

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 31 MARCH 2011**

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

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

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

375. MINUTES

The Minutes of the meeting held on 17 February 2011, having been previously circulated, were signed by the Chairman as a true record.

376. 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.

377. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Councillor Barnes declared a personal & prejudicial interest in Agenda Item 15 (the grant application from Relate – West Surrey) on the grounds that her partner is a Relate couple counsellor and works at the Loseley Fields Children’s Centre. Councillor Barnes left the Chamber when that application was debated.

Councillor Lister declared a personal interest in Agenda Item 15 (the grant application from The Watts Gallery) on the grounds she is a volunteer at The Watts Gallery. Councillor Lister remained in the Chamber when that application was debated.

Councillor Wheatley declared a personal interest in Agenda Item 15 (the grant application from the Northbourne Action Group) on the grounds she was involved with the instigation of the project. Councillor Wheatley remained in the Chamber when that application was debated.

Councillor Wilson declared a personal interest in Agenda Item 15 (the grant application from the Northbourne Action Group) on the grounds he was involved with the instigation of the project. Councillor Wilson remained in the Chamber when that application was debated.

Councillor Wilson declared a personal interest in Agenda Item 15 (the grant application from Citizens Advice Waverley) on the grounds he is the Town Council observer on Citizens Advice Waverley. Councillor Wilson remained in the Chamber when that application was debated.

378. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

£

Godalming Town Council Accounts paid since the 17 February 2011	38,773.39
Balance held in Business Deposit Account Balance at 28 February 2011	369,331.34
Balance held in the Current Account bank Balance at 28 February 2011	13,333.32

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.

379. AUDIT SUB COMMITTEE REPORT

Members received the minutes of the Audit Sub Committee held on 17 March 2011.

380. REVIEW OF THE EFFECTIVENESS OF AUDIT ARRANGEMENTS

Members received the Audit Sub Committee's report of the review of the effectiveness of Council's audit arrangements over the past year and agreed the following, that:

- the scope of the internal audit had been discussed with the Internal Auditor in order to ensure that all the relevant risks were covered and that Members had received a copy of the agreed Internal Audit Plan on 25 November 2010 (Minute 264-10 refers).
- the Internal Auditor was sufficiently independent, objective and unbiased evidenced by the fact that Mulberry and Co is an external accountancy firm trading independently.
- the Internal Auditor has sufficient knowledge to be able to carry out the audit as demonstrated by the fact that Mark Mulberry (the Internal Auditor) is a Chartered Certified Accountant and Registered Auditor.
- the relevant responsibilities of Members, Clerk, RFO were clearly defined in the job descriptions for the Clerk and the RFO and the terms of reference of the Audit Sub Committee.
- The committee was aware of a timetable of when the internal and external audits would take place and when the reports from these would be expected. The next Internal Audit is to be conducted on 25 May 2011, and External Audit to be sent off by 8 July 2011. The next Audit Sub Committee meets to discuss the outcome of the Internal Audit on 16 June 2011 prior to it being sent to the External Auditor.

Members also received the Audit Sub-Committee's summary of the work it had undertaken this year.

381. GODALMING TOWN COUNCIL FINANCIAL REGULATIONS UPDATE

Members reviewed the Town Council's Financial Regulations. Standing Order 76 specifically requires that the Committee decide the limits set out at paragraph 12.1(h) of the Financial Regulations. No amendments to paragraph 12.1(h) were proposed and therefore Members agreed the existing limits.

Members agreed to recommend that Full Council adopt the Financial Regulations for the financial year 2011/12 (full copy of Financial Regulations attached to the record minutes).

382. ANNUAL REPORT

Members considered a draft of the Council's Annual Report for the year 2010/11 in preparation for publication at the Annual Town Meeting on Thursday, 14 April 2011.

Members agreed to forward any comments and/or suggestions to the Town Clerk and delegated authority to the Town Clerk to finalise the Annual Report in consultation with the Mayor and all Committee Chairmen.

383. TOWN CENTRE LICENSE

Members agreed that the Town Clerk should, on the Town Council's behalf, apply for a public entertainment licence for Godalming Town Centre (covering up to 10 occasions in a year, none of which would be a Sunday, from 9am to 6pm with one occasion being 9am to 8pm), and that this application should be made in early May.

