>	<u>64,476</u>	<u>(321,023)</u>	<u>(42,670)</u>	<u>278,353</u>	<u>(38,466)</u>				
plus Transfer from EMR	47,862	0	(47,862)	286,435	0	(286,435)	0				
Movement to/(from) Gen Reserve	<u>(98,136)</u>	<u>(81,522)</u>	<u>16,614</u>	<u>(34,588)</u>	<u>(42,670)</u>	<u>(8,082)</u>	<u>(38,466)</u>				

NEW PROJECT/INITIATIVE ASSESSMENT FORM

Proposal Name/Title	Acquisition of Second ABTe (VW Transporter) Vehicle for Facilities & Grounds Operations																
Aim/Objective	To purchase a second ABTe Transporter electric vehicle to ensure continuity of operational capacity, eliminate a single point of failure affecting service delivery, and provide towing capability for the water bowser and ride-on mower. The vehicle will also enable a reduction in mileage and car user payments by allowing officers to use a GTC fleet vehicle instead of personal cars.																
Corporate Plan Reference	Part 1, Section 4 – Expansion of in-house operational capability Part 2, Section 2 – Management and maintenance of expanding estate Part 2, Section 3 – Build operational capacity to support Community Asset Transfer																
Recommendation(s)	Members to resolve to approve the purchase of a second-hand ABTe (VW Transporter) electric vehicle at a cost not exceeding £15,000 (excluding VAT), to be funded from the existing 2025/26 Facilities Equipment Budget (Cost Centre 301).																
Proposal																	
<p>Godalming Town Council currently operates a single ABTe Transporter which is:</p> <ul style="list-style-type: none"> The only vehicle in the fleet with towing capability for the 1,000L water bowser and ride-on mower trailer. <p>Recent unexpected downtime with the ABTe due to a drive train failure resulted in a significant loss of major operational capability, demonstrating a serious single point of failure.</p> <p>Although the repair options for the existing vehicle are still being explored, continued reliance on a single heavy-capacity vehicle is operationally unsound, especially with:</p> <ul style="list-style-type: none"> The expansion of GTC land and buildings under the Community Asset Transfer programme Increased workload across open spaces and community facilities <p>A review has been undertaken to identify suitable alternative vehicles. No currently available new or used electric vehicle options match:</p> <ul style="list-style-type: none"> towing capacity payload suitability operational cost-efficiency <p>The ABTe Transporter remains the only viable electric vehicle for the tasks required.</p> <p>A suitable second-hand ABTe Transporter can be sourced for £9,000–£12,000, with an additional £3,000 required for:</p> <table border="1"> <thead> <tr> <th>Cost Component</th> <th>Estimate</th> </tr> </thead> <tbody> <tr> <td>Vehicle purchase</td> <td>£9,000–£12,000</td> </tr> <tr> <td>Transport to site</td> <td>£500</td> </tr> <tr> <td>Livery & branding</td> <td>£600</td> </tr> <tr> <td>Tow bar installation</td> <td>£1,000</td> </tr> <tr> <td>Safety beacon</td> <td>£200</td> </tr> <tr> <td>Reversing sensors & camera</td> <td>£450</td> </tr> <tr> <td>Total</td> <td>Up to £15,000</td> </tr> </tbody> </table>		Cost Component	Estimate	Vehicle purchase	£9,000–£12,000	Transport to site	£500	Livery & branding	£600	Tow bar installation	£1,000	Safety beacon	£200	Reversing sensors & camera	£450	Total	Up to £15,000
Cost Component	Estimate																
Vehicle purchase	£9,000–£12,000																
Transport to site	£500																
Livery & branding	£600																
Tow bar installation	£1,000																
Safety beacon	£200																
Reversing sensors & camera	£450																
Total	Up to £15,000																

