

Godalming Town Council



**Annual Report
2010-11**

The first version of this report was published by Godalming Town Council for the Annual Town Meeting on 14 April 2011

This second version of the report, incorporating the Financial Accounts, is published on 30 June 2011



Godalming Town Council.....

- Continues a Mayoral tradition dating back to 1575
- Has 20 elected Members
- Controls assets of £11.1 million
- Holds around 50 Council or Committee meetings a year; all of which are open to the public
- Employs/retains a Town Clerk, Personal Assistant to the Town Clerk & Mayor, Facilities & Cemeteries Manager, Responsible Finance Officer, Sergeant-at-Mace and two Community Centre Managers (that is just over four full-time equivalent staff)
- 50% funds a part-time Godalming Project Co-ordinator
- Provides £62,000 a year funding to local organisations
- Manages three community buildings; the Old Town Hall (Pepperpot), the Wilfrid Noyce Centre, and Broadwater Park Community Centre
- Provides the land for over 200 allotments
- Together with Busbridge Parish Council owns and runs two cemeteries
- Provides Christmas Lights for the Godalming Town Centre
- Is one of a diminishing number of councils in the UK still to require its councillors and staff to wear robes and regalia at Council meetings and Civic occasions
- Organises the Town's annual Remembrance Sunday Parade
- Nominates representatives to serve on about 20 local voluntary, public and community organisations including the new Community Interest Company
- Comments on around 300 planning applications each year

REVIEW



Hello – and welcome to Godalming Town Council's 2010/11 Annual Report.

Godalming Town Council has been around in one form or another since 1575. The organisation of Local Government has changed over the years and today Godalming Town Council is the third in three tiers of local government for the town. The other two being Surrey County Council and Waverley Borough Council.

Godalming Town Council has 20 Councillors representing the five wards within the town – you can find Councillors' contact details at the back of this report. The Town Council has a number of roles, one of the most important of which is to foster and encourage a sense of community in the Town and to act as advocate for the town when dealing with other local authorities, the health service and so on. I have been elected by my fellow Town Councillors to serve as Mayor for the year to May 2011.

Godalming has developed lasting ties with the village communities that form its rural hinterland and has strong links with Guildford and other neighbouring towns. Godalming is, above all else, a good neighbour and it has been a daily privilege to represent such a special place.

We live in a relatively affluent area of the country but, particularly in the current economic climate, many are in need of friendship and support to help them through tougher times. We have ever more reason to be grateful for Godalming's formidable body of local volunteers.

I am proud to have witnessed how the Town Council has continued to work so well supporting local people who do so much to help others. Mayors gain a rare overview of how the town functions, how it communicates internally and develops useful areas of interdependence. It has been evident that partnership working has been a real theme this year.

Our Town Council achieved Quality Council status in 2010 and was able to make a strong submission by demonstrating its greater involvement and communication with local people.

We have seen active support for Godalming Staycation, providing a week of tremendous summer activities for families at home in the holidays.

Another important partnership development has been through the Council's financial contribution to support the Community Interest Company (CIC) in taking forward the work of the Godalming Healthcheck.

The Chamber of Commerce has continued to work in close partnership with local and Borough Councils and the CIC. Their expertise has enhanced the commercial life and



INTRODUCTION

vitality of the town. Who will forget the unprecedented high street crowds for the food festivals and the Christmas lights?

A great deal of my work as Mayor this year has involved young people supported through the Scout and Guide movement, sports clubs and activity groups, in and out of school. Local churches have also continued to underpin so much of our community life and, along with our schools, they have been generous hosts, providing performance space for the music making and drama that form the rich cultural life of our town.

During my year it has been evident that Godalming does not just look inwards. We do not lose sight of the bigger picture and I have enjoyed meeting the groups from our twin towns of Mayen and Joigny who have formed great friendships with our local twinning groups. We also have passionate people who support others in need right across the world, from those dedicated to supporting the Palestinian farmers, to the recent Japanese tsunami appeal at the Pepperpot raising £4,000 in a single morning.

