MINUTES AND REPORT OF THE MANAGEMENT COMMITTEE
HELD ON THURSDAY 3 SEPTEMBER 2026

0	Councillor	Follows – – Substitute – Cllr PMA Rivers
*	Councillor	Heagin – Vice Chair
*	Councillor	Marshall
*	Councillor	PS Rivers
*	Councillor	Duce
*	Councillor	Adam
*	Councillor	Crowe
0	Councillor	S Downey
*	Councillor	Holliday
*	Councillor	Weightman
*	Councillor	Williams

* Present # Absent & No Apology Received 0 Apology for Absence L Late

In the absence of the committee chair Cllr Follows. The meeting was chaired by the vice-chair, Cllr Heagin.

219.030926
MINUTES

The Minutes of the meeting held on Thursday 23 July 2026, having been previously circulated were signed by the Chair as a true record.

220.030926
APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Substitutes as shown above were accepted.

221.030926
DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

222.030926
PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 4.

223.030926
QUESTIONS BY MEMBERS

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

Cllr Marshall had submitted a question under Standing Order 6. The Chair informed Members that the Chief Executive Officer has provided a written response to the question to Members. The Chair reminded members that as a written response had been provided, in line with Standing Order six this is not an item for debate. However, for completeness, the Chair asked Cllr Marshall to read out his question at the meeting and then summarised the CEO's written response. The Chair informed members that if any member wished this to be considered further the proper process would be via a motion to Full Council.

Q. How does the Council ensure our suppliers are not involved in spreading online misinformation, racism and hate. Do we have contract clauses in place that allow us to cancel if they are found to be?

A. This question has been answered against the current procurement framework.

The Council has over 525 suppliers recorded in its accounts system, of which 422 are currently active. These range from small ad hoc suppliers to national and multinational organisations, including insurers and utility providers. In practice, it would not be proportionate or realistic for the Council to monitor all suppliers continually, nor to guarantee that every supplier will always act lawfully or to a standard the Council can reasonably expect at all times.

Where the Council is made aware of a concern, it will consider the matter on its facts and, where appropriate, take advice on whether contractual action is available. Depending on the circumstances, that may include termination, rescission, or other steps under the relevant contract.

The Council has also noted the Procurement Act 2023, including the implied termination grounds in sections 78 to 80, which can apply where a supplier or sub-contractor becomes an excluded or excludable supplier, or where there has been a material breach. Any such action would, however, need to be considered carefully, case by case, with legal advice.

We would also be cautious about making judgments about misinformation, racism or hate without clear evidence. These are serious matters, but they require proper substantiation. The Council will not make unsupported judgments, but nor will it ignore a concern once it has been brought to our attention.

224.030926

ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid from 23 July to 31 August 2026	275,014.08
Receipts received from 23 July to 31 August 2026	33,180.73
Balance held in HSBC Current Account	
Balance at 31 August 2026	39,387.62
Balance held in the HSBC Business Deposit Account	
Balance at 31 August 2026	100,399.29
CCLA Deposit Account	
Balance at 31 August 2026	1,150,000.00

A schedule of the accounts paid was tabled for the information of Members. The vouchers relating to these payments were also tabled at the meeting for inspection. All payments made were in line with the agreed budget or other resolution of this Committee or Full Council.

Members agreed that the Chair should sign the schedule of accounts paid.

225.030926
BUDGET MONITORING

Members noted the budget monitoring report to 21 August 2026 and raised no concerns. (reports attached for the information of Members).

226.030926
PEPPERPOT UPDATE

Members received an update from the Chief Executive Officer regarding the Pepperpot works and noted that the renovation is now complete, although the final handover inspection and final account have not yet taken place.

Members noted that internal fit-out and the return of fittings and furnishings is underway, and that the first event in the upper rooms will be Heritage Open Weekend, where the CEO and Administrative Office will be in attendance.

Members further noted that a press release and social media update will be issued, and that the first major civic event in the refurbished Pepperpot will be the 2027 Christmas Lights Switch-On.

Members thanked Officers and staff for their work throughout the restoration programme, and in particular the Operations and Compliance Officer for dealing with day-to-day issues during the works.

Members agreed that an information board should be placed in the Undercroft to tell the story of the Pepperpot, including the restoration.

227.030926
COMMUNITY ASSET TRANSFER UPDATE

Members received an update from the Chair of the Community Asset Working Group on the status of Community Asset Transfers and Godalming Town Council's operational preparedness for incorporating assets into its operational and corporate plans. Members noted that, despite the best endeavours of both councils, it is unlikely that all asset transfers will be completed by vesting day. Members also noted the traffic light assessment contained within the Community Asset Transfer status grid, identifying those assets expected to transfer by vesting day, those where there is no reason why transfer should not be completed by vesting day, and those where transfer is considered unlikely to be achieved before vesting day.

Members were advised that the Council must be realistic about what can be achieved before vesting day, should concentrate on ensuring it is ready to take on those assets that are expected to be completed by then, and should continue to work constructively with the new authority in respect of the remaining assets.

Members noted that, irrespective of whether the Council is dealing with Waverley Borough Council or the new West Surrey authority, the mandate from residents, as reflected in the recent household survey, remains unchanged. Members further noted the view that, although Waverley Borough Council's Executive supports the process, the principal issue remains the resource capacity available within Waverley Borough Council against the level of Community Asset Transfer requests submitted across the borough.

Cllr Heagin, seconded by Cllr Marshall, proposed to submit the following question to Waverley Borough Council Executive:

Notwithstanding the best endeavours of both Waverley Borough Council officers and Godalming Town Council officers, the Community Asset Transfer decisions made by the Waverley Borough Council Executive in December 2025 and February 2026 remain outstanding. Godalming Town Council is increasingly concerned that, at the current rate of progress, these matters will not be concluded by vesting day on 31 March 2027. Will the Executive please therefore:

1. *seek assurances from the delegated Strategic Director that all outstanding matters will be completed by vesting day; and*
2. *ensure that a clear and detailed timetable is provided to Godalming Town Council within the next 14 days, identifying the milestones and target dates necessary to secure completion by that date?*

On the proposal of Cllr Weightman, seconded by Cllr Williams, Members RESOLVED to amend the above question by adding the following:

3. *confirm that the transfer of responsibility for bus shelters from Waverley Borough Council to Godalming Town Council, as requested by Waverley Borough Council in April 2024, together with the improvement funding committed in Waverley Borough Council's 2025/26 budget, will be completed before vesting day.*

An amendment requesting the Strategic Director responsible for Community Asset Transfers to attend December Full Council was not carried.

The substantive motion, as amended, was carried unanimously.

Members requested clarification regarding the bus shelters at Kings Road mentions in the attached report. The Chief Executive Officer advised that, working with the Godalming North County Councillor and the Surrey County Council Passenger Transport Projects Team, the Guildford-bound shelter on Meadrow by Kings Road is due to be replaced with a new Littlethorpe shelter.

Members were also informed that, due to issues surrounding change of use of adjacent premises and the need to adapt the pavement to provide full accessibility for boarding and alighting buses, it will not be possible to reinstate the bus shelter on the opposite side of the road for the Godalming-bound bus stop. Members noted that there is a bus shelter approximately 150 metres away on the Godalming-bound side and that real-time passenger information displays will be installed at bus stops, which is considered an important improvement in encouraging passenger awareness and bus use.

228.030926

STRATEGIC COMMUNITY INFRASTRUCTURE LEVY

Members agreed to authorise officers to seek to submit Strategic CIL bids relating to the Canon Bowring Recreation Ground and the Burys Field. Members noted that Strategic CIL comprises between 70% and 80% of the total CIL collected by Waverley Borough Council and that this element is allocated to strategic infrastructure projects by Waverley Borough Council through its bidding process.

Members further noted that officers hoped to bring the bids to the next meeting of Full Council before submission. Members were advised that the bids would indicate 20% match funding from Godalming Town Council, to be funded from Neighbourhood CIL funds, and Members agreed that the match funding should form part of any bids in order to improve their chances of success.

Members asked the Chief Executive Officer whether he had any indication as to whether the bids would be successful. The Chief Executive Officer advised that he believed GTC would submit strong bids but that any bid would be considered alongside other submissions and the funding available. Members nevertheless considered that submitting the bids would be a good use of officer time and resource regardless of the outcome.

229.030926
UPCOMING EVENTS

Members noted the following upcoming event(s):

Date:	Event:
5 September	Proms in the Park
12 September	Godalming Duck Race
19 – 20 September	Heritage Open weekend
19 September	Farncombe Station Market

Following discussion from the Chair, Members agreed that the Council would once again hold a listening event at the Farncombe market and asked the CEO to book a pitch and arrange information material relating to the resident's survey and Council support for Kit4kids.

230.030926
TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

There were no updates received.

231.030926
COMMUNICATIONS ARISING FROM THIS MEETING

Members agreed that GTC should publicise that it is to ask a question of WBC Executive related to Community Assets Transfers.

