

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 6 JANUARY 2011**

\* Councillor Cosser – Chairman  
\* Councillor T Martin – Vice Chairman

* Councillor PMA Rivers	0	Councillor P Martin
* Councillor R Gordon-Smith	*	Councillor PS Rivers
0 Councillor Poulter	*	Councillor Hubble
0 Councillor Foxall	*	Councillor Barnes
0 Councillor Connolly	*	Councillor C Gordon-Smith
* Councillor Lister	*	Councillor Peacock
* Councillor Pinches	*	Councillor Reynolds
0 Councillor Wheatley	*	Councillor Wilson
0 Councillor Woodham		

\* Present                      # Absent & no apology received                      0 Apology                      L Late

294. MINUTES

The Minutes of the meeting held on 25 November 2010, having been previously circulated, were signed by the Chairman as a true record.

295. 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 80.

296. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Councillor Hubble declared a personal interest in Agenda Item 7 on the grounds that he is Chairman of DisCASS, which organisation receives grant aid in kind to offset rental costs of premises at the Wilfrid Noyce Centre. Councillor Hubble remained in the Chamber when that agenda item was debated.

Councillor Pinches declared a personal interest in Agenda Item 7 on the grounds that he an employee of DisCASS, which organisation rents space in the Wilfrid Noyce Centre. Councillor Pinches remained in the Chamber when that agenda item was debated.

Councillor Wilson declared a personal interest in Agenda Item 12 (the grant application from Godalming Museum) on the grounds that he is a “friend” of Godalming Museum and Mrs Wilson is a volunteer worker there. Councillor Wilson remained in the Chamber when that agenda item was debated.

297. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 25 November 2010	55,219.00
Balance held in Business Deposit Account Balance at 31 December 2010	508,808.58
Balance held in the Current Account bank Balance at 31 December 2010	17,515.60

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 Chairman should sign the schedule of accounts paid.

298. MESSAGE FROM THE LEADER OF SURREY COUNTY COUNCIL

Members considered a message recently received from the leader of Surrey County Council and noted Dr Povey's request that this Council should take the "scale and pace" of Surrey's service changes into account when setting its precept for 2011/12.

299. REVISED ESTIMATES 2010/11 AND BUDGET 2011/12

Members considered draft revised Estimates for 2010/11 and the Budget for 2011/12 These estimates also included the budgets for Wilfrid Noyce Community Centre, Broadwater Park Community Centre and The Pepperpot.

Members agreed the revised estimates for 2010/11, and recommended the 2011/12 Budget to Full Council. Members specifically recommended that Full Council should set a precept of £442,027 for the financial year 2011/12.

Members requested that their thanks to the Responsible Finance Officer for her work on the budget be formally recorded.

300. GODALMING BANDSTAND

This item was deferred from the last meeting of the Committee.

Members agreed a draft hire agreement for the bandstand and agreed that use of the bandstand be charged at a flat rate hire fee of £5 an hour for the remainder of the current financial year in case there should be a request to hire the bandstand before 31 March 2011.

301. FEES & CHARGES FOR 2011/12

Members agreed that there should be no increase in fees and charges for the financial year 2011/12 and agreed the schedule of fees & charges (attached to the record minutes) noting that charges for the Godalming Bandstand are introduced for the first time.

302. INCREASE IN PETTY CASH IMPREST

Members noted that the Responsible Finance Officer has needed to reimburse, with increasing frequency, the petty cash held for sundry purchases made on behalf of the Town Council. Members therefore agreed to increase the current petty cash imprest of £100 (£50 held in the Town Council offices and £25 by each of the two Community Centre Managers) to £250.

Members further agreed the following amendment to paragraph 6.4 b) of the Town Council's financial regulations would be required (amended/added words in bold & italics)

- b) "The RFO shall maintain a petty cash float of a maximum of **£250** for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept."

303. LOCALISM BILL

Members noted the contents of a recent NALC Policy & Parliamentary Briefing on the Localism Bill and requested that the Town Clerk keep a watching brief on developments and inform the Committee of relevant information as and when necessary.

304. APPLICATIONS FOR GRANT AID

**Godalming Museum**

£4,600 was agreed to assist with the costs of providing a part-time Volunteer Co-ordinator post. Members noted that the grant applied for was towards funding the post in 2011/12 but that it would be paid from the 2010/11 grant budget bringing the total grant paid to Godalming Museum in 2010/11 to £8,600.

Members considered longer-term support for the Volunteer Co-ordinator post, but declined to make any provision beyond 2011/12.

305. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 17 February 2011 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

306. ANNOUNCEMENTS

There were no announcements.

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.

Note that although the two matters below were discussed in confidential session the resulting minutes need not be considered confidential.

307. THE GODALMING LEISURE CENTRE & BROADWATER PARK COMMUNITY CENTRE

Members considered a request from the Head of Community Services at Waverley Borough Council concerning the proposed new Godalming Leisure Centre and a suggestion that the leisure centre car park could be linked with the Broadwater Park Community Centre car park. Members agreed that it was their wish to facilitate the new Leisure Centre but that this could not prejudice the Town Council's ability to generate income from its own assets.

The Town Clerk was instructed to discuss the matter further with officers at Waverley Borough Council and to bring a further report back to this Committee at an appropriate time. The Town Clerk was authorised to take advice, as necessary, from the Council's solicitors – the cost of which to be charged to the professional fees budget.

308. STAYCATION

Members considered a confidential report from the Town Clerk.

Members agreed that the Staycation 2010 deficit of £1,280 should be funded from the grants budget.

Members further agreed to support the co-ordination of Staycation in 2011 and resolved to earmark a budget of £3,000 from the New Initiatives Fund in 2011/12 for this purpose. No

expenditure to be committed against that budget until a further report had been brought to this Committee for approval.