The Town Council continues to take good care of its buildings and grounds, taking very seriously the role it has to play in ensuring that Godalming remains a beautiful place. I have been able to help promote the Pepperpot Appeal and seen firsthand the excellent renovations already carried out to keep our iconic town centre building in excellent repair. The Town Council also acts as an effective advocate for local people concerned by the scale of proposed development at the key site. The care taken to scrutinise planning issues and provide opportunities for local people to express their views will be an important part of the Council's work again in the coming year.

As I finish my year, I can look back with great affection and appreciation for the support the Town Council receives from its professional staff and the community volunteers who help us all to make Godalming so special!

Councillor Jane Thomson
Mayor of Godalming 2010/11



Christmas in Godalming 2010



For 2010/11 Godalming Town Council agreed that it had three priorities for the town:

- to support the development of services for young people;
- to enable all residents to share in the advantages of living here; and
- to preserve the town's heritage.

Bearing these priorities in mind here are some of things that Godalming Town Council has achieved in the past year. We have:

- Been recognised as a Quality Council
- Organised the Godalming Staycation – a week long programme of events in August to encourage families to holiday at home
- Supported numerous voluntary organisations in the town with grant aid totalling more than £62,000 (see the section on grants on page 10 of this report)
- Set up a new Community Interest Company – Godalming Together – to take forward the Godalming Healthcheck
- Welcomed (and part-funded) a new Godalming Projects Co-ordinator employed by Waverley Borough Council to implement new projects for the benefit of the town
- Welcomed a new Facilities & Cemeteries Manager
- Re-opened the Old Town Hall (popularly known as The Pepperpot) following £100,000 of exterior renovation work
- Renewed Godalming town centre's Christmas Lights with more energy-efficient LED lights
- In partnership with the Chamber of Commerce expanded the display of Christmas Lights in the town centre
- Continued our opposition to inappropriate development on the Godalming Key Site.

COMMITTEES



Policy & Management Committee

What is it?

A Committee of 19 Councillors that deals with most of the Council's business, discusses Council policy and manages all the Council's assets – its finances, staff and properties.



Councillor Steve Cosser
Committee Chairman 2010/11

What has it done?

- Met 9 times
- Considered 23 grant applications and awarded £63,852.60 in grants to local organisations (see page 10 of this report)
- Negotiated a partnership deal with the Chamber of Commerce to expand Godalming town centre's Christmas Lights
- Taken control of the Godalming Bandstand
- Set up a new Community Interest Company – Godalming Together – to take forward the Godalming Healthcheck
- Achieved Quality Council status

Planning & Environment Committee

What is it?

A Committee of 19 Councillors that looks at and makes comments on all Godalming planning applications. This Committee also considers issues relating to the local environment and infrastructure.



Councillor Stefan Reynolds
Committee Chairman 2010/11

What has it done?

- Met 16 times (every 3 weeks)
- Made comments to the Planning Authority (Waverley Borough Council) on 338 planning applications
- Used its powers to ensure the planting of a verge at Binscombe
- Endorsed the 20's Plenty campaign for most of Godalming's residential roads
- Lobbied against the closure of Lloyds TSB Bank in Farncombe
- Made representations at a Development Control Consultative Forum regarding potential housing at Franklyn Road



Mayoralty Committee



What is it?

A Committee of six Councillors that considers and makes recommendations to the Full Council on the selection and appointment of the Mayor and Deputy Mayor.

Councillor Tony Gordon-Smith
Committee Chairman 2010/11

What has it done?

- Met twice
- Reviewed the protocol on the acceptance of mayoral invitations
- Nominated Councillor Steve Cosser as Mayor and Councillor Liz Wheatley as Deputy Mayor for 2011/12

Staffing Sub-Committee



What is it?

A Committee comprising of five Councillors that considers all matters relating to the appointment and management of Council staff and makes recommendations to the Policy & Management Committee.

Councillor Joy Poulter
Sub-Committee Chairman 2010/11

What has it done?

- Met five times
- Supervised the formal appraisal of all employees and reviewed their training needs
- Supervised the recruitment of a new Facilities & Cemeteries Manager

Audit Sub-Committee



What is it?

A Committee of five Councillors that considers the adequacy of the Council's risk management framework and the associated control environment, and oversees the financial reporting process. This Committee makes recommendations to the Policy & Management Committee.

Councillor Tom Martin
Sub-Committee Chairman 2010/11

What has it done?

