

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 23 FEBRUARY 2017**

\* Councillor Reynolds – Chairman  
\* Councillor A Bott – Vice Chairman

<p>* Councillor P Martin * Councillor Poulter * Councillor Wheatley * Councillor S Bott * Councillor Thornton * Councillor Williams * Councillor Bolton * Councillor Walden * Councillor Purkiss</p>	<p>* Councillor R Gordon-Smith * Councillor Cosser * Councillor T Martin * Councillor Noyce * Councillor Welland * Councillor Pinches 0 Councillor Gray * Councillor Young</p>
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\* Present                      # Absent & no apology received                      0 Apology                      L Late

532. MINUTES

The Minutes of the Extraordinary Policy & Management Committee meeting held on 2 February 2017, having been previously circulated, were signed by the Chairman as a true record.

533. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

534. 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.

535. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Reynolds declared a disclosable pecuniary interest in Agenda Item 16 due to the event being advertised in VantagePoint magazine and left the chamber while this item was debated. Councillor A Bott chaired the meeting for this item only.

Councillor A Bott declared a disclosable pecuniary interest in Agenda Item 19 due to being employed by SALC and left the chamber while this item was debated.

Councillor Cosser declared a non-pecuniary interest in Agenda Item 20 due to being a Surrey County Council appointed director in the organisation and stayed in the Chamber while that item was discussed.

536. COMMITTEE WORK PROGRAMME

Members noted the work programme.

537. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 13 January 2017	118,807.96
Receipts received since the 13 January 2017	74,882.98

Balance held in Current Account  
Balance at 23 February 2017 37,602.42

Balance held in the Business Deposit Account  
Balance at 23 February 2017 354,592.54

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. 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 Chairman should sign the schedule of accounts paid.

#### 538. BUDGET MONITORING

Members considered the final budget monitoring report of the current financial year and noted that the budget figures shown are the revised estimates agreed by Full Council on 19 January 2017. An underspend against the revised estimate of £8,270 is predicted for the end of the financial year. Members noted that the revised estimates absorbed a projected overspend of £12,111 and that the underspend projected here serves merely to reduce the contribution that will be required from the revenue reserve.

Cost Centre		Full Year Revised Estimate	Year to date Variance	Projected Variance @ year end
		£	£	£
101	Head Office Costs	-74,932	413 u/s	5,000 u/s
102	Civic Expenses	15,750	573 o/s	0
104	Town Promotion	0	503 o/s	0
105	Staycation	3,232	0	0
106	Festivals & Markets	-400	3,657 o/s	0
108	Christmas Lights	39,000	291 o/s	0
109	Fireworks	0	30 o/s	30 o/s
110	Community Navigator	0	0	0
111	Neighbourhood Plan	0	21 o/s	0
201	BWP Community Centre	5,298	3,309 u/s	3,000 u/s
202	Pepperpot	1,068	2,356 u/s	2,300 u/s
203	The Square	-4,281	0	0
204	Allotments	2,033	37 u/s	0
205	Wilfrid Noyce Community Centre	2,995	2,999 o/s	2,000 o/s
206	Bandstand	405	830 u/s	0
208	Land & Property Other	6,510	668 o/s	0
301	Wilfrid Noyce Refurb	3,322	11,680 o/s	0
	<b>TOTAL</b>	<b>0</b>	<b>13,477 o/s</b>	<b>8,270 u/s</b>

#### 539. AUTO ENROLMENT

Members noted that the Council has completed all requirements for Pension Auto Enrolment and that confirmation of the Council's compliance has been received from the Pensions Regulator.

540. LETTER FROM SURREY PENSIONS

Members noted the contents of a letter received from Surrey County Council's Pensions Fund & Treasury Manager. With effect from 1 April 2017 the Town Council's employer's contribution rate to the LGPS will be 17.2%. That is less than the current contribution rate of 19%. The saving to the Council's employee budget in 2017/18 will be £3,201.

541. ANNUAL REVIEW OF FINANCIAL REGULATIONS

Members agreed the proposed amendments to Financial Regulations and will recommend the amended Financial Regulations to Full Council for adoption.

Members noted that the Audit Committee will also be asked to consider the proposed amendments.