Strategic & Operational Justification <ul style="list-style-type: none"> Ensures operational continuity – no single point of failure Supports upcoming expansion of workload under asset transfers Eliminates dependency on staff using personal vehicles Enables use of existing EV Kangoo by management & supervisory staff thus removing car user payments Supports service delivery resilience Ensures fleet capability for grounds and facilities operations 	
Financial Implications The purchase cost will be funded within the 2025/26 Equipment Budget (Cost Centre 301) which currently has £22,000 available. No reserves are required.	
Key Identified Risks & Mitigation	
Strategic Risk: Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst-case scenario Government intervention.	
Decision unlawful	Decision is within the power provided under the General Power of Competence.
Service Delivery - Fleet capacity inadequate for expansion	Future-proofing operations
Compliance Risk: Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.	
Decision improperly made	Proposal placed on a published agenda. Decision to be made by the Council, or a Committee of the Council. Decision of the Council recorded on the record minutes.
Financial Risk: Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.	
Compliance - Procurement process challenge	Procurement authorised by decision of the council and implemented i.a.w financial regulations.
Affordability	This initiative to be funded from within the 2025/26 Equipment Budget (Cost Centre 301) Ongoing maintenance to be contained within Cemeteries and Open Spaces cost centre.
Operational, Staffing and Health & Safety Risks: Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.	
Operational - Loss of operational capacity if existing ABTe fails	Purchase of second vehicle ensures continuity.
H&S Risk	Staff trained & authorised for use
GTC Asset Register	The vehicle would become a GTC asset and GTC would be liable for its insurance.
Environmental Risk; Effect on Climate and Ecology, sustainability of development	
Sustainability	Environmental Impact The ABTe is a fully electric utility vehicle. Although limited in range, it is ideal for operations within Godalming. The proposal supports GTC's net-zero objectives by avoiding need for diesel or petrol fleet options and replacing personal car use.

POLICY & MANAGEMENT COMMITTEE – 30 OCTOBER 2025

AMENDMENT TO AGENDA ITEM 9: PURCHASE OF SECOND ABTE TRANSPORTER VEHICLE – FACILITIES OPERATIONS

Report Author: Andy Jeffery, Chief Executive Officer

Date: 30 October 2025

Purpose of Report

To update Members on the technical and operational issues experienced with the Council's existing ABTe (VW Transporter) electric vehicle, to withdraw the previous recommendation to purchase a second ABTe Transporter, and to seek authority for further limited expenditure to explore repair options for the existing vehicle while ensuring service delivery continuity.

Background

Agenda Item 9 in the Policy & Management Committee papers issued on 24 October 2025 set out a proposal for the purchase of a second-hand ABTe (VW Transporter) electric vehicle for Facilities & Grounds Operations. The purpose of that proposal was to provide operational resilience and mitigate the risk of service disruption caused by mechanical issues with the existing vehicle.

Following further detailed investigation into the drivetrain fault affecting the Council's existing ABTe, it has become clear that this particular model presents significant maintenance and diagnostic challenges that call into question the practicality of acquiring another of the same type.

The vehicle was jointly developed by Volkswagen (VW) and ABT, a German motorsport engineering firm. This joint manufacturing arrangement means the vehicle is effectively *half VW, half ABT*, with each manufacturer responsible for different subsystems. Consequently:

- standard VW diagnostic tools and service databases cannot access or identify ABT components; even VW technicians have requested that GTC physically provide part numbers from the vehicle before confirming availability or compatibility;
- ABT technical data relating to their components is limited or non-existent, leaving the vehicle effectively “off-grid” in maintenance terms; and
- as a result, any repair attempt must proceed on a best-efforts basis without manufacturer support.

This level of technical opacity is unusual for a commercial fleet vehicle and creates unacceptable uncertainty around repairability, parts supply and long-term operational reliability.

Technical Position

Current diagnostic work indicates a steering angle sensor fault within the VW systems. This component provides input data to multiple subsystems, including the ABS, and may be preventing the vehicle from entering “Ready” (operational) mode.

There is no evidence that the ABT-modified systems are at fault, although it remains unclear whether the steering sensor fault is a genuine hardware issue or an artefact of the hybrid control architecture.

Further diagnostic work requires recovery of the vehicle to a specialist workshop with access to VW software and diagnostic tools and to extract the part number from the steering rack (which houses the sensor).

The vehicle's estimated value is approximately £10,000+VAT, with around £400 + VAT already spent on diagnosis. Estimated recovery costs are £170+VAT. Should the steering rack require replacement, parts and labour are expected to total approximately £3,100+VAT.

Given these uncertainties, there is a clear risk that the vehicle could become a disproportionate drain on resources without a guaranteed repair outcome.