- Met three times
- Reviewed financial controls and risks
- Supervised arrangements for the review of Internal Audit





GODALMING JOINT BURIAL COMMITTEE

Godalming Joint Burial Committee



What is it?

A committee with six Councillors from Godalming Town Council and two from Busbridge Parish Council charged with managing Godalming's two cemeteries – Nightingale Cemetery in Farncombe and Eashing Cemetery at Ockford Ridge.

Councillor Andrew Wilson
Committee Chairman 2010/11

What has it done?

- Met eight times
- Interred 27 bodies and 12 sets of ashes
- Sold the exclusive rights of burial for 40 plots
- Installed a new bench in the Garden of Remembrance at Eashing Cemetery
- Expanded the staffing resources available to the Committee by introducing casual staff to act as Sexton when required
- Undertaken substantial tree work at Nightingale Cemetery thus improving the visual aspect and security of the Lodge House
- Acted decisively to protect the boundary at Eashing Cemetery from encroachment
- Held a successful Open Day at Eashing Cemetery on 20 November 2010
- Made representations at a Development Control Consultative Forum regarding potential housing at Franklyn Road – on the North-Western boundary of Eashing Cemetery



GRANTS

As already stated, in the past year Godalming Town Council has supported numerous organisations in the town with grant aid totalling more than £62,000. This is an important part of the Town Council's work recognising the huge contribution that these organisations make to the quality of life in our community. In recent years the Council has increased the amount of money available for grants.

In 2010/11 the largest of these grants was to the Waverley Citizens Advice Bureau (CAB) to ensure the continued provision of a CAB service in Godalming and to facilitate the Bureau's move from Queen Street to Bridge Street. This Council has provided a significant grant to the CAB for more than a decade.

Substantial sums have been used to support the work with young people including a grant to Our Community Street Team to provide a mobile facility for youth work in Farncombe and grant aid in kind for the Trinity Trust Team to enable them to run Café Trinity at the Wilfrid Noyce Centre.

Below is a full list of all grants made by Godalming Town Council in the financial year 2010/11.

Summary of Grants Awarded 2010/11

	£
Churches Together in Godalming & District	500.00
DisCASS (<i>Grant aid in the form of free use of premises</i>)	3,120.00
Farncombe Scouts & Brownies	2,000.00
Godalming District Scout Canoe Club	500.00
Godalming Museum	8,600.00
Godalming Nativity	1,048.00
Godalming Staycation	2,780.00
Godalming Trust	621.00
Hospital Hoppa Service	5,000.00
Milford Pumas Youth Football Club	200.00
Our Community Street Team	5,000.00
Relate West Surrey	1,000.00
Sport Godalming	500.00
The Cellar Café	800.00
The Safer Waverley Partnership	500.00
Trinity Trust Team (<i>Grant aid in the form of free use of premises</i>)	2,795.00
Vitalise	348.60
Watts Gallery	500.00
Waverley Citizens Advice Bureau	28,040.00
	63,852.60

Full details of the Council's grants scheme can be found on the Town Council's website – www.godalming-tc.gov.uk or may be obtained from the Town Clerk (contact details at the back of this report).



The Gory Ghost Walk



MONEY

ANNUAL ACCOUNTS 2010/11

The Council's accounts are prepared in accordance with the Account & Audit Regulations 2006. They are subject to internal audit (by an independent auditor appointed by the Town Council) and to external audit (by an independent auditor appointed by the Audit Commission). Every year local government electors are given an opportunity to examine the Council's accounts and financial records. The 2010/11 accounts and records will be available for public inspection from 6 June to 1 July 2011. The accounts will be published on the Town Council's website.

Below is a summary of how the Council's budget (including overheads) was spent in 2010/11. Note that these figures are based on the latest estimates of expenditure, not actual figures because, at the time of writing, the 2010/11 accounts had not yet been finalised.