384. PROPOSAL TO CREATE A TOWN CENTRE COMMUNITY BUILDINGS MANAGER

Members agreed to create a single point of contact to manage and supervise the bookings of Godalming Town Centre Community Halls, Rooms and Bandstand by expanding the role of the Wilfrid Noyce Centre (WNC) Manager to incorporate the administrative functions of the booking process for the Old Town Hall (Pepperpot) and the Bandstand. The expanded role to be funded from additional income generated and therefore to be for one year only in the first instance. The arrangement to be reviewed after nine months.

385. ADMINISTRATIVE DETAILS AROUND THE LETTING OF THE PEPPERPOT

Members considered a report from the Town Clerk and confirmed that hirers of The Pepperpot should not be permitted to affix banners to the building, nor should they be permitted to serve alcohol.

Members also confirmed that there should be no free use of The Pepperpot; community organisations wishing to use The Pepperpot without paying should be asked to make an application to this Committee for grant aid in kind.

386. TENDERING FOR CLEANING CONTRACTS IN COMMUNITY BUILDINGS

Members agreed that a tender exercise should be undertaken for the placement of cleaning service contracts at the Wilfrid Noyce Community Centre, Broadwater Park Community Centre and the Old Town Hall (Pepperpot).

387. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERLEY CYCLE FORUM

Members noted a report from Councillor Barnes on the Waverley Cycle Forum an organisation on which Councillor Barnes represents the Town Council

388. APPLICATIONS FOR GRANT AID

**The Cellar Café**

£800 was granted towards the annual subsidised holiday for regular Cellar customers to Weston-super-Mare.

**Citizens' Advice Waverley (Godalming outlet)**

£26,040 was granted towards the running costs of the CAB.

**Godalming Round Table**

£100 Grant Aid in Kind was granted in the form of ten hours free use of the Wilfrid Noyce Centre on Saturday, 4 June 2011 in order to facilitate the Town Show.

**Godalming Together Community Interest Company**

£210 Grant Aid in Kind was granted in the form of free use of The Pepperpot for fifteen two-hour meetings a year.

**Northbourne Action Group**

£3,500 was granted towards the costs of setting up a Woodland Trail/Community Space in woodland adjacent to Northbourne.

**Our Community Street Team**

£5,000 was granted towards the costs of setting up a Farncombe Community Centre

**Relate West Surrey**

£1,000 was granted towards the cost of providing free counselling for young people aged 10-18 at Loseley Fields Children's Centre.

**Vitalise**

£372 was granted as a 10% contribution towards the cost of providing ten respite care breaks to people from Godalming.

**The Watts Gallery**

A grant application for £24,000 for over three years (ie. £8,000 a year) to assist with the costs of employing a Visitor Services Manager and towards the costs of training and managing volunteers was declined.

389. **ACCESS FOR PATIENTS TO THE GENERAL PRACTICE AT THE MILL, CATTESHALL LANE, GODALMING**

Members considered a letter from the Chairman of the RSCH Group of Surrey LINK asking for this Council's assistance in getting patients to the Catteshall Mill practice. Members agreed that the Town Clerk should reply outlining the steps that the Town Council has already taken to lobby for better transport for patients.

390. **DATE OF NEXT MEETING**

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 26 May 2011 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

391. **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 & STAFFING MATTERS.

392. THE GODALMING LEISURE CENTRE & BROADWATER PARK COMMUNITY CENTRE

Members considered a confidential report from the Town Clerk outlining Waverley Borough Council's proposal for the sharing of the Broadwater Park Community Centre car park in order to provide more car parking for the new Godalming Leisure Centre. Members agreed Waverley's proposal in principle and consented that Waverley may introduce that agreement into the planning process for the new Godalming Leisure Centre.

393. CILCA & SLCC

Members considered a confidential oral report from the Town Clerk and agreed that the Council would fund an annual subscription to the Society of Local Council Clerks for the Facilities & Cemeteries Manager/Deputy Town Clerk.