Revised Proposal

In view of these findings, Officers no longer recommend the purchase of a second ABTe vehicle. Instead, the following actions are proposed:

1. continue diagnostic and repair efforts for the existing ABTe (VW Transporter) up to a maximum total expenditure of £4,500 (inclusive of diagnostic, recovery, parts, and labour);
2. utilise the tractor as a towing vehicle for essential grounds and maintenance operations while the ABTe is under repair or assessment;
3. authorise Officers to identify and acquire a suitable second electric vehicle (EV) that provides greater flexibility for the Facilities Team — prioritising reliability, operational versatility, and ease of maintenance; and
4. ensure that all expenditure remains within the existing 2025/26 Facilities budgets under Cost Centre 301 (Vehicle Costs – 4205; Equipment – 4301).

Financial Implications

All proposed actions can be accommodated within the existing approved budgets for the 2025/26 financial year. No reserves or supplementary funding are required.

Operational Implications

Using the tractor as a towing vehicle will maintain essential service capability and avoid hire or outsourcing costs. The acquisition of a new, more supportable EV will improve fleet flexibility and resilience while supporting GTC's environmental objectives.

Recommendation

Members are asked to:

1. withdraw the previous recommendation for the purchase of a second ABTe (VW Transporter) vehicle;
2. approve continued exploration and repair of the existing ABTe up to a maximum expenditure of £4,500; and
3. authorise Officers to identify and procure a suitable alternative second electric vehicle, with all costs contained within Cost Centre 301 – Vehicle Costs (4205) and Equipment (4301). Vehicle purchase and on road costs not to exceed £15,000.

NEW PROJECT/INITIATIVE ASSESSMENT FORM

Proposal Name/Title	Fleet Operations: Electric Vehicle and Towing Capability (Revised Proposal)
Aim/Objective	<p>To maintain and strengthen operational resilience within the Council's Facilities & Grounds Team by:</p> <ul style="list-style-type: none"> continuing repair and diagnostic work on the existing ABTe (VW Transporter) up to a capped cost of £4,500; utilising the Council's tractor as a interim towing vehicle for grounds maintenance and equipment movements; and acquiring a suitable second electric vehicle (EV) that provides reliable, flexible operational capacity for staff to deliver services efficiently. <p>This approach withdraws the previous proposal to purchase a second ABTe vehicle due to significant manufacturer support and maintenance issues and replaces it with a more sustainable and cost-controlled solution.</p> <p>However, it maintains the objective to enable a reduction in mileage and car user payments by allowing officers to use a GTC fleet vehicle instead of personal cars.</p>
Corporate Plan Reference	<p>Part 1, Section 4 – Expansion of in-house operational capability</p> <p>Part 2, Section 2 – Management and maintenance of expanding estate</p> <p>Part 2, Section 3 – Build operational capacity to support Community Asset Transfer</p>
Recommendation(s)	<p>Members are asked to:</p> <ol style="list-style-type: none"> withdraw the previous recommendation to purchase a second ABTe (VW Transporter); authorise continued diagnostic and repair work on the existing ABTe up to a maximum of £4,500 (inclusive of VAT); and authorise the procurement of a suitable second electric vehicle (EV) to support operational flexibility, with all costs met from Cost Centre 301 – Vehicle Costs (4205) and Equipment (4301). Vehicle purchase and on road costs not to exceed £15,000.
Proposal	
<p>Godalming Town Council currently operates a single ABTe Transporter which is:</p> <ul style="list-style-type: none"> The only vehicle in the fleet with towing capability for the 1,000L water bowser and ride-on mower trailer. <p>Recent unexpected downtime with the ABTe due to a drive train failure resulted in a significant loss of major operational capability, demonstrating a serious single point of failure.</p> <p>Although the repair options for the existing vehicle are still being explored, continued reliance on a single heavy-capacity vehicle is operationally unsound, especially with:</p> <ul style="list-style-type: none"> The expansion of GTC land and buildings under the Community Asset Transfer programme Increased workload across open spaces and community facilities 	

Following extensive investigation into the drivetrain failure of the existing ABTe, it has been confirmed that the vehicle's unique joint manufacture between Volkswagen and ABT renders it effectively unsupported in standard diagnostic and repair systems.