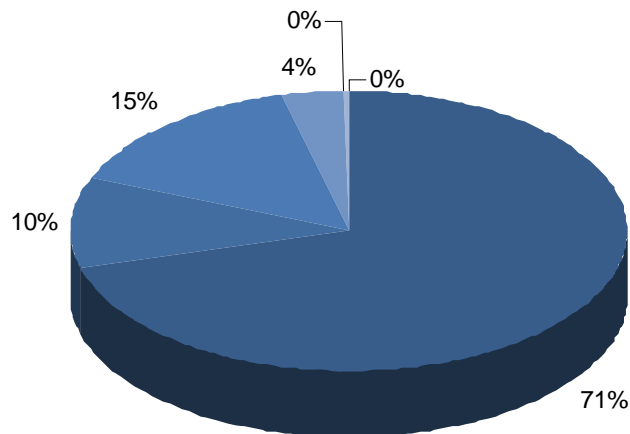
The Council's Responsible Finance Officer is Janet Crossman.



2010/11

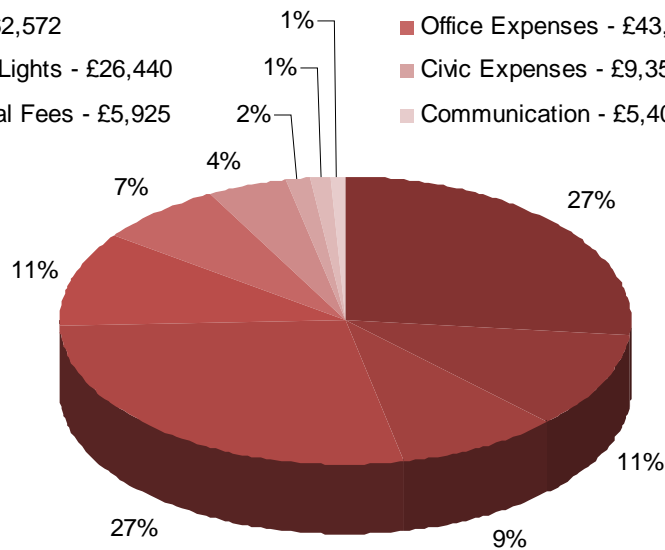
Where the Money Came From

- Council Tax - £438,727
- Transfers from Reserves - £93,350
- Interest - £1,021
- Rents & Hire Charges - £63,204
- Recharge JBC - £23,050
- Other - £150



Where the Money Went

- Employees - £162,384
- Transfers to Reserves - £54,910
- Grants - £62,572
- Christmas Lights - £26,440
- Professional Fees - £5,925
- Cemeteries - £66,131
- Community Centres - £169,716
- Office Expenses - £43,289
- Civic Expenses - £9,356
- Communication - £5,406





GODALMING TOWN COUNCIL
(incorporating Broadwater Park and Wilfrid Noyce Community Centres)

Income and Expenditure Account for the year ended 31st March 2011

2009/2010	<u>INCOME</u>	Notes	2010/2011
£			£
428017	Precept		438727
918	Interest Receivable		1021
13657	Rents	Note: 4	13327
10211	Administration		23050
59	Misc		50
417	Economic Development		0
240	High Street Parking Permits		100
7,830	Pepperpot Income		2,826
21,680	Wilfrid Noyce Centre Income		21,753
<u>21,976</u>	Community Centre Income		<u>25,298</u>
505,005			526,152
25000	Transfer from Earmarked Reserves		2040
4400	Newsletter		0
0	Economic development		400
0	Pepperpot Roof		15,000
0	Christmas lights		3,000
0	Pepperpot Fund		62,910
<u>0</u>	Healthcheck transfer		<u>10,000</u>
534,405	TOTAL INCOME		619,502
	 <u>EXPENDITURE</u>		
227571	Establishment/General Administration		213,101
65223	Cemeteries and Closed Churchyards		66,131
54136	Grant Expenditure including s137	Note: 7	65,426
7497	Recreation and Tourism		8,393
4776	Community Development		3,432
19325	Planning and Economic Development		26,840
<u>72386</u>	Community Centre and Public Buildings		<u>169,716</u>
450,914			553,039
71050	Transfers fm Earmarked Reserves		43,789
240	Transfer High Street Parking Deposits		100
	CIC SEEDA		10,000
417	Economic Development		0
918	Interest		1,021
<u>523,539</u>	TOTAL EXPENDITURE		<u>607,949</u>
<u>10,866</u>	Net Income/(Expenditure)		<u>11,553</u>



GODALMING TOWN COUNCIL
(incorporating Broadwater Park and Wilfrid Noyce Community Centres)