232.030926
DATE OF NEXT MEETING

The next meeting of the Management Committee is scheduled to be held in the Council Chamber on Thursday, 26 November 2026 at 6.30pm.

233.030926
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) 16 by reason of the confidential nature of the business to be transacted i.e. staffing matters.

234.030926
BANKING HUB

Members to receive an officer's update on the current status of the Godalming Banking Hub, Members noted that this item was brough forward in confidential session due to the commercial in confidence nature of negotiations around the provision of the hub.

235.030926

STAFFING MATTERS

The Chair of the Staffing Committee informed Members that the Deputy Chief Executive would be leaving Godalming Town council in mid-November to take up the role of Town Clerk for Haslemere Town Council following the move of the current Haslemere Town Clerk to a new position as Farnham Town Clerk where a position became available due to retirement.

The Chair of Staffing informed Members that recruitment has begun but that realistically it is unlikely that any replacement would be in post before the new year.

7. BUDGET MONITORING REPORT

1. Purpose of Report

This report sets out the Council's budget monitoring position as at 21 August 2026 against the estimates agreed at Full Council for the 2026/27 financial year.

It highlights the main variances, explains the reasons for those variances, and gives an indication of the likely year-end position.

Executive Summary

The Council's budget monitoring position at 21 August 2026 shows a current variance of £28,092 overspend against the profiled budget.

The overall position remains manageable, and the year-end forecast is a surplus of £58,380. The most significant factor influencing the current position is cemetery income, which is running ahead of profile. In addition, several annual or timing-related costs have been incurred earlier in the year than their budget profile would suggest.

Members should note that several cost centres are funded from earmarked reserves, grants or donations, and these are reported separately where relevant.

Cost Centre	Position To Date	Main Reason of Variance	Forecast Year End	Action Required
Head Office	£7,346 o/s	Timing only	On budget	No
Civic Expenses	£1,369 u/s	Timing only	On budget	No
Festivals, Markets & Events	£3,299 o/s	Timing of income and expenditure	On budget	No
Christmas Lights	£0	Expenditure due later in the year	On budget	No
Ockford Building	£2,067 u/s	Higher income and lower expenditure	On budget	No
Community Asset Transfer	£18,433 o/s	Earmarked Reserve funded	£0 (EMR funded)	No
BWP Youth Centre	£24,845 u/s	Salary timing differences	On budget	No
Pepperpot	£830 u/s	Reduced income due to upper room not being available for hire	£1,000 o/s	Monitor
The Square	£2,663 o/s	Timing of rent payments	On budget	No
Allotments	£1,133 u/s	Invoices issued later in the year	On budget	No
Wilfrid Noyce Community Centre	£7,366 u/s	Lower energy use and timing differences	On budget	Review cleaning costs
Bandstand	£680 u/s	Maintenance expected later in the year	On budget	No
Godalming Museum	£4,934 u/s	Staffing vacancy and computing costs	On budget	No
Public Conveniences	£2,664 u/s	Water and energy costs	On budget	No
Broadwater Garden Project	£1,341 u/s	Grant and donation funded	£0	No
Pepperpot External Redecoration	£132,504 o/s	Earmarked Reserve funded	£0 (EMR funded)	Monitor EMR transfer
Cemeteries	£87,046 u/s	Strong early income from interments and grave purchases	£58,380 surplus	No
Mayors Charities & Community Store	£1,878 u/s	Funds disbursed	£0	No

Totals
- Current variance: £28,092 overspend
- Projected year-end variance: £57,380 underspend.

4. Commentary By Cost Centre

Head Office Costs
Head Office is currently showing a net variance of £7,346 overspend. If expenditure associated with the CIL payment is excluded, this becomes a surplus of £70,519. However, the surplus is expected to reduce once the agreed £25,000 is transferred to the Elections EMR and following any back payment due from the 2026/27 pay award.

Within the individual nominal codes, those exceeding profile by more than 5% are:
- 4131 (Rates): timing issue only, as rates have been paid for the full financial year
- 4301 (Equipment): 96% of expenditure relates to equipping the Oglethorpe Hall to support committee meetings
- 4315 (Insurance): timing issue only, as insurance premiums are paid at the start of the financial year
- 4325 (Computing): computing costs are ahead of profile across relevant cost centres due to the longer-than-anticipated transition from server-based systems to cloud-based systems. The transition was completed during the second week of August. It is anticipated that monthly costs will be lower over the remaining seven months of this financial year, but overall computing costs are likely to be approximately 14% over budget for the current year
- 4326 (Website): hosting and back-end support costs have increased since the budget was set in November 2025. Back-end support has increased by 20%; overall the budget is expected to be overspent by 42% at year-end, equating to £666
- 4342 (Subscriptions): this is partly a timing issue, but the main driver is the unbudgeted increase in LGA, NALC and SALC fees
- 4900 (Miscellaneous Expense): this is due to a coding error, with 76% of expenditure being costs incurred installing the portacabin at Broadwater Park Youth & Community Centre, which should be set against the Emerging Projects EMR
- 6000 and 6001 (Debt Charges): timing issue only.

Civic Expenses
Civic Expenses are currently £1,369 underspent. This is likely to balance out as the civic year progresses.

Festivals, Markets & Events
This budget is currently £3,299 overspent against profile. This is a timing issue only. Expenditure is below profile at 33.8%, while income is 18.3% behind profile, mainly because of the timing of pitch fee remittances, with Christmas 2026 and Spring 2027 being the main income generators.

Christmas Lights
This is a timing issue, with expenditure expected in Q3 and Q4.

Ockford Building
The underspend of £2,067 is due to higher than profiled income from hire charges and current underspend in operating costs. This is expected to even out during the year and finish on budget.

Community Asset Transfer
This cost centre is funded from the Community Asset Transfer earmarked reserve and is therefore expected to be in balance at year end.

BWP Youth Centre
Despite a current £24,845 underspend, the Youth Centre is expected to be on budget at year end as the salary underspend will even out following the 2026/27 pay award.

Pepperpot
The Pepperpot is currently showing a small underspend of £830. Income is 10.6% behind profile because the upper room is not currently available for hire, while expenditure is also 11.9% lower than profile. It is likely that the Pepperpot will be slightly under income by year end, resulting in an overall overspend against budget of approximately £1,000.

The Square
The current overspend of £2,663 is a timing issue related to quarterly rent payments.

Allotments
The current underspend of £1,133 is due to invoices being issued later in the year, while expenditure is incurred throughout the year.

Wilfrid Noyce Community Centre
Income is broadly in line with budget profile, and the underspend of £7,366 is due to the yearly profile and lower energy use during the summer period. Cleaning costs are higher than budgeted and should be reviewed to ensure best value. Water charges are higher than profiled due to higher-than-expected increases in water rates, and waste disposal charges were increased in-year due to increased fuel costs passed on by the contractor. Domestic Supplies at 109% of expenditure reflects the need to procure specialist cleaning material to treat issues with the male urinals. The overspend on nominal code 4900 is due to the Council entering the WNC into the Loo of the Year awards. Members will be pleased to note that the LOTY inspection took place on 18 August, after the issue requiring specialist cleaning fluid for the urinals!

Bandstand
Current expenditure is only 5.2% of budgeted expenditure. Maintenance on the bandstand tends to take place in Q4 before the Music in the Park season begins.

Godalming Museum
The underspend of £4,934 is primarily due to staffing savings arising from an early-year vacancy. Members should note the expected overspend against computing costs explained under Head Office 4325.

Public Conveniences
Expenditure is slightly lower than the budget profile, but water rates are higher than budgeted and expected to exceed budget by year end. Energy costs are currently about 6% behind profile but are expected to increase during the winter months.

Broadwater Garden Project
This is a grant and donation funded project. Cost centre 210 has been set up as an accounting tool for managing the project against the donations and grants specific to that project.

Pepperpot External Redecoration
The current variance of £132,504 overspend is a timing issue related to the internal movement of funding from earmarked reserves to the revenue account.

Cemeteries
The Cemeteries cost centre is showing a year-to-date underspend of £87,046. The most significant factor is strong early income from interments and grave purchases, alongside controlled expenditure which remains broadly on profile.

Members should note that this early income does not necessarily indicate that overall income will be above projected estimates; however, the year-end projection is that, with continued strong expenditure controls, cost centre 301 is likely to show an end of year surplus of £58,380.

The following points should also be noted:

- Equipment expenditure is currently 18% above profile and reflects the Council's decision to invest in replacement and additional vehicles
- Water rates are higher than budgeted, as with other properties
- Sexton and grave digging costs are higher than budget profile due to the higher rate of burial over Q1/Q2, but these costs are fully covered by the associated additional burial income
- Rates were lower than expected due to business rates relief, although the surplus in the nominal line was applied against the replacement vehicle
- Other transport costs at 65.6% of profile reflect the annual lease hire charge for the tipper having been paid
- Vehicle costs excluding fuel remain higher than budget profile due to ongoing issues with the Transporter EV van, which remains at the garage while settlement is awaited under warranty from VW
- Expenditure against 4313 is higher than profile as this relates to digitisation of burial records, with data input taking place over the summer holiday period
- The main expenditure against 4102 (property maintenance) is for the refurbishment of the railings at Nightingale Cemetery. This accounts for 39% of the expenditure. Members have previously agreed that this expenditure should be funded by the Land & Property Reserve, but as the costs are currently contained within in-year revenue, no EMR has been used to fund this work.