Key issues identified include:

- VW's diagnostic tools are unable to identify or interrogate ABT-modified systems.
- ABT technical data is limited or non-existent, leaving the vehicle effectively "off-grid" for servicing.
- Replacement parts cannot be confirmed without manual identification and verification.

Repairs will therefore continue on a best-efforts basis up to a financial ceiling of £4,500.

The tractor will be deployed for towing duties to maintain operational continuity, and a more conventional EV will be procured to enhance overall fleet flexibility and reduce dependency on a single specialist vehicle.

Strategic & Operational Justification

- Maintains essential service capacity while addressing vehicle unreliability.
- Avoids disproportionate further investment in technically unsupported equipment.
- Provides flexibility and resilience within the Facilities fleet.
- Reduces reliance on staff using personal vehicles.
- Supports GTC's environmental objectives by maintaining an electric fleet strategy.

Financial Implications

Cost Component	Estimate (excl. VAT)	Notes
Diagnostic and repair of existing ABTe	Up to £4,500	Includes recovery, parts, labour, and diagnostics
Procurement of second EV	Within existing budgets	Up to £15,000 on the road costs. Cost to be contained within 2025/26 allocation
Interim towing via tractor	Minimal additional cost	Existing fuel and maintenance budgets sufficient

Funding Source:

Cost Centre 301 – Vehicle Costs (4205) and Equipment (4301).

All expenditure contained within approved 2025/26 budgets. No reserves required.

Key Identified Risks & Mitigation

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

Decision unlawful	Decision is within the power provided under the General Power of Competence.
-------------------	--

Service Delivery - Fleet capacity inadequate for expansion	Future-proofing operations
--	----------------------------

Compliance Risk: Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Decision improperly made	Proposal placed on a published agenda. Decision to be made by the Council, or a Committee of the Council. Decision of the Council recorded on the record minutes.
--------------------------	---

Financial Risk: Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Compliance - Procurement process challenge	Procurement authorised by decision of the council and implemented i.a.w financial regulations.
--	--

Affordability	This initiative to be funded from within the 2025/26 Equipment Budget (Cost Centre 301) Ongoing maintenance to be contained within Cemeteries and Open Spaces cost centre.
Operational, Staffing and Health & Safety Risks: Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.	
Risk Description	Mitigation
Prolonged ABTe downtime may affect service delivery.	Temporary use of tractor for towing and procurement of second EV to maintain capability.
Further costs arising from unresolvable ABTe issues.	Expenditure capped at £4,500. No commitment beyond authorisation limit.
Delay in sourcing suitable EV replacement.	Flexible procurement specification to ensure timely acquisition.
Flexible procurement specification to ensure timely acquisition.	Transparent reporting to Members and clear cost controls in place.
Use of alternative towing methods introduces risk.	All operators trained and authorised for use of tractor and EVs
Replacement vehicle selection could affect emissions goals.	Only electric or ultra-low-emission vehicles to be considered.
GTC Asset Register	The ABTe (VW Transporter) and any replacement or additional EV will remain registered Council assets and insured accordingly.
Environmental Risk; Effect on Climate and Ecology, sustainability of development	
Sustainability	Environmental Impact The proposal maintains GTC's commitment to low-emission fleet operations, minimises waste through attempted repair of existing assets, and supports continued transition towards sustainable service delivery.. The proposal supports GTC's net-zero objectives by avoiding need for diesel or petrol fleet options and replacing personal car use.

10. COMMUNITY & CIVIC SUPPORT – TWINNING ACTIVITIES

1. Purpose of Report

To seek in-principle Member agreement to make a budget provision of £2,000 within Cost Centre 102 – Civic Expenses (Miscellaneous Expenses) for the 2026/27 financial year to support twinning activities with Joigny (France) and Mayen (Germany).

This decision would be subject to final approval of the 2026/27 Budget by Full Council.

2. Background

A joint letter has been received from the Godalming–Joigny Friendship Association and the Godalming–Mayen Friendship Association requesting £2,000 to support twinning-related civic and community events in 2026 and to modernise their outreach and communication capabilities.