Income and Expenditure Account for the year ended 31st March 2011
continued

<u>CUMULATIVE FUND BALANCE</u>		
204,822	Opening Balance 1 April 2010	217,248
<u>505,005</u>	Add Total Income	<u>526,152</u>
709,827		743,400
<u>(450,914)</u>	Deduct Total Expenditure	<u>(553,039)</u>
258,913		190,361
30,041	Transfers to/from Reserves	(54,910)
(71,707)	Transfers to/from Reserves	93,350
	Transfers to/from Reserves	(17,040)
	Transfers to/from Reserves	11,021
	Transfers to/from Reserves	0
<u>217,247</u>		<u>222,782</u>

GODALMING TOWN COUNCIL
(incorporating Broadwater Park and Wilfrid Noyce Community Centres)

Balance Sheet for the year ended 31st March 2011

2009/10		Notes	2010/11
£			£
	<u>Current Assets</u>		
10,853	Debtors		15,685
404,705	Cash at Bank		361,785
1,100	Cash in Hand		1,251
<u>3,777</u>	VAT		<u>5,085</u>
<u>420,435</u>			<u>383,806</u>
	<u>Current Liabilities</u>		
<u>(38,104)</u>	Creditors and Accrued Expenses		<u>(28,362)</u>
<u>382,331</u>	NET ASSETS		<u>355,444</u>
	Represented By:		
	<u>Capital and Reserves</u>		
165,084	Earmarked Reserves		132,662
<u>217,247</u>	Revenue Balances		<u>222,782</u>
<u>382,331</u>			<u>355,444</u>



MONEY

GODALMING TOWN COUNCIL (incorporating Broadwater Park and Wilfrid Noyce Community Centres)

SUPPORTING STATEMENTS/NOTES TO ACCOUNTS 2009/10

1. Cash at Bank Represented By:

		£
62,848.39	Current Account	26,696.45
0.00	After Date Bankings	0.00
<u>(1,453.40)</u>	Less: Unpresented Cheques	<u>(24,242.24)</u>
<u>61,394.99</u>	Net Bank Balance	<u>2,454.21</u>
	Other Deposits/ Investments	
<u>343,310.28</u>	Deposit Account	<u>359,331.34</u>
<u>404,705.00</u>		<u>361,785.55</u>

2. Assets (over £1,000 in value)

Movements in the year

a) During the year the following assets were purchased:

Cost £ nil

b) The following assets were disposed of

Receipt £ nil

c) At 31 March the following assets were held

<u>Property</u>	<u>Value</u>
	£
Buildings	
The Square	1
Old Town Hall 1.00 (Pepperpot)	
Broadwater Park (Community centre)	1
Wilfrid Noyce (Community centre)	1
Land	
Allotments	
Statutory - 10.82 acres	1
Allotments	
Non-Statutory approx per acre	1 6,250
Furniture & Equipment	63,153
Civic Regalia/paintings	178,750
Christmas Lights	15,454
War Memorial	1
The Pound	1
Seats	1,375
Oak Gates	1,185
Bus Shelter	4,080

3. Borrowing

At the close of business on 31 March the following loans to the Council were outstanding:

NONE

Lender

N/A

4. Leases

At the year end the following leases were in operation:

<u>Lessee</u>	<u>Purpose</u>	<u>Annual Lease Payable</u>	<u>Year of Expiry</u>
D Charles & Davis	Doctors Surgery	£12,000	2005
Market rent assessed at less than Doctors are paying therefore the Square was revalued by District Valuer 07/08 therefore no change in rent.			
Farncombe & Dist.	Working Mens Allotment	£1236.00	Annual and under review



GODALMING TOWN COUNCIL
(incorporating Broadwater Park and Wilfrid Noyce Community Centres)

SUPPORTING STATEMENTS/NOTES TO ACCOUNTS 2010/11
CONTINUED

5. **Debts Outstanding**

At the year end debts of £20,770 were outstanding and due to the Council.
The ages of these debts were-

	Value
	£
VAT	5,084
Less than 6 months old	15,685
Less than 12 months old	nil
Over 12 months old	nil

6. **Tenancies**

During the year the following tenancies were entered into: -

<i>Council as Landlord</i> -	NONE
<i>Council as Tenant</i>	NONE

7. **S.137 Payments and Grants to the Community**

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £ per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for this Council in the year of account was 16,308 x £6.15 = £100,294.20.