542. RECEIPTS TAKEN BY DEBIT OR CREDIT CARDS

Members considered a report from officers on the possibility of taking payments by debit or credit card. Members decided not to proceed with taking receipts by card at this time but to review the matter again at a later date.

543. ENGAGEMENT OF INTERNAL AUDITOR

Members agreed the appointment of Mulberry & Co as Internal Auditors for the financial year 2017/18 on the condition that a different person from his firm undertake the actual audit. Members requested that officers test the market for the 2018/19 financial year.

544. REPORT OF THE STAFFING SUB COMMITTEE – DRAFT APPRAISAL SCHEME

Members deferred this agenda item to the next meeting of Policy & Management to allow the Staffing Sub Committee to consider staff's responses to the draft appraisal scheme.

545. GODALMING WAR MEMORIAL

Members considered a report on the commemoration of the Godalming War Memorial wall for of those who fell during the First World War and 20<sup>th</sup> century campaigns.

Members approved the installation of commemorative plaques for those from the town who fell during the First World War and 20<sup>th</sup> century campaigns with the funds to be raised by public subscription. Members asked officers to pass on their warm thanks to the benefactor who has already expressed an interest to contribute to this initiative.

Members agreed to allocate £1,000 in the financial year 2017/18 from the New Initiatives Fund for professional and other fees.

546. STAYCATION "DOGALMING" DOG SHOW AND FETE 2017

Members received a report from the Projects Co-ordinator for a proposed area-based initiative to develop a community event for the Aarons Hill and Ockford Ridge area.

Members agreed to the relocation of the Staycation Fete to Aaron's Hill Recreation Ground and the introduction of the "Dogalming Parade". Members further agreed to the addition of £1,500 to the Staycation budget for the financial year 2017/18 and going forward; to be funded from the New Initiatives Fund in 2017/18 and built into the base budget in 2018/19.

547. GODALMING SPRING FESTIVAL

Members agreed the budget for Godalming Spring Festival to be held in Godalming town centre from 10.00 to 17.00 on Saturday 1 April 2017 and passed on their thanks to officers for their work on this Festival.

548. TREE RISK MANAGEMENT

Members received a report from the Facilities Manager relating to tree risk management.

Members agreed to adopt a formal documented tree management approach and formulate a programme based on the NTSG principles using zoning and inspections, which record inspection outcomes and actions.

549. WILFRID NOYCE REFURBISHMENT PROJECT – PHASE 2

Members considered a confidential tender report for award of contract for the building of phase two of the Wilfrid Noyce refurbishment project.

Members approved the removal of works relating to the building of a storage shed and associated enabling works in order build a high specification third hall.

Members agreed to award the contract for the construction of Phase 2 of the Wilfrid Noyce Centre project (subject to borrowing approval from DCLG) to the lowest tender bidder for a construction cost of £267,000 plus professional fees of £16,569 and a contingency of £18,000.

Members agreed that enabling works be conducted prior to the contracted works start date. Members further agreed that Drake & Kannemeyer LLP be appointed to conduct Post-Contract Services & CDM Principle Designers and JM Partnership be appointed as Building Regulation Inspectors.

In order to fund enabling works and on the grounds that a reserve was created for a purpose that no longer exists, Members agreed the virement of the earmarked reserve for The Square to the earmarked reserve for the Wilfrid Noyce Refurbishment Scheme.

550. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SALC

Members noted with thanks a report from Councillor Cosser on the SALC, an organisation on which Councillor Cosser represents the Town Council.

551. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING TOGETHER CIC

Members noted an oral report from Councillor A Bott on the Godalming Together Community Interest Company, an organisation on which Councillor Bott represents the Town Council.

Members agreed to review the role of Godalming Town Council in relation to this organisation at a later date.

552. COMMUNITY GOVERNANCE STUDY DAY

Members noted a report from the Finance Administrator and agreed to consider the implementation of the take backs identified in the report.

553. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 6 April 2017 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

554. ANNOUNCEMENTS

The Town Clerk was delighted to announce that Andy Jeffery, Deputy Town Clerk, has passed his Certificate in Local Council Administration (CiLCA).

THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. COMMERCIALY SENSITIVE MATTERS.

555. GODALMING MUSEUM

Members considered a confidential report from the Town Clerk and noted the likely timeframe for the matter to be resolved.