Mayors Charities & Community Store

This cost centre is showing a year-to-date underspend of £1,878, and the funds have now been disbursed.

5. Overall Revenue Position

At this stage in the financial year, the overall position remains manageable.

Income is currently 57.5% ahead of profile, mainly due to cemetery income. Expenditure at 55.1% is higher than the phased budget position of 39% as of 21 August. However, if non-revenue EMR expenditure of £228,802 associated with CIL (101/4901), Community Asset Transfers (110) and Pepperpot Refurbishment (211) is excluded, then revenue expenditure against budget is within 2.5% of profile.

The main reason for the current overspends against profile is the timing of annual expenditure such as insurance, rates, vehicle leases and equipment purchases.

Reserve-funded and Externally Funded items

The following items are funded from earmarked reserves, grants or donations and should be viewed separately from the core revenue budget:

- Community Asset Transfer Fund
- Broadwater Garden Project
- Pepperpot External Redecoration
- CIL-related expenditure where applicable.

7. Reserves Statement

The statement of general and earmarked reserves is attached for Members' information.

It shows the opening balance, movements during the period, and the closing balance as at 21 August 2026. The overall reserves position remains healthy.

8. **Conclusion**
Members are asked to note the contents of this report.

The Council's financial position remains stable at this stage of the year, with the main variances arising from timing differences, strong cemetery income, and reserve-funded projects.

STATEMENT OF GENERAL AND EARMARKED RESERVES 21 AUGUST 2026

		Opening Balance 1 April 2026	Income	Expenditure	Closing Balance 31 May 2026
Unallocated Reserve		**£**	**£**	**£**	**£**
1	Revenue Reserve	676,740.66			676,740.66
GTC Unallocated Reserves		**676,740.66**			**676,740.66** (a)
Earmarked Reserves					
2	Election Expenses Fund	6,892.67	6,000.00		12,892.67
3	Emerging Projects Fund	58,500.25		4,348.86	54,151.39
4	Youth Provision	9,878			9,878.00
5	Afghan Refugees	529			529.00
6	Land & Property	223,756			223,756.00
7	Flood Alleviation	6,000			6,000.00
8	Community Asset Transfer Fund	74,002.89		18,433.32	55,569.57
Sub-total GTC Earmarked Reserves		**379,558.81**			**362,776.63 (b)**
9	Community Infrastructure Levy	211,570.67	45,851.79	75,055.11	182,367.35 (c)
Total Earmarked Reserves		**591,129.48**			b+c = **545,143.98** (d)
Balances		**1,267,870.14**			a+d = **1,221,884.64**

Detailed Income & Expenditure by Phased Budget Heading 21/08/2026

Month No: 5 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Head Office Costs											
1001	Precept	0	0	0	678,777	678,772	(5)	1,357,544			50.0%	
1102	Community Infrastructure Levy	0	0	0	45,852	0	(45,852)	0			0.0%	45,852
1401	Interest Received	3,742	2,300	(1,442)	19,185	11,500	(7,685)	27,615			69.5%	
	Head Office Costs :- Income	**3,742**	**2,300**	**(1,442)**	**743,814**	**690,272**	**(53,542)**	**1,385,159**			**53.7%**	**45,852**
4001	Salaries	25,143	26,356	1,213	121,628	131,780	10,152	316,274		194,646	38.5%	
4002	Employer's NIC	3,356	3,506	150	16,225	17,530	1,305	42,067		25,842	38.6%	
4003	Employer's Superannuation	4,199	4,665	466	20,240	23,325	3,085	55,980		35,740	36.2%	
4011	Staff Training	0	333	333	495	1,665	1,170	4,000		3,505	12.4%	
4012	Recruitment Advertising	0	0	0	193	1,300	1,107	1,300		1,107	14.8%	
4013	Other Staff Expenses	0	51	51	10	255	245	612		602	1.6%	
4014	Sexton Duties	(150)	0	150	0	0	0	0		0	0.0%	
4102	Property Maintenance	0	100	100	93	500	407	1,200		1,107	7.7%	
4103	Maintenance Contracts	0	205	205	0	1,025	1,025	2,460		2,460	0.0%	
4111	Energy Costs	241	510	269	838	2,550	1,712	6,120		5,282	13.7%	
4121	Rents	0	0	0	0	3,224	3,224	3,224		3,224	0.0%	
4131	Rates	0	0	0	10,164	9,775	(389)	9,775		(389)	104.0%	
4141	Water Services	31	33	2	41	165	124	400		359	10.3%	
4161	Cleaning	0	362	362	1,221	1,810	589	4,344		3,123	28.1%	
4162	Waste Removal	74	80	6	273	400	127	960		687	28.4%	
4163	Domestic Supplies	0	57	57	149	285	136	684		535	21.8%	
4202	Car Allowances	0	50	50	236	250	14	600		364	39.3%	
4203	Other Transport Costs	0	10	10	10	50	40	120		110	8.1%	

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Detailed Income & Expenditure by Phased Budget Heading 21/08/2026

Month No: 5 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4301	Equipment	12	0	(12)	737	500	(237)	1,500		763	49.1%	
4304	Catering & Hospitality	0	40	40	0	200	200	480		480	0.0%	
4306	Printing	0	145	145	477	725	248	1,740		1,263	27.4%	
4307	Stationery	0	333	333	1,459	1,665	206	3,996		2,537	36.5%	
4308	General Office Expense	0	20	20	12	100	88	240		228	5.0%	
4311	Professional Fees - Legal	0	417	417	0	2,085	2,085	5,000		5,000	0.0%	
4313	Professional Fees - Other	440	683	243	3,821	3,419	(402)	8,200		4,379	46.6%	
4314	Audit Fees	0	0	0	189	2,448	2,260	3,528		3,340	5.3%	
4315	Insurance	0	0	0	20,671	20,138	(533)	20,138		(533)	102.6%	
4321	Bank Charges	5	20	15	35	100	65	240		205	14.4%	
4322	Postage	0	65	65	0	325	325	780		780	0.0%	
4323	Telephones & Broadband	205	295	90	986	1,475	489	3,540		2,554	27.9%	
4325	Computing	875	1,455	580	9,931	7,275	(2,656)	17,460		7,529	56.9%	
4326	Website	188	132	(56)	938	660	(278)	1,584		647	59.2%	
4341	Grants	0	0	0	59,610	53,900	(5,710)	71,600		11,990	83.3%	
4342	Subscriptions	0	100	100	6,422	5,300	(1,122)	6,000		(422)	107.0%	
4343	Licensing/PRS	0	0	0	0	122	122	122		122	0.0%	
4900	Miscellaneous Expenses	270	170	(100)	3,096	850	(2,246)	2,040		(1,056)	151.8%	1,539
4901	Misc Exps funded frm Reserves	0	0	0	77,865	0	(77,865)	0		(77,865)	0.0%	77,865
6000	Debt Charges - Principal	5,994	5,607	(387)	18,230	17,114	(1,116)	34,501		16,271	52.8%	
6001	Debt Charges - Interest	5,295	5,681	386	20,622	21,737	1,115	43,202		22,580	47.7%	
	Head Office Costs :- Indirect Expenditure	**46,176**	**51,481**	**5,305**	**396,914**	**336,027**	**(60,887)**	**676,011**	**0**	**279,097**	**58.7%**	**79,404**
	Net Income over Expenditure	**(42,433)**	**(49,181)**	**(6,748)**	**346,899**	**354,245**	**7,346**	**709,148**				
5200	plus Transfer from EMR	57,824	0	(57,824)	79,404	0	(79,404)	0				
5201	less Transfer to EMR	0	0	0	45,852	0	(45,852)	0				
	Movement to/(from) Gen Reserve	**15,390**	**(49,181)**	**(64,571)**	**380,451**	**354,245**	**(117,910)**	**709,148**				

