

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 28 NOVEMBER 2013**

* Councillor Wheatley – Chairman
0 Councillor Poulter – Vice Chairman

#	Councillor P Martin	*	Councillor R Gordon-Smith
0	Councillor Thomson	*	Councillor Cosser
*	Councillor C Gordon-Smith	*	Councillor Lister
0	Councillor Reynolds	*	Councillor Wilson
*	Councillor Woodham	*	Councillor A Bott
*	Councillor S Bott	*	Councillor Hunter
*	Councillor Noyce	*	Councillor Robinson
*	Councillor Thornton	0	Councillor Welland
*	Councillor Williams		

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

262. MINUTES

The Minutes of the meeting held on 17 October 2013, having been previously circulated, were signed by the Chairman as a true record.

263. 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.

264. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY 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.

265. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and heard oral updates on some of the items therein. Notably that work to install additional steps and a balustrade at The Pepperpot had been completed as had works to the Crinkle Crankle Wall at Broadwater Park Community Centre.

266. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the meeting held on 17 October 2013	31,781.42
Balance held in Current Account Balance at 31 October 2013	26,590.61
Balance held in the Business Deposit Account Balance at 31 October 2013	577,064.90

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.

267. REVIEW OF CODE OF CONDUCT – IT FACILITIES

This item was withdrawn from the agenda and will be considered at the Committee's next meeting.

268. INCREASE IN FIDELITY GUARANTEE INSURANCE

Members considered, as reported to Full Council on 21 November 2013, the recommendation arising from the External Auditors' report on the 2012/13 accounts that the Fidelity Guarantee Insurance should be reviewed to ensure that the Town Council's insurance was adequate for its reserves.

Members further considered the recommendation from the Audit Committee meeting held on 10 October 2013 that the Fidelity Guarantee Insurance limit should be increased from £650,000 to £800,000 as long as the additional premium was reasonable (Min No 202-13 refers).

Members noted that the Responsible Finance Officer had requested the insurers to raise the Fidelity Guarantee Insurance limit to £750,000 with immediate effect because no additional cost was incurred. Members endorsed the RFO's action and agreed that this level of insurance was adequate. Members declined to increase the limit by a further £50,000 at an additional premium of £110.

269. MONITORING REPORT

Members received the cost centre monitoring report for Godalming Town Council up to 30 September 2013 giving an indication of the Town Council's actual income and expenditure for the first six months of the year.

270. CONSIDERATION OF RECEIPTS TAKEN BY PHONE/VIRTUAL TERMINAL

Members considered a report from the Responsible Finance Officer.

Members agreed that, in principle, Godalming Town Council should offer its clients the opportunity to pay the Council using a credit or debit card.

The Audit Committee was asked to consider the detail of the different providers of the 'phone/virtual terminal service and to make a recommendation as to which provider should be used.

271. LETTER RECEIVED FROM HEAD OF FINANCE, WAVERLEY BOROUGH COUNCIL

Members noted the contents of a letter received from Mr Graeme Clark, Head of Finance at Waverley Borough Council, headed "2014/15 Budget and Council Tax".

The Town Clerk drew particular attention to Mr Clark's apparent linking of Council Tax Support Grant with Community Infrastructure Levy (CIL) and the suggestion that the latter income stream would in time replace the former. The Town Clerk indicated that she did not think such a link or substitution was appropriate because CIL is specifically intended for investment in community infrastructure while Council Tax Support Grant is intended to support day to day revenue budgets. The Town Clerk reported that she had made representations to officials at the Department for Communities and Local Government on this point.

272. FIRST DRAFT OF THE REVISED ESTIMATES 2013/14 AND BUDGET 2014/15

Members considered the draft revised estimates for 2013/14 and the draft budget for 2014/15 and noted that at the next meeting of this Committee, on 9 January 2014, the Committee would be asked to recommend a precept to the Full Council meeting to be held on 16 January 2014.

Members considered the draft figures, noted the RFO's report and took the opportunity to ask officers questions.

273. WILFRID NOYCE COMMUNITY CENTRE IMPROVEMENT PROJECT

Members agreed to expand the terms of reference of the Wilfrid Noyce Community Centre Working Group in order to allow that group to conduct a review of all Godalming Town Council property. This review would inform the working group of all options, which may be relevant before it makes recommendations to this committee.

274. FARNCOMBE INITIATIVE

Members received and considered a report from Councillor Cosser in his capacity as Surrey County Councillor. Members noted the progress of the Farncombe Initiative to date and agreed that:

- Godalming Town Council would make application to Surrey County Council's Local Committee for £7,000 of County Councillor Cosser's member allocation to fund the initiative;
- officers should make application to Godalming Town Council's own grants budget for a further £7,000 to fund the initiative;
- reasonable staffing resources would be made available to support the initiative;
- the costs of room hire and reasonable incidental expenses should be met from within the Town Council's budget; and
- the initiative should be placed on the Committee's work programme with the Committee receiving regular updates on the work of the initiative.

275. CHANGES TO TOWN COUNCIL TELEPHONES AND IT SUPPORT

Members considered a report from the Town Clerk and endorsed her actions set out therein. Members noted that the budgetary implications of those actions had been reflected in the draft budget considered earlier in the meeting (Minute 272-13 refers) but that it was unclear to what extent, if any, the facilities management charge from Waverley Borough Council would be reduced to reflect the withdrawal of telephones and IT support.

276. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SCC TREE WARDENS

Members noted with thanks a report from Councillor Lister on the SCC Tree Wardens activities an organisation on which Councillor Lister represents the Town Council.

277. ITEMS FOR THE INFORMATION OF MEMBERS

Members noted the content of correspondence received from Age UK Waverley and the Chairman of the Godalming Museum Trust.

278. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 9 January 2014 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

279. 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. THE POTENTIAL FOR LEGAL PROCEEDINGS

280. ALLOTMENT LAND AT GEORGE ROAD

Members considered a confidential report from the Town Clerk and agreed a number of actions the details of which are recorded in a separate confidential minute. That confidential minute will not be available for public inspection until the matters to which it refers have been concluded.