

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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4 January 2013

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 10 JANUARY 2013 at 7.15 pm, or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

Louise P Goodfellow
Town Clerk

Committee Members: Councillor T Martin – Chairman
Councillor Poulter – Vice Chairman

Councillor P Martin
Councillor Thomson
Councillor C Gordon-Smith
Councillor Reynolds
Councillor Woodham
Councillor S Bott
Councillor Noyce
Councillor Thornton
Councillor Williams

Councillor R Gordon-Smith
Councillor Cosser
Councillor Lister
Councillor Wilson
Councillor A Bott
Councillor Hunter
Councillor Robinson
Councillor Welland

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 29 November 2012, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

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

The Chairman to allow members of the public to ask the Council questions, or make a statement or present a petition. This forum to be conducted in accordance with Standing Order 80.

4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

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

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

5. COMMITTEE WORK PROGRAMME

The Town Clerk recommends that the Committee adopt an additional standing item for its agendas setting out the Committee's known work programme and progress against those items included on the programme.

Members are asked to agree to the inclusion of this item on all agendas for this Committee starting with effect from 21 February 2013.

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Town Clerk to report on the accounts paid since the last meeting.

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

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

7. FIFTY WAYS TO SAVE

Attached for the information of Members is a document: "50 ways to save: examples of sensible savings in local government. Practical tips and guidance for councils". This document was published by the Department for Communities and Local Government on 19 December 2012 as part of the Government's policy to ensure that Council Tax payers get good value for money. Members are advised to read the document and bear its recommendations in mind when considering the Town Council's budget.

8. REVISED ESTIMATES 2012/13 AND BUDGET 2013/14

The draft revised Estimates for 2012/13 and the Budget for 2013/14 (copy attached for the information of Members) have been prepared for discussion and includes the financial monitoring report for the first 6 months of the year. These estimates also include the budgets for Wilfrid Noyce Community Centre, Broadwater Park Community Centre and the Pepperpot.

The current year's Budget (2012/13) is projected to overspend by £625. This figure includes the agreed transfers of £41,294 from Earmarked Reserves including agreed transfers relating to the community centres.

Due to the recession bank interest rates remain low. Unfortunately, at the commencement of the year income for the Wilfrid Noyce Community Centre and the Pepperpot were on the low side, however, there is now evidence that bookings are growing and revenue for both is slowly increasing. This outcome has produced a slight improvement over projected estimates and is also reflected in the revised estimates. The Broadwater Park Community Centre continues to maintain its hirers and income. However, it must be noted that urgent work has had to be undertaken to the drains and paths (Min No. 13-12 refers) costing £5,987. In addition to this, necessary work to the Crinkle Crankle wall will need to be undertaken at the commencement of March/April 2013. (Min No 186-12 refers.) This necessary work is an additional pressure to the budget and despite using the total earmarked reserves held by Broadwater Park Community Centre to meet these costs there is an anticipated shortfall of £6,371, which will need to be met from general reserves.

The revised Estimates for 2012/13 and the draft Budget for 2013/14 have been prepared by evaluating the first 6 months' expenditure in the current year and taking Members' views and decisions into consideration, together with known factors where possible. The 2013/14

Budget has been calculated with the relevant inflation factors where they are known and 0% where unknown or on the best current information where an increase in costs seems likely. A particular pressure is the employer's superannuation contributions. Following the last actuarial review Surrey County Council (the pension authority) agreed that all admitted bodies should be phased into the higher contribution and pay transitional contributions over three years. This is the last of these stepped increases.

Currently, the prepared budget for 2013/14 reflects an increase to the precept for the financial year 2013/14 sufficient to balance the budget in cash terms. It must be noted that we currently do not know the Band D equivalent property figure and cannot calculate what that increase would represent against a Band D Council Tax bill. Despite the lower actual for 2011/12 the Facilities Management charge (use of our offices, the Council Chamber etc.) has been maintained at last year's budgeted rate as Waverley Borough Council officers have indicated that we should expect significant increases to this charge, and expect to take direct responsibility for our own telephone charges. However, there are still one or two changes that may need to be made to the 2013/14 budget figures, including national non-domestic rates, and the salary pay award both of which still need to be confirmed. These issues may have a further impact on the final level that the precept is set, it is proposed to revisit the budget again when more accurate information is available.

The Movement of Balances is also attached for the information of Members to show the impact on Reserves for both 2013/14 and 2014/15.

Members are asked to consider the attached draft budget.

9. INTERNAL AUDIT REVIEW, AUDIT WORKPLAN AND LETTER OF ENGAGEMENT

The interim Internal Audit, was conducted on 27 November 2012, by Mark Mulberry (copy attached for the information of Members). In addition to this, the Internal Audit Workplan for the year 2013/14 was submitted by the Internal Auditor for approval for the financial year 2013/14 (copy attached for the information of Members).