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		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
102	Civic Expenses											
4301	Equipment	0	0	0	0	0	0	350		350	0.0%	
4304	Catering & Hospitality	0	40	40	363	200	(163)	480		117	75.6%	
4305	Clothes, Uniform & Laundry	0	0	0	0	0	0	300		300	0.0%	
4306	Printing	0	0	0	58	0	(58)	816		758	7.1%	
4313	Professional Fees - Other	0	0	0	200	650	450	650		450	30.8%	
4325	Computing	108	350	242	1,680	1,750	70	4,200		2,520	40.0%	
4327	Publicity Advertising	0	0	0	200	700	500	1,600		1,400	12.5%	
4332	Mayor's Expenses	0	112	112	0	560	560	1,344		1,344	0.0%	
4334	Members' Training	0	70	70	135	350	215	840		705	16.1%	
4900	Miscellaneous Expenses	0	250	250	1,455	1,250	(205)	3,000		1,545	48.5%	
	Civic Expenses :- Indirect Expenditure	**108**	**822**	**714**	**4,091**	**5,460**	**1,369**	**13,580**	**0**	**9,489**	**30.1%**	**0**
	Net Expenditure	**(108)**	**(822)**	**(714)**	**(4,091)**	**(5,460)**	**(1,369)**	**(13,580)**				
106	Festivals, Markets & Events											
1301	Premises Hire Charges	0	0	0	(95)	0	95	0			0.0%	
1303	Other customer/client receipts	669	889	220	4,313	7,996	3,683	18,772			23.0%	
1304	Donations	0	0	0	352	1,233	881	3,233			10.9%	
	Festivals, Markets & Events :- Income	**669**	**889**	**220**	**4,570**	**9,229**	**4,659**	**22,005**			**20.8%**	**0**
4001	Salaries	133	0	(133)	133	1,897	1,764	3,795		3,662	3.5%	
4002	Employer's NIC	20	0	(20)	20	285	265	569		549	3.5%	
4003	Employer's Superannuation	22	0	(22)	22	336	314	672		650	3.3%	

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Detailed Income & Expenditure by Phased Budget Heading 21/08/2026

Month No: 5 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4162	Waste Removal	0	0	0	225	700	475	1,100		875	20.4%	
4301	Equipment	0	0	0	0	250	250	3,192		3,192	0.0%	
4304	Catering & Hospitality	0	0	0	55	340	285	460		405	12.0%	
4306	Printing	0	0	0	0	0	0	330		330	0.0%	
4313	Professional Fees - Other	792	0	(792)	2,741	1,984	(757)	4,350		1,609	63.0%	
4327	Publicity Advertising	0	420	420	3,484	2,100	(1,384)	5,042		1,558	69.1%	
4343	Licensing/PRS	0	0	0	208	160	(48)	760		552	27.4%	
4900	Miscellaneous Expenses	0	167	167	635	831	196	2,000		1,365	31.7%	
	Festivals, Markets & Events :- Indirect Expenditure	**967**	**587**	**(380)**	**7,523**	**8,883**	**1,360**	**22,270**	**0**	**14,747**	**33.8%**	**0**
	Net Income over Expenditure	**(298)**	**302**	**600**	**(2,953)**	**346**	**3,299**	**(265)**				
108	Christmas Lights											
4313	Professional Fees - Other	0	0	0	0	0	0	51,030		51,030	0.0%	
	Christmas Lights :- Indirect Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**51,030**	**0**	**51,030**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**(51,030)**				
109	Ockford Building											
1301	Premises Hire Charges	0	333	333	2,265	1,665	(600)	4,000			56.6%	
	Ockford Building :- Income	**0**	**333**	**333**	**2,265**	**1,665**	**(600)**	**4,000**			**56.6%**	**0**
4102	Property Maintenance	0	63	63	321	315	(6)	756		435	42.5%	
4103	Maintenance Contracts	0	67	67	391	335	(56)	804		413	48.7%	

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		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
4111	Energy Costs	7	110	103	545	550	5	1,320		775	41.3%	
4121	Rents	0	0	0	0	400	400	400		400	0.0%	
4131	Rates	0	0	0	823	1,775	952	1,775		952	46.4%	
4141	Water Services	0	33	33	0	165	165	396		396	0.0%	
4163	Domestic Supplies	0	25	25	17	125	108	300		283	5.7%	
4323	Telephones & Broadband	70	50	(20)	350	250	(100)	600		251	58.3%	
	Ockford Building :- Indirect Expenditure	**77**	**348**	**271**	**2,447**	**3,915**	**1,468**	**6,351**	**0**	**3,904**	**38.5%**	**0**
	Net Income over Expenditure	**(77)**	**(15)**	**62**	**(183)**	**(2,250)**	**(2,067)**	**(2,351)**				
110	Community Asset Transfers											
4311	Professional Fees - Legal	0	0	0	18,433	0	(18,433)	0		(18,433)	0.0%	18,433
	Community Asset Transfers :- Indirect Expenditure	**0**	**0**	**0**	**18,433**	**0**	**(18,433)**	**0**	**0**	**(18,433)**		**18,433**
	Net Expenditure	**0**	**0**	**0**	**(18,433)**	**0**	**18,433**	**0**				
5200	plus Transfer from EMR	0	0	0	18,433	0	(18,433)	0				
	Movement to/(from) Gen Reserve	**0**	**0**	**0**	**0**	**0**	**0**	**0**				
201	BWP Youth & Community Centre											
1201	Grants - SCC	0	4,000	4,000	11,231	6,000	(5,231)	8,000			140.4%	
1301	Premises Hire Charges	0	666	666	4,679	3,338	(1,341)	8,000			58.5%	
	BWP Youth & Community Centre :- Income	**0**	**4,666**	**4,666**	**15,910**	**9,338**	**(6,572)**	**16,000**			**99.4%**	**0**

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Detailed Income & Expenditure by Phased Budget Heading 21/08/2026

Month No: 5 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001	Salaries	18,191	18,996	805	91,707	94,981	3,274	227,953		136,246	40.2%	
4002	Employer's NIC	1,251	2,287	1,036	5,540	11,437	5,897	27,446		21,906	20.2%	
4003	Employer's Superannuation	2,392	3,228	836	10,706	16,146	5,440	38,742		28,036	27.6%	
4011	Staff Training	0	334	334	615	1,662	1,047	4,000		3,385	15.4%	
4012	Recruitment Advertising	0	41	41	0	213	213	500		500	0.0%	
4102	Property Maintenance	0	83	83	472	419	(53)	1,000		528	47.2%	
4103	Maintenance Contracts	0	210	210	893	1,050	157	2,520		1,627	35.4%	
4111	Energy Costs	327	408	81	2,650	2,040	(610)	4,896		2,246	54.1%	
4131	Rates	0	0	0	0	2,997	2,997	2,997		2,997	0.0%	
4141	Water Services	0	75	75	375	375	(0)	900		525	41.7%	
4161	Cleaning	125	1,086	961	3,653	5,438	1,785	13,040		9,387	28.0%	
4162	Waste Removal	105	89	(16)	593	449	(144)	1,072		479	55.4%	
4163	Domestic Supplies	0	15	15	42	75	33	180		138	23.2%	
4171	Grounds Maintenance Costs	0	60	60	0	300	300	720		720	0.0%	
4202	Car Allowances	0	0	0	0	20	20	80		80	0.0%	
4204	Vehicle Fuel Costs	0	42	42	0	210	210	504		504	0.0%	
4205	Vehicle Costs (exc Fuel)	0	200	200	2,822	1,000	(1,822)	2,400		(422)	117.6%	
4301	Equipment	0	4	4	0	20	20	48		48	0.0%	
4305	Clothes, Uniform & Laundry	0	0	0	11	250	239	750		739	1.4%	
4313	Professional Fees - Other	0	11	11	0	55	55	132		132	0.0%	
4323	Telephones & Broadband	90	202	112	451	1,010	559	2,424		1,973	18.6%	
4325	Computing	310	179	(131)	3,799	895	(2,904)	2,148		(1,651)	176.9%	
4900	Miscellaneous Expenses	0	20	20	0	100	100	240		240	0.0%	
7100	Youth Programmes	26	970	944	3,565	4,860	1,295	11,650		8,085	30.6%	

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Detailed Income & Expenditure by Phased Budget Heading 21/08/2026

Month No: 5 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7300	HAF	224	1,884	1,661	4,308	3,768	(540)	5,650		1,342	76.3%	
7305	HAF - Food & Cooking	94	500	406	94	800	706	1,100		1,006	8.6%	
	BWP Youth & Community Centre :- Indirect Expenditure	**23,135**	**30,924**	**7,789**	**132,297**	**150,570**	**18,273**	**353,092**	**0**	**220,795**	**37.5%**	**0**
	Net Income over Expenditure	**(23,135)**	**(26,258)**	**(3,123)**	**(116,387)**	**(141,232)**	**(24,845)**	**(337,092)**				
202	Pepperpot											
1301	Premises Hire Charges	0	716	716	2,444	3,588	1,144	8,600			28.4%	
	Pepperpot :- Income	**0**	**716**	**716**	**2,444**	**3,588**	**1,144**	**8,600**			**28.4%**	**0**
4102	Property Maintenance	0	50	50	100	250	150	600		500	16.7%	
4103	Maintenance Contracts	0	50	50	0	250	250	600		600	0.0%	
4111	Energy Costs	0	221	221	921	1,105	184	2,652		1,731	34.7%	
4131	Rates	0	0	0	617	500	(117)	500		(117)	123.5%	
4161	Cleaning	0	238	238	709	1,190	481	2,856		2,147	24.8%	
4163	Domestic Supplies	0	33	33	0	165	165	396		396	0.0%	
4302	Furniture	0	0	0	0	600	600	600		600	0.0%	
4323	Telephones & Broadband	40	92	52	200	460	260	1,104		904	18.1%	
4343	Licensing/PRS	0	0	0	0	0	0	72		72	0.0%	
	Pepperpot :- Indirect Expenditure	**40**	**684**	**644**	**2,547**	**4,520**	**1,973**	**9,380**	**0**	**6,833**	**27.1%**	**0**
	Net Income over Expenditure	**(40)**	**32**	**72**	**(102)**	**(932)**	**(830)**	**(780)**				