8. **Earmarked Reserves** Totalling: £165,084

Balances	2009/10	Additions	Deductions	2010/11
	£	£	£	£
Election Expenses	14,325	4,000	0	18,325
Hellsditch	4,963	0	0	4,963
Pedestrianisation access	2,665	100	0	2,765
Chalk Road	2,265	0	0	2,265
Wilfrid Noyce	4,746	7,000	0	11,746
Pepperpot	65,959	0	62,910	3,049
Crinkle Crankle Wall	6,000	1,000	0	7,000
Annual Maintenance	7,630	1,500	0	9,130
Economic Development	417	0	400	17
Computer Maintenance	3,688	1,000	0	4,688
Bench Money	0	294	0	294
The Square	6,750	3,375	0	10,125
New Initiatives Fund	25,000	11,060	0	36,060
Allotment Boundary	3,000	1,000	0	4,000
Christmas Lights	5,675	1,560	3,000	4,235
Healthcheck	10,000	0	10,000	0
Office Decorations	2,000	2,000	0	4,000
CIC SEEDA	0	10,000	0	10,000
Total Agreed transfers	165,083	43,889	76,310	132,662

9. **Agency Work** Nil

10. **Advertising and Publicity** Nil

11. **Superannuation**

For the year of account the Council's contributions equalled 313% of employees superannuable pay.



CONTACTS

Godalming Town Council
 Municipal Buildings
 Bridge Street
 Godalming
 Surrey GU7 1HT
 Tel: 01483 523575
 Fax: 01483 523077
 E-Mail: office@godalming-tc.gov.uk
 Web: www.godalming-tc.gov.uk

Town Clerk: Louise Goodfellow

Your Town Councillors (note that these details are correct from 5 May 2011)

BINSCOMBE WARD

Cllr S Bott, Acorns, The Fairway, Godalming, GU7 1PG	01483 420014
Cllr DM Hunter, 86 Furze Lane, Farncombe, Godalming, GU7 3NP	01483 421231
*Cllr L Wheatley, 1 Sol-Y-Vista, Frith Hill Road, Godalming, GU7 2EF	01483 423492
*Cllr A Wilson, 8 Dean Road, Godalming GU7 2PJ	01483 417607

CENTRAL & OCKFORD WARD

Cllr PJ Robinson, 39 Bargate Rise, Godalming, GU7 2LR	07515 891750
*Cllr JR Thomson, The Garden Flat, Rowberry House, 9 Shadyhanger, Godalming, GU7 2HR	01483 428266
*Cllr S Thornton, 26 Latimer Road, Godalming, GU7 1BW	01483 427739
Cllr JE Woodham, 5 Twycross Road, Godalming, GU7 2HH	01483 420310

CHARTERHOUSE WARD

⁰ Cllr S Cosser, 3 Hillside Way, Godalming, GU7 2HN	01483 414035
*Cllr RA Gordon-Smith, Hill Point, Mark Way, Godalming, GU7 2BA	01483 424483
Cllr JM Poulter, 27 Nightingale Road, Godalming, GU7 2HP	01483 417051
*Cllr SN Reynolds, Lynam House, 49 Peperharow Road, Godalming, GU7 2PL	01483 861287

FARNCOMBE & CATTESHALL WARD

Cllr AK Lister, 13 Woodmancourt, Mark Way, Godalming, GU7 2BT	01483 419574
Cllr JE Noyce, 19 Overbrook, Godalming, GU7 1LX	01483 429815
*Cllr R Welland, 19 Elm Road, Farncombe, Godalming, GU7 3SW	01483 527445
*Cllr N Williams, 26 Town End Street, Godalming, GU7 1BH	01483 239997

HOLLOWAY WARD

Cllr AM Bott, Acorns, The Fairway, Godalming, GU7 1PG	01483 420014
Cllr C Gordon-Smith, Hill Point, Mark Way, Godalming, GU7 2BA	01483 424483
⁰ Cllr PJ Martin, 18 Windy Wood, Godalming, GU7 1XX	01483 425644
*Cllr TE Martin, 17 South Hill, Godalming, GU7 1JT	01483 425335

*Waverley Members

⁰Surrey County Council Members