Delegations from both twin towns are scheduled to visit Godalming in:

- 14–17 May 2026 – Official visit from Joigny
- 21–28 June 2026 – Official visit from Mayen

These visits will include civic receptions, cultural exchanges, community events and educational outreach opportunities. Both twinning associations operate independently, with small membership fees (£10–£15), and currently receive no financial support from Godalming Town Council. In contrast, their equivalent organisations in Joigny and Mayen each receive around €1,000 per year from their councils.

3. Proposal

It is requested that Godalming Town Council supports twinning engagement as a recognised civic function by making a budget provision of £2,000 within the 2026/27 Civic Expenses budget, acknowledging that Godalming's twinning links are part of the town's long-standing community identity and international relationships.

This would:

- contribute to hosting civic hospitality during official visits;
- support community-level twinning engagement activities;
- enable development of a modern digital presence (website/social media) to attract younger residents; and
- support educational and cultural engagement initiatives, including school and youth participation.

This proposal does not represent an immediate funding decision. Instead, Members are asked to agree in principle to include this sum in budget planning for 2026/27, with any payment only made if approved as part of the final budget by Full Council.

4. Financial Implications

- The request is for a new provision of £2,000 in Cost Centre 102.
- This amount would form part of budget planning for 2026/27 only.
- Approval at this stage is **in principle**, pending:
 - budget preparation;

- committee budget review (November 2025); and
- final adoption of the budget by Full Council (December 2025).

No expenditure will be authorised until budget approval is confirmed.

5. Equality & Community Impact Statement

The aim of twinning is to promote international friendship, cultural understanding and community inclusion. The proposed provision:

- supports equality of opportunity by widening participation in international links beyond existing membership groups;
- encourages youth involvement, cultural learning and language skills development;
- promotes community cohesion across generations and backgrounds;
- carries no negative equality impact; and
- is consistent with the Council's commitment to inclusive civic engagement.

6. Legal & Policy Implications

The Council has the power to support twinning initiatives under the General Power of Competence (Localism Act 2011). Twinning activity is consistent with recognised civic functions of local councils.








7. Risk Assessment






Risk	Mitigation
Budget pressure in 2026/27	Provision only at planning stage; final approval by Full Council
Public perception of civic spending	Support justified via cultural, educational and community benefits
Low engagement	Development of youth and education links will broaden participation

8. Recommendation

Members are requested to resolve to approve, in principle, the inclusion of a £2,000 provision in Cost Centre 102 – Civic Expenses (Miscellaneous Expenses) for the 2026/27 financial year to support twinning activities with Joigny and Mayen, subject to final approval of the 2026/27 Budget by Full Council.

12. GTC LOCAL GOVERNMENT REORGANISATION – COMMUNITY ASSET TRANSFERS STATUS GRID

Asset Name	Current Tenure	Desired Tenure	Asset Type	WBC Ward	Other Interested Parties	Action Required	Current Status	Finance	Priority
The Burys Field	WBC Managed	Freehold	Community	Central & Ockford	None listed	Business case submitted await WBC decision	Due WBC Executive 4 Nov 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 1
Canon Bowring Recreation Ground	WBC Managed	Freehold	Community	Farncombe & Catteshall	None listed	Business case submitted await WBC decision	Due WBC Executive 4 Nov 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 1
Charterhouse Green	WBC Managed	Freehold (registered common-land)	Community	Binscombe & Charterhouse	None listed	Business case submitted await WBC decision	Due WBC Executive 4 Nov 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 1
Lamas land Adjacent Bridge House	WBC Managed	Freehold (registered common-land)	Community	Farncombe & Catteshall	None listed	Business case submitted await WBC decision	Due WBC Executive 4 Nov 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 1
Crown Court Public Toilets	Leased from WBC	Freehold	Public Realm	Central & Ockford	None listed	Business case submitted await WBC decision	Due WBC Executive 4 Nov 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 2
Farncombe North Street Public Toilets	Leased from WBC	Freehold	Public Realm	Farncombe & Catteshall	None listed	Business case submitted await WBC decision	Due WBC Executive 4 Nov 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 2
Wilfrid Noyce Centre	Leased from WBC	Freehold	Community	Central & Ockford	None listed	Business case submitted await WBC decision	Due WBC Executive 4 Nov 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 2