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		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
203	The Square											
1302	Rents	11	1,050	1,039	2,588	5,250	2,663	12,600			20.5%	
1303	Other customer/client receipts	0	0	0	0	2,020	2,020	2,020			0.0%	
	The Square :- Income	**11**	**1,050**	**1,039**	**2,588**	**7,270**	**4,683**	**14,620**			**17.7%**	**0**
4315	Insurance	0	0	0	0	2,020	2,020	2,020		2,020	0.0%	
	The Square :- Indirect Expenditure	**0**	**0**	**0**	**0**	**2,020**	**2,020**	**2,020**	**0**	**2,020**	**0.0%**	**0**
	Net Income over Expenditure	**11**	**1,050**	**1,039**	**2,588**	**5,250**	**2,663**	**12,600**				
204	Allotments											
1302	Rents	0	0	0	13	0	(13)	2,900			0.5%	
	Allotments :- Income	**0**	**0**	**0**	**13**	**0**	**(13)**	**2,900**			**0.5%**	**0**
4102	Property Maintenance	0	0	0	22	300	278	300		278	7.2%	
4141	Water Services	0	36	36	198	180	(18)	432		234	45.9%	
4171	Grounds Maintenance Costs	0	250	250	390	1,250	860	3,000		2,610	13.0%	
	Allotments :- Indirect Expenditure	**0**	**286**	**286**	**610**	**1,730**	**1,120**	**3,732**	**0**	**3,122**	**16.3%**	**0**
	Net Income over Expenditure	**0**	**(286)**	**(286)**	**(597)**	**(1,730)**	**(1,133)**	**(832)**				
205	Wilfrid Noyce Community Centre											
1301	Premises Hire Charges	0	3,855	3,855	18,404	19,275	871	46,260			39.8%	
1303	Other customer/client receipts	0	0	0	485	0	(485)	0			0.0%	
	Wilfrid Noyce Community Centre :- Income	**0**	**3,855**	**3,855**	**18,889**	**19,275**	**386**	**46,260**			**40.8%**	**0**

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		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	0	0	0	205	0	(205)	0		(205)	0.0%	
4102	Property Maintenance	0	583	583	565	2,919	2,354	7,000		6,435	8.1%	
4103	Maintenance Contracts	0	291	291	6	1,463	1,458	3,500		3,495	0.2%	
4111	Energy Costs	472	1,016	544	1,729	5,080	3,351	12,192		10,463	14.2%	
4131	Rates	0	0	0	1,235	2,050	815	2,050		815	60.2%	
4141	Water Services	0	100	100	(892)	500	1,392	1,200		2,092	(74.3%)	
4161	Cleaning	250	1,654	1,404	9,910	8,270	(1,640)	19,845		9,935	49.9%	
4162	Waste Removal	114	208	94	1,147	1,044	(103)	2,500		1,353	45.9%	
4163	Domestic Supplies	0	25	25	328	125	(203)	300		(28)	109.3%	
4301	Equipment	0	166	166	666	838	172	2,000		1,334	33.3%	
4323	Telephones & Broadband	40	125	85	200	625	425	1,500		1,300	13.3%	
4343	Licensing/PRS	0	0	0	0	0	0	650		650	0.0%	
4900	Miscellaneous Expenses	193	46	(147)	293	230	(63)	552		259	53.1%	
	Wilfrid Noyce Community Centre :- Indirect Expenditure	**1,068**	**4,214**	**3,146**	**15,391**	**23,144**	**7,753**	**53,289**	**0**	**37,898**	**28.9%**	**0**
	Net Income over Expenditure	**(1,068)**	**(359)**	**709**	**3,497**	**(3,869)**	**(7,366)**	**(7,029)**				
206	Bandstand											
4102	Property Maintenance	0	50	50	0	250	250	600		600	0.0%	
4111	Energy Costs	0	0	0	0	0	0	250		250	0.0%	
4343	Licensing/PRS	0	0	0	70	500	430	500		430	14.0%	
	Bandstand :- Indirect Expenditure	**0**	**50**	**50**	**70**	**750**	**680**	**1,350**	**0**	**1,280**	**5.2%**	**0**
	Net Expenditure	**0**	**(50)**	**(50)**	**(70)**	**(750)**	**(680)**	**(1,350)**				

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		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
207	Godalming Museum											
1302	Rents	0	2,201	2,201	4,402	4,402	0	8,804			50.0%	
1303	Other customer/client receipts	0	0	0	1,774	2,200	426	2,200			80.6%	
	Godalming Museum :- Income	**0**	**2,201**	**2,201**	**6,176**	**6,602**	**426**	**11,004**			**56.1%**	**0**
4001	Salaries	6,275	6,440	165	29,963	32,197	2,234	77,277		47,314	38.8%	
4002	Employer's NIC	691	716	25	3,306	3,580	274	8,592		5,286	38.5%	
4003	Employer's Superannuation	823	902	79	3,489	4,507	1,018	10,821		7,332	32.2%	
4011	Staff Training	0	0	0	308	1,000	693	1,000		693	30.8%	
4102	Property Maintenance	0	250	250	1,664	1,250	(414)	3,000		1,336	55.5%	
4103	Maintenance Contracts	0	113	113	200	565	365	1,356		1,156	14.8%	
4121	Rents	0	0	0	1,478	3,224	1,747	3,224		1,747	45.8%	
4202	Car Allowances	0	5	5	0	25	25	60		60	0.0%	
4313	Professional Fees - Other	0	0	0	131	0	(131)	0		(131)	0.0%	
4315	Insurance	0	0	0	1,774	2,200	426	2,200		426	80.6%	
4325	Computing	299	316	17	2,464	1,588	(876)	3,800		1,336	64.9%	
	Godalming Museum :- Indirect Expenditure	**8,088**	**8,742**	**654**	**44,775**	**50,136**	**5,361**	**111,330**	**0**	**66,555**	**40.2%**	**0**
	Net Income over Expenditure	**(8,088)**	**(6,541)**	**1,547**	**(38,600)**	**(43,534)**	**(4,934)**	**(100,326)**				
208	Public Conveniences											
4102	Property Maintenance	25	83	58	630	419	(211)	1,000		370	63.0%	
4103	Maintenance Contracts	0	100	100	0	500	500	1,200		1,200	0.0%	
4111	Energy Costs	167	216	49	847	1,080	233	2,592		1,745	32.7%	

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Godalming Town Council

Detailed Income & Expenditure by Phased Budget Heading 21/08/2026

Month No: 5

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4141	Water Services	0	229	229	1,642	1,147	(495)	2,750		1,108	59.7%	
4161	Cleaning	0	2,343	2,343	9,637	11,719	2,082	28,120		18,483	34.3%	
4163	Domestic Supplies	0	333	333	1,173	1,665	492	3,996		2,823	29.4%	
4301	Equipment	0	0	0	0	200	200	500		500	0.0%	
4900	Miscellaneous Expenses	386	50	(336)	386	250	(136)	600		214	64.3%	
	Public Conveniences :- Indirect Expenditure	**578**	**3,354**	**2,776**	**14,316**	**16,980**	**2,664**	**40,758**	**0**	**26,442**	**35.1%**	**0**
	Net Expenditure	**(578)**	**(3,354)**	**(2,776)**	**(14,316)**	**(16,980)**	**(2,664)**	**(40,758)**				
210	Broadwater Garden Project											
1304	Donations	0	0	0	1,341	0	(1,341)	0			0.0%	
	Broadwater Garden Project :- Income	**0**	**0**	**0**	**1,341**	**0**	**(1,341)**	**0**				**0**
	Net Income	**0**	**0**	**0**	**1,341**	**0**	**(1,341)**	**0**				
211	Pepperpot Ext Redec											
4101	Repair/Alteration of Buildings	0	0	0	32,564	0	(32,564)	0		(32,564)	0.0%	
4102	Property Maintenance	0	0	0	66,939	0	(66,939)	0		(66,939)	0.0%	
4162	Waste Removal	0	0	0	30,001	0	(30,001)	0		(30,001)	0.0%	
4312	Professional Fees - Surveyors	0	0	0	3,000	0	(3,000)	0		(3,000)	0.0%	
	Pepperpot Ext Redec :- Indirect Expenditure	**0**	**0**	**0**	**132,504**	**0**	**(132,504)**	**0**	**0**	**(132,504)**		**0**
	Net Expenditure	**0**	**0**	**0**	**(132,504)**	**0**	**132,504**	**0**				