Members to receive and consider the Interim Audit report, Audit Workplan and agree that the Chairman sign the Letter of Engagement for the ensuing year.

10. GODALMING TOWN RUN

Sport Godalming wish to create a sporting legacy for the town from the very successful Godalming Jubilee Run held in June 2012. Sport Godalming wish to hold an annual Town Run, with the 2013 run planned for 19 May. Much positive feedback was generated by the 2012 run, along with a number of very useful lessons being learnt. As such it is hoped that the essential elements of the run through the town centre, Phillips Memorial Park, along with the scenic routing along the river and through Charterhouse grounds will remain. However, the 2013 route will require fewer road closures than 2012, therefore less disruption to non-participants.

As already provided for to the Godalming Round Table, Godalming & District Chamber of Commerce, Godalming Together Community Interest Company and Churches Together in Godalming & District for annual town events and other organisations such as Go Godalming for ad hoc events, Sport Godalming have requested that Godalming Town Council manage the road closure application, loan the required road closure signage and assist as necessary with the implementation of the road closure(s) to enable the run to be held.

Such town events greatly enhance community engagement for the residents of Godalming as a whole, as well as attracting visitors to the town. As such, officers RECOMMEND that Members agree to support the Godalming Town Run on the basis that Sport Godalming, in

common with other supported organisations, acknowledge the Town Council's support on Town Run publicity.

11. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING & DISTRICT CHAMBER OF COMMERCE

Members are asked to note a report from Councillor Poulter on the Godalming & District Chamber of Commerce (report to be tabled/attached for the information of Members) an organisation on which Councillor Poulter represents the Town Council.

12. APPLICATIONS FOR GRANT AID

	£
Information: 2012/2013 Grants Budget	60,000.00
Allocations this year to date	38,525.60 **
Balance available for allocation	21,474.40
Applications this meeting	42,155.00 *
Balance unallocated if applications agreed	-20,680.60

* Note that the Applications this meeting figure includes £30,000 from Waverley CAB which organisation has already received £26,250 in the current financial year. Without this application the Applications this meeting figure would be £12,155 and the Balance unallocated £9,319.40

** Allocations this year to date:

5 April 2012	Farncombe Youth Football Club	958.80
	Godalming District Scouts	700.00
	Godalming Museum Trust	4,600.00
	Rodborough School	300.00
	The Cellar Café	800.00
	Wey Valley Amateur Radio Group	500.00
	Godalming Round Table (Grant Aid in Kind)	100.00
	Godalming Together CIC (Grant Aid in Kind)	210.00
	The Godalming Trust (Grant Aid in Kind)	208.00
	Go Godalming Association (Grant Aid in Kind)	84.00
28 June 2012	Citizens Advice Waverley (Godalming Bureau)	26,250.00
	Godalming Band	500.00
	Godalming Olympic Torch Relay Community Games	750.00
18 October 2012	Churches Together in Godalming & District	600.00
	Sport Godalming	1,000.00
	The Godalming Trust	964.80
		38,525.60

Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members

Burys Scout & Guide Headquarters

£435 applied for to assist with the purchase of 25 replacement chairs. No previous applications.

Citizens Advice Waverley

£30,000 applied for to provide a locally available, independent, high quality advice service for Godalming residents. Previous applications: £26,250 already this year, £26,250 in 11/12, £2,000 in 10/11 and £25,455 in 09/10.

Godalming Together CIC

£720 is applied for to support the work of the Transport Sub Groups by means of a review and report on Godalming High Street looking at ways of decluttering the streetscene and improving safety. Previous applications £210 grant aid in kind for the use of the Pepperpot in 2012/13 and £210 grant aid in kind for the use of the Pepperpot in 2011/12.

Godalming Town Council – Ancestral Tourism Project

£5,000 is applied for towards an ancestral tourism project for Godalming

Godalming Town Football Club

£1,000 is applied for towards fencing for the club boundary. No previous applications.

Waverley Hoppa Community Transport - £5,000 is applied for to assist in providing an accessible door-to-door, non-emergency patient transport service for the residents of Godalming and the surrounding villages.

Previous Grants: £1,000 in 2004/5, £5,000 in 2008/9, £5,000 in 2009/10, £5,000 in 2010/11 and £5,000 in 2011/12.

13. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 21 February 2013 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

14. ANNOUNCEMENTS

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

THE COMMITTEE MAY WISH 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. STAFFING MATTERS.

15. REPORT OF THE STAFFING SUB-COMMITTEE

Members to receive a confidential oral report from the Chairman of the Staffing Sub-Committee following the meeting of Sub-Committee held on 13 December 2012.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.