Asset Name	Current Tenure	Desired Tenure	Asset Type	WBC Ward	Other Interested Parties	Action Required	Current Status	Finance	Priority
Godalming & Villages Community Store	Licenced to GTC	Long Lease	Community	Farncombe & Catteshall	Godalming & Villages Community Store	Business case submitted await WBC decision	Due WBC Executive 4 Nov 2025	Support to Community Store maintenance already within existing budgets and staffing structure – nominal rental income	 Tranche 2
Burys Scout & Guide HQ	Leased to third party	Freehold	Community	Central & Ockford	Godalming Scouts & Guides	Business case submitted await WBC decision	Awaiting date for WBC exec	Nominal expenditure on building compliance potentially offset by lease rental.	 Tranche 3
Seymour Road Scout & Guide Building	Leased to third party	Freehold	Community	Central & Ockford	Godalming Scouts & Guides	Business case submitted await WBC decision	Awaiting date for WBC exec,	Nominal expenditure on building compliance potentially offset by lease rental.	 Tranche 3
Godalming Band Room & rangers Station	Leased to third party	Freehold	Community	Farncombe & Catteshall	Godalming Band	Business case submitted await WBC decision	Awaiting date for WBC exec	Nominal expenditure on building compliance potentially offset by lease rental.	 Tranche 3
Bus Shelters & Public Benches	Managed by WBC	Ownership Transfer	Public Realm	All Wards	SCC	Awaiting response from WBC ref request for transfer with supporting funding	WBC invited to transfer bus shelters to GTC with supporting funding	By default GTC already maintains public benches. WBC budgeted £30K for improvements 2025/26, prior to transfer to GTC. WBC requested to confirm position relating to timetable for transfer.	 Tranche 3
Borough Hall Complex (inc. WhatNext?, Stonehouse etc.)	Managed by WBC	Freehold	Community	Central & Ockford	WhatNext?, Borough Hall Users	Meeting requested with WBC, awaiting confirmation of date.	High Community Value Major project, resource intensive. At Risk Level potentially high	Initial discussion to be arranged with portfolio holder Meeting with WBC requested	 Tranche 4a

Asset Name	Current Tenure	Desired Tenure	Asset Type	WBC Ward	Other Interested Parties	Action Required	Current Status	Finance	Priority
Holloway Hill Recreation Ground	Leased to third party	Freehold	Community	Holloway	Multiple local clubs & associations	Complex stakeholder mapping and WBC discussions – Fields in Trust site – Meeting with WBC 23 October	High Community Value. At Risk Level of development potentially low, higher risk of neglect/deterioration of facilities higher	Seeking clarity from WBC regarding the tenure arrangements for the clubs and activity groups based in the recreation ground	● Tranche 4a
Farncombe Day Centre	Leased to third party	Freehold or Long Lease	Community	Farncombe & Catteshall	Farncombe Day Centre Trustees	Discuss options with trustees and legal clarity from WBC	High Community Value. Potential risk of loss of grant funding resulting in loss of service	Trustees conducting a feasibility study for site improvements, WBC looking at options for separating out of utilities and services	● Tranche 4b
Phillips Memorial Park	Managed by WBC	Freehold	Community	Central & Ockford	GTC	Identify maintenance requirements and costs	High Community Value. At Risk Level of development potentially low, higher risk of neglect/deterioration of facilities higher		● Tranche 4b
Crown Court Pedestrian Area	Licensed to GTC	To Be Confirmed	Public Realm	Central & Ockford	SCC, adjoining property owners	Clarify desired tenure with stakeholders	High Community Value Complex shared interest. At Risk Level potentially low		● Tranche 4b
Old Print Room (CAB)	Managed by WBC	Freehold	Community	Central & Ockford	Citizens Advice	Identify ongoing needs and property condition survey	Positive community case needed – possible rental income. At Risk Level potentially high	Initial discussion to be arranged with portfolio holder	● Tranche 4b

Legend for Traffic Light System (Priority of Resource)

- **EOI Submitted**– Tranche 1
- **Low Complexity** – Likely low resistance, but timing or value moderate – Tranche 2 submission
- **Medium Complexity** – Clear opportunity but needs stakeholder agreement or preparatory work – Tranche 3 submission
- **High Complexity** – Multiple stakeholders, high community value – Tranche 4 submission

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.