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		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
301	Cemeteries & Open Spaces											
1302	Rents	6,400	7,366	966	15,869	16,830	961	33,392			47.5%	
1303	Other customer/client receipts	900	1,200	300	11,700	8,000	(3,700)	16,400			71.3%	
1700	Interment	2,580	3,200	620	40,915	16,000	(24,915)	38,400			106.5%	
1701	Monument	105	230	125	4,485	1,150	(3,335)	2,760			162.5%	
1702	Purchase of Grave Space	2,880	5,750	2,870	82,990	28,750	(54,240)	69,000			120.3%	
1703	Other Cemetery Fees	0	0	0	4,100	0	(4,100)	0			0.0%	
	Cemeteries & Open Spaces :- Income	**12,865**	**17,746**	**4,881**	**160,059**	**70,730**	**(89,329)**	**159,952**			**100.1%**	**0**
4001	Salaries	10,323	10,662	339	51,957	53,316	1,359	127,950		75,993	40.6%	
4002	Employer's NIC	1,118	1,349	231	6,497	6,749	252	16,192		9,695	40.1%	
4003	Employer's Superannuation	1,514	1,887	373	8,575	9,438	863	22,647		14,072	37.9%	
4011	Staff Training	800	334	(466)	1,373	1,662	289	4,000		2,627	34.3%	
4014	Sexton Duties	877	125	(752)	1,777	625	(1,152)	1,500		(277)	118.4%	
4015	Grave Digging	0	1,200	1,200	12,640	6,000	(6,640)	14,400		1,760	87.8%	
4102	Property Maintenance	55	1,016	961	7,605	5,088	(2,517)	12,200		4,595	62.3%	
4103	Maintenance Contracts	165	217	52	1,064	1,091	27	2,610		1,546	40.8%	
4111	Energy Costs	319	500	181	1,667	2,500	833	6,000		4,333	27.8%	
4131	Rates	0	0	0	8,597	8,597	0	8,597		0	100.0%	
4141	Water Services	0	77	77	317	385	68	924		607	34.3%	
4162	Waste Removal	87	500	413	1,210	2,500	1,290	6,000		4,790	20.2%	
4163	Domestic Supplies	11	66	55	136	338	202	800		664	16.9%	
4164	Workshop Consumables	0	335	335	420	1,675	1,255	4,020		3,600	10.4%	
4171	Grounds Maintenance Costs	3,520	4,243	723	13,246	21,224	7,978	50,925		37,679	26.0%	

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		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	12,867	12,946	79	17,443	17,914	471	26,608		9,165	65.6%	
4204	Vehicle Fuel Costs	0	84	84	173	420	247	1,008		835	17.2%	
4205	Vehicle Costs (exc Fuel)	0	115	115	1,693	575	(1,118)	1,380		(313)	122.7%	
4301	Equipment	0	2,407	2,407	16,475	12,043	(4,432)	28,892		12,417	57.0%	
4304	Catering & Hospitality	0	34	34	0	170	170	408		408	0.0%	
4305	Clothes, Uniform & Laundry	10	150	140	126	750	624	1,800		1,674	7.0%	
4313	Professional Fees - Other	80	0	(80)	565	250	(315)	1,000		435	56.5%	
4323	Telephones & Broadband	0	100	100	172	500	328	1,200		1,028	14.3%	
4325	Computing	248	0	(248)	2,113	0	(2,113)	0		(2,113)	0.0%	
4327	Publicity Advertising	0	33	33	0	165	165	396		396	0.0%	
4342	Subscriptions	0	0	0	570	0	(570)	0		(570)	0.0%	
4900	Miscellaneous Expenses	0	30	30	0	150	150	360		360	0.0%	
	Cemeteries & Open Spaces :- Indirect Expenditure	**31,994**	**38,410**	**6,416**	**156,408**	**154,125**	**(2,283)**	**341,817**	**0**	**185,409**	**45.8%**	**0**
	Net Income over Expenditure	**(19,129)**	**(20,664)**	**(1,535)**	**3,651**	**(83,395)**	**(87,046)**	**(181,865)**				

414 Mayors Charity 2025 - R Crooks

		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
1303	Other customer/client receipts	0	0	0	63	0	(63)	0			0.0%	
	Mayors Charity 2025 - R Crooks :- Income	**0**	**0**	**0**	**63**	**0**	**(63)**	**0**				**0**
	Net Income	**0**	**0**	**0**	**63**	**0**	**(63)**	**0**				

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Detailed Income & Expenditure by Phased Budget Heading 21/08/2026

Month No: 5 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
415	Mayors Charity 2026 -T Kiehl											
1303	Other customer/client receipts	0	0	0	125	0	(125)	0			0.0%	
	Mayors Charity 2026 -T Kiehl :- Income	**0**	**0**	**0**	**125**	**0**	**(125)**	**0**				**0**
	Net Income	**0**	**0**	**0**	**125**	**0**	**(125)**	**0**				
416	Community Store											
1304	Donations	290	0	(290)	1,690	0	(1,690)	0			0.0%	
	Community Store :- Income	**290**	**0**	**(290)**	**1,690**	**0**	**(1,690)**	**0**				**0**
	Net Income	**290**	**0**	**(290)**	**1,690**	**0**	**(1,690)**	**0**				
	Grand Totals:- Income	**17,578**	**33,756**	**16,178**	**959,945**	**817,969**	**(141,976)**	**1,670,500**			**57.5%**	
	Expenditure	**112,231**	**139,902**	**27,671**	**928,327**	**758,260**	**(170,067)**	**1,686,010**	**0**	**757,683**	**55.1%**	
	Net Income over Expenditure	**(94,654)**	**(106,146)**	**(11,492)**	**31,618**	**59,709**	**28,091**	**(15,510)**				
	plus Transfer from EMR	**57,824**	**0**	**(57,824)**	**97,837**	**0**	**(97,837)**	0				
	less Transfer to EMR	**0**	**0**	**0**	**45,852**	**0**	**(45,852)**	0				
	Movement to/(from) Gen Reserve	**(36,830)**	**(106,146)**	**(69,316)**	**83,604**	**59,709**	**(23,895)**	**(15,510)**				

9. COMMUNITY ASSET TRANSFERS STATUS GRID

Asset Name	Current Tenure	Desired Tenure	Asset Type	WBC Ward	Other Interested Parties	Current Approval Status	Action Required	Finance	Risk level of non-completion by Vesting Day
The Burys Field	WBC Managed	Freehold	Community	Central & Ockford	None listed	Approved by WBC Executive 10 February 2026 WBC Minute 27/25 refers	WBC to issue Heads of Terms	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	Approved by WBC Executive 9 December 2025 WBC Minute Exe,115/25 refers Heads of Terms agreed	WBC to publish disposal notice. GTC received and reviewing title documents	Day to day operating costs already within existing budget and staff structure CIL bid for capital replacement costs of play equipment	Tranche 1
Charterhouse Green	WBC Managed	Freehold (registered common-land)	Community	Binscombe & Charterhouse	None listed	Approved by WBC Executive 9 December 2025 WBC Minute Exe,118/25 refers Heads of Terms agreed Disposal notice published	GTC received and reviewing title documents	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	Approved by WBC Executive 9 December 2025 WBC Minute Exe,118/25 refers Heads of Terms agreed Disposal notice published	GTC received and reviewing title documents	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	Approved by WBC Executive 10 February 2026 WBC Minute 27/25 refers Heads of Terms agreed	GTC awaiting undertaking request, view of title docs and draft transfer docs from WBC	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	Approved by WBC Executive 10 February 2026 WBC Minute 27/25 refers Heads of Terms agreed	Undertaking given by GTC, awaiting title docs and draft transfer from WBC	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	Current Approval Status	Action Required	Finance	Risk level of non-completion by Vesting Day
Wilfrid Noyce Centre	Leased from WBC	Freehold	Community	Central & Ockford	None listed	Approved by WBC Executive 10 February 2026 WBC Minute 27/25 refers Heads of Terms agreed	GTC awaiting undertaking request, view of title docs and draft transfer docs from WBC	Day to day operating costs already within existing budget and staff structure	Tranche 2
Godalming & Villages Community Store	Licenced to GTC	Long Lease	Community	Farncombe & Catteshall	Godalming & Villages Community Store	NOT APROVED FOR CAT	Seeking alternative tenure agreement.	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	Approved by WBC Executive 10 February 2026 WBC Minute 27/25 refers Heads of Terms agreed.	Undertaking given by GTC, awaiting title docs and draft transfer from WBC On transfer undertake lease renewal with Scouts & Guides, current lease expires April 2027.	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	Approved by WBC Executive 10 February 2026 WBC Minute 27/25 refers Heads of Terms agreed to include additional grassed area forming part of freehold title	GTC awaiting undertaking request, view of title docs and draft transfer docs from WBC	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	NOT APROVED FOR CAT	Alternative Submission made for Band room Only	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	March 2024 - WBC requested GTC consider ‘adopting bus shelters in Godalming’	WBC invited to transfer bus shelters to GTC with supporting funding	By default GTC already maintains public benches. WBC budgeted £30K for improvements	Tranche 3

Asset Name	Current Tenure	Desired Tenure	Asset Type	WBC Ward	Other Interested Parties	Current Approval Status	Action Required	Finance	Risk level of non-completion by Vesting Day
						Sept 2025 – GTC invited WBC to transfer shelters, with support funding. August 2026 GTC informed a proposal for transfer would be made soon		2025/26, prior to transfer to GTC. WBC requested to confirm position relating to timetable for transfer.	
Borough Hall Complex (inc. WhatNext?, Stonehouse etc.)	Managed by WBC	Freehold	Community	Central & Ockford	WhatNext?, Borough Hall Users	High Community Value Major project, resource intensive. At Risk Level potentially high	MONITOR as clarity around Burys complex is established	Initial discussion to be arranged with portfolio holder Meeting with WBC requested	Tranche 4a
Holloway Hill Recreation Ground	Leased to third party	Freehold	Community	Holloway	Multiple local clubs & associations	High Community Value. At Risk Level of development potentially low, higher risk of neglect/deterioration of facilities higher	MONITOR	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	High Community Value. Potential risk of loss of grant funding resulting in loss of service	MONITOR	FDC Awarded CIL for improvement to building. WBC looking at options for separating out of utilities and services	Tranche 4b
Phillips Memorial Park	Managed by WBC	Freehold	Community	Central & Ockford	GTC	High Community Value. At Risk Level of development potentially low, higher risk of neglect/deterioration of facilities higher	MONITOR		Tranche 4b
Crown Court Pedestrian Area	Licensed to GTC	To Be Confirmed	Public Realm	Central & Ockford	SCC, adjoining property owners	High Community Value Complex shared interest. At Risk Level potentially low	MONITOR – Check existing operating arrangement will apply post April 2027.		Tranche 4b
Old Print Room (CAB)	Managed by WBC	Freehold	Community	Central & Ockford	Citizens Advice	Positive community case needed – possible rental income. At Risk Level potentially high	MONITOR as clarity around Burys complex is established	Initial discussion to be arranged with portfolio holder	Tranche 4b

Asset Name	Current Tenure	Desired Tenure	Asset Type	WBC Ward	Other Interested Parties	Current Approval Status	Action Required	Finance	Risk level of non-completion by Vesting Day
Combe Road Recreation Ground	WBC Owned and Managed	Freehold	Community	Farncombe & Catteshall	Residents	Business Case Submitted, WBC cost undertaken provided	To be considered by WBC Executive	EMR Provision to be made for playground inspection, maintenance, upkeep and equipment replacement, GTC green spaces capacity to be reviewed during transfer period	**Tranche 5**
Crownpits Green (Rec Ground),	WBC Owned and Managed	Freehold	Community	Holloway	Residents	Business Case Submitted, WBC cost undertaken provided	To be considered by WBC Executive	EMR Provision to be made for playground inspection, maintenance, upkeep and equipment replacement, GTC green spaces capacity to be reviewed during transfer period	**Tranche 5**
Longbourne Green,	WBC Owned and Managed	Freehold	Community	Binscombe	Residents	Business Case Submitted, WBC cost undertaken provided	To be considered by WBC Executive	EMR Provision to be made for playground inspection, maintenance, upkeep and equipment replacement, GTC green spaces capacity to be reviewed during transfer period	**Tranche 5**
Ockford Ridge Green (play area)	WBC Owned and Managed	Freehold	Community	Central & Ockford	Residents	Business Case Submitted, WBC cost undertaken provided	To be considered by WBC Executive	EMR Provision to be made for playground inspection, maintenance, upkeep and equipment replacement, GTC green spaces capacity to be reviewed during transfer period	**Tranche 5**

Community Asset Transfers – Progress Update

1. Purpose of report

This report provides Members with a comprehensive update on the current Community Asset Transfer programme, bringing together the work undertaken over the past 18 months by Members and Officers. It sets out the present position on each tranche of assets, the key issues arising, the likely implications for GTC's operations and resources, and the areas where further discussion or preparatory work will be required.

2. Background

The Council has been working for some time to understand the opportunities and responsibilities arising from the transfer of a range of community assets from Waverley Borough Council to Godalming Town Council. This has included assets already managed by GTC, and new assets which have all been approved for transfer by the Waverley Executive with the transfer process being managed under delegated authority within WBC, assets where a business case has been submitted but not yet progressed to Executive decision and more complex sites where the future position remains less certain.

The programme has been shaped by a desire to secure long-term local stewardship of assets that matter to residents, while ensuring that any additional responsibilities can be absorbed within the Council's operational structure and financial planning. Progress has been made in some areas, but progress is slower than initially expected. Members should note that not all transfers are straightforward and some may not be completed by vesting day.

3. Current Position

The assets identified in the status grid fall broadly into the following categories:

- Tranche 1: assets where transfer work is well advanced and completion before vesting day is hoped for;
- Tranche 2: assets already managed by GTC, where freehold transfer mainly secures the long-term position;
- Tranche 3: assets where transfer will require ongoing lease, management or operational arrangements;
- Tranche 4a and 4b: more complex or higher-risk assets where future arrangements are not yet fully resolved and may remain under review beyond vesting day.

4. Tranche 1 Assets – Public Open Spaces

Canon Bowring Recreation Ground

This is one of the more advanced transfers, and it is hoped that the freehold will transfer before vesting day, although the timing remains uncertain. Once transferred, GTC will wish to provide clearer GTC-branded signage so that residents understand that the Town Council is responsible for the site.

GTC will also need to reprovision waste bins, introduce arrangements for playground inspection and maintenance, and ensure regular servicing of waste facilities. Waste management costs were initially included in the 2026/27 budget but will need to be reviewed for 2027/28, particularly given increased disposal costs.

Additional provision will also be needed for line marking of sports areas. Grounds maintenance costs, including grass cutting, tree surveys, green waste disposal and staffing, are already accounted for within the 301-cost centre. However, as GTC assumes responsibility for play areas, future budget planning will need to include maintenance, repair and eventual replacement of play equipment.

Member will wish to note that a request from officers for approval to submit a Strategic CIL bid for improving this site is to be considered separately by the Management Committee.

The Burys Field
The timeline for transfer of the Burys Field is uncertain as following the February 2026 WBC executive decision to approve the transfer, GTC awaits sight of proposed Heads of Terms that are required to begin the transfer process. However, on the assumption that progress will be made to complete the transfer by vesting day, similar practical arrangements will be required at The Burys Field, including updated waste provision, signage and continued grounds management. The grounds maintenance provision for this site has already been factored into GTC's operations and the Grounds Maintenance and Facilities team establishment.

Member will wish to note that a request from officers for approval to submit a Strategic CIL bid for improving this site is to be considered separately by the Management Committee.

Lammas Lands
The business case for the two Lammas Lands sites identified different intended uses. The land by Bridge House will, subject to Secretary of State agreement, become additional allotment land. Charterhouse Green will be subject to public consultation to determine how residents wish the site to be managed. In both cases, the operational resources required are already provided for within GTC's current structure.

5. <u>Tranche 2 Assets – already managed by GTC</u>

Crown Court Public Toilets and Farncombe North Street Public Toilets
These facilities are already operated by GTC under lease arrangements from WBC. Transfer of the freehold would give the Town Council long-term security over public toilet provision for the town beyond the remaining period of the existing leases. There would be no material change to the current operating position, and no additional staffing or precept requirement is anticipated other than normal annual inflationary adjustment.

Members are asked to note the current informal arrangement with WBC Environmental Services for the storage of street cleansing equipment within the rear compound at Crown Court Public Toilets. This arrangement is beneficial to both authorities, as it reduces WBC's operational costs and enables the cleansing operative to spend more time working in the town. Subject to continuing operational need, Members are invited to agree that this arrangement should continue after vesting day.

Wilfrid Noyce Community Centre
The Wilfrid Noyce Community Centre is currently held on a long lease, with approximately 100 years remaining. Transfer of the freehold would protect the significant investment already made by GTC and would provide the Council with greater flexibility to respond to future community needs without reliance upon landlord consent or related costs.

There is no change to the current operating position, and no additional revenue budget requirement is anticipated beyond that already provided for within the existing Wilfrid Noyce Centre budget cost centre. The main operational matter to be resolved relates to the cleaning service for the WNC, together with Broadwater and the Pepperpot, which is currently provided by WBC Cleaning Services.

Crown Court Pedestrian Area
GTC already manages bookings for the pedestrian area for town events, including the Friday Market and charity activities, while maintenance remains with WBC. It is anticipated that this arrangement will continue after vesting day, allowing the authority closest to day-to-day use of the space to continue to manage bookings and event use.

6. <u>Tranche 3 Assets – Third party leased assets + bus shelters</u>

The Burys Scout & Guide Headquarters
GTC is seeking the freehold of this premises to safeguard the long-term future of scouting at the site. The current lease between WBC and the Scout & Guide Headquarters Management Committee expires in April 2027, so timely progress is important to allow new heads of terms to be agreed and a new lease put in place.

It is expected that the lessee will meet the legal costs associated with lease renewal unless Members decide otherwise. GTC will also be responsible for arranging insurance for the building, with the premium recharged to the Management Committee. On that basis, the arrangement is expected to be broadly cost neutral in revenue terms and may generate a modest rental income sufficient to offset the administrative costs of managing the freehold and lease arrangements.

Seymour Road Scout & Guide Building
This is a land transfer only. GTC will not be responsible for the building itself, which remains subject to a long lease with many years remaining. However, GTC will become responsible for the adjoining green space and for the inspection and management of the protected oak tree on the site.

These responsibilities were anticipated when Council approved an increase in the staffing establishment for the Grounds and Facilities team. The necessary equipment has already been procured. A modest additional revenue pressure may arise in relation to green waste, tree surveys and any required tree work, and this should be taken into account in the 2027/28 budget process.

Bus Shelters
Work on bus shelters has been ongoing since 2024 and it is hoped that agreement is now close for maintenance and upkeep responsibilities to transfer to GTC, together with the capital funding agreed by WBC in its 2025/26 capital programme.

Members will wish to note that through the SCFC Member for Godalming North, separate arrangement have been agreed for the replacement of the Meadrow/Kings Road bus shelter by Surrey County Council. The replacement of this dilapidated shelter will allow for the installation of a real time passenger information display to assist passengers, and the shelter will also match the design of recently installed shelters along the A3100 as well as those

installed by GTC at Eashing lane and Ockford Ridge. This should help create a more consistent approach to bus shelter provision across the town and will be provided at no cost to either WBC or GTC.
Members will also wish to note that the removed shelter on the Godalming-bound side of Meadrow cannot be replaced because of changes in the use of nearby premises and the need to improve accessibility for bus passengers. However, a covered shelter has been provided at Wyatts Close, within a short walking distance.

7. <u>Tranche 3 Assets – operational and lease-led matters</u>
Burys Scout & Guide HQ and Seymour Road Scout & Guide Building are already addressed above as assets with specific lease or land transfer implications. In addition, the tranche includes assets where ongoing management and lease renewal arrangements are required, but the operational consequences are expected to remain manageable within existing structures.

The key principle for Members is that where GTC becomes the freehold owner, the Council will also inherit the associated obligations, including insurance, compliance, lease management, and where relevant, landlord-tenant relationships. In most cases these are anticipated and capable of being managed within existing resources, but they will require continued attention as each asset transfers.

8. <u>Tranche 4a and 4b Assets – complex and higher-risk sites</u>

Borough Hall Complex
The Borough Hall complex is a highly complex asset with multiple uses and occupiers. Following the town-wide resident survey, residents clearly indicated their wish for GTC to explore options for future transfer. However, this is a complicated site that will continue to operate after vesting day and the position of the incoming West Surrey authority in relation to its future operation and support is not yet clear.

In the short to medium term, it is expected that the building will continue broadly as it currently does. GTC has a clear mandate to remain open to discussion about the future of the asset, but any proposals will require careful development and a full understanding of the operational and financial implications.

Holloway Hill Recreation Ground
Holloway Hill Recreation Ground is similarly a valued community asset which attracted resident support in the survey. However, unlike the Borough Hall where any initiative to open negotiations for potential collaboration or transfer of the asset has been from GTC, for Holloway Hill the initiative to engage with GTC came from WBC. As such, along with the positive community support indicated from the resident survey, officers are continuing to monitor progress on matter relating to Holloway Hill and continue to seek to progress dialogue in the matter.

GTC should keep this site under review and remain open to discussion, while recognising that any future transfer would need to be fully worked through.

Phillips Memorial Park
Phillips Memorial Park is another asset of high community value. Members should maintain a watching brief to ensure that maintenance standards continue at the level currently achieved and that the park remains well cared for. GTC should continue to monitor the site and be ready to engage if future transfer opportunities arise.

Bandstand
The Godalming Bandstand is currently leased to GTC from WBC with 9 years remaining on the existing lease.

The Band Stand is a significant Community Asset and therefore GTC should consider an approach for the granting of a new lease before the demise of WBC.

However, officers believe this is not something that falls under the CAT process but is a separate negotiation with WBC for a lease renewal.

Members may wish to take the view that for the bandstand, GTC should be insisting that for the lease renewal that each party meets their own costs. The rationale for this being that without GTC, WBC/West Surrey will be responsible for its upkeep and maintenance, including but not limited to its cleaning, repair and annual electrical safety check, as well as managing its use. As such, it is argued that GTC should not have to pay WBC/West Surrey's legal costs for the privilege of relieving them of the cost and responsibility for maintaining and operating the bandstand.

The Old Manorial Pound
Within the Phillips Memorial Park is the former manorial Pound, GTC has engaged with WBC regarding the granting of a licence to install public art – a statute of Gertrude Jeykll – in this location. The request from GTC was made to assist the community group who are exploring options for the statue. WBC have responded positively to the request. Further work in this matter will be managed through the Community, Events and Culture committee.

Old Print Room (CAB)
The Old Print Room should be considered as part of the Borough Hall/Burys complex. A positive community case would be needed, as well as clarity around future use and potential rental income for GTC to consider this part of the site. Further discussion with the relevant portfolio holder will be required once the position surrounding the Burys complex is clearer.

Crown Court Pedestrian Area
This is already covered above as a managed public realm asset. The current operating arrangements should continue unless Members are advised otherwise.

9. <u>Tranche 5 Assets – Assets awaiting consideration by WBC Executive</u>
Business cases for four Local Equipped Areas of Play (LEAP) sites have been submitted to WBC and are being assessed by WBC Officers to put forward for consideration by WBC Executive, it is felt that these transfers will go beyond vesting day and will fall to West Surrey Unitary Authority for finalisation.

10. Financial And Operational Implications

The transfer programme has been developed with the aim of ensuring that GTC is able to manage the additional responsibilities within its existing operational capacity wherever possible. For assets within tranche 1 -3 some or all of the following apply:

- the service is already being delivered by GTC;
- the grounds or buildings are already being maintained within existing budgets;
- the staffing structure has already been adjusted to absorb additional responsibilities.

However, Members should note that following detailed due diligence, some assets within tranche 1-3 will bring modest recurring costs, particularly in relation to:

- building insurance;
- compliance and inspections;
- tree surveys and tree works;
- green waste disposal;
- play area maintenance and eventual equipment replacement;
- lease management and associated legal costs.

These pressures will need to be reflected through normal annual budget planning. At this stage, there is no evidence that the programme will require a major change to staffing or precept, but Members should recognise that some pressures may only become clear once assets are actually transferred and operated day to day.

Due diligence to establish detailed costings and liabilities for assets within trances 4-5 will be undertaken once parameters for any potential transfer are known.

Expenditure to date relating to the legal fees for the transferring of assets stands at £44,430 since April 2025. This expenditure is funded from The Community Asset Transfer earmarked reserve, which has a current balance of £55,568

Main cost to date are:
£11,158 – WBC processing fees for 13 tranche 1-3 and tranche 5 EOIs & business cases
£8,272 – Resident surveys & consultations
£25,000 – On account to GTC Solicitors for WBC legal costs and disbursements

In addition to the WBC processing fee indicated above, the expected cost for the legal transfer of the nine approved tranche 1 – 3 assets is £42,102, of which £25,000 is already included above as funds on account. Therefore for on completion of tranche 1-3 estimated expenditure against the EMR is £61,532, with the expected cost for tranche 5 transfers to be £18,712, leaving a balance within the Community Asset Transfer EMR of £19,756

11. Risk and Delivery

While every effort has been made over the past 18 months by Members and Officers to anticipate requirements and ensure that GTC has the capacity to manage these assets, there remains a risk that not all transfers will be completed by vesting day. The main risks are:

- delay in final legal documentation;
- complexity of multi-user or multi-occupier sites;
- uncertainty over the future position of the successor authority;
- the need to align lease, insurance, maintenance and operational arrangements;
- unforeseen resource implications once an asset is in GTC ownership.

12. Recommendation

It is recommended that Members:

a. note the progress made on the Community Asset Transfer programme over the past 18 months;

b. note the status of assets by tranche and the associated operational and financial implications;

c. confirm support for the continuing informal arrangements identified in this report where they remain beneficial to the town and to GTC;

d. note the assets where further work or discussion is required before vesting day;

e. Authorise officers to seek an extension of the existing Bandstand lease from WBC on the basis outline in section 8 above;

f. agree that the Council should continue to engage constructively but realistically with WBC and, where relevant, the successor authority, to secure beneficial and sustainable transfers where possible.