

# GODALMING TOWN COUNCIL

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Municipal Buildings  
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18 April 2014

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, 24 APRIL 2014 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 Wheatley – 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 13 March 2014, 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, make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

### 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.

### 5. COMMITTEE WORK PROGRAMME

The Committee's work programme is attached for the information of Members.

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

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. FARNCOMBE INITIATIVE

Members to consider a report from Councillor Cosser (report to be tabled or given orally at the meeting).

8. PRAYERS AT FULL COUNCIL MEETINGS

Members to consider a report from the Town Clerk (report attached for the information of Members) and decide upon the following:

- Should Godalming Town Council resume the practice of saying prayers immediately preceding all meetings of Full Council?

If the answer to the above question is yes then a recommendation to that effect must be made to Full Council (of these matters the first but not the second would need to go forward to Full Council):

- What steps would Members wish to take to protect the dignity of Councillors (and members of the public) who do not wish to participate in prayers? and
- How should the clergy invited to say prayers be identified?

9. UPGRADING OF FIRE DETECTION SYSTEM – BROADWATER PARK COMMUNITY CENTRE

Members are asked to note that in order to upgrade Broadwater Park Community Centre fire detection system to comply with British Standard (BS) 5839 2013 part 1, additional detectors and an upgraded detection panel need to be installed. The cost of the work to comply with the required standard, using the current contractor is £1,300.87.

Members are asked to note that Financial Regulation 12.1 (a)(iii) permits the requirement for competitive quotes to be waived “for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant”. Members are asked to agree to this work being undertaken by the current contractor without a competitive quote on the basis that to use an alternative contractor would require the replacement of the entire fire detection system as opposed to a limited upgrade. Thus FR 12.1 (a)(iii) applies.

The cost of this work would be met from within earmarked reserves.

10. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE DISTRICT SCOUT COUNCIL

Members are asked to note a report from Councillor Wheatley on the District Scout Council (report attached for the information of Members) an organisation on which Councillor Wheatley represents the Town Council.

## 11. APPLICATIONS FOR GRANT AID

|              |  | £         |   |
|--------------|--|-----------|---|
| Information: | 2014/2015 Grants Budget                    | 55,000.00 |   |
|              | Allocations this year to date              | 0.00      | * |
|              | Balance available for allocation           | 55,000.00 |   |
|              | Applications this meeting – cash           | 41,845.00 |   |
|              | – grant aid in kind                        | 1,392.50  |   |
|              | Balance unallocated if applications agreed | 11,762.50 |   |

Members to consider the following applications for grant aid (in the form of money) – the summary of the application is given below – the detailed applications are attached for the information of Members.

### **Citizens Advice Waverley**

£30,000 is applied for to provide a locally available, independent, high quality advice service for Godalming residents. Previous grants: £23,744 in 2007/08, £24,456 in 2008/09, £25,455 in 2009/10, £28,040 in 2010/11, £26,250 in 2011/12, 2012/13 and 2013/14.

### **The Friends of Broadwater School**

£545 is applied for as a contribution towards the provision of additional and replacement equipment for the expanding Duke of Edinburgh's Award programme run at the school. No previous grants.

### **Godalming Museum Trust**

£5,000 is applied for to assist with the costs of providing a Volunteer Co-ordinator for 12 hours a week. Previous grants: £4,000 pa from 2004-2009, £4,600 in 2010/11, £950 in 2011/12, £4,600 in 2012/13 and £4,600 in 2013/14.

### **Godalming World War I Commemorations Working Group**

£5,000 applied for to cover the cost of providing commemorative events for the town of Godalming. No previous grants.

### **St Peter & St Paul Scout Group**

£1,300 applied for to assist with costs for a project to replace traditional timber weatherboarding on a section of the scout hut. Previous grants: £300 in 2003/04, £250 in 2006/07 and £300 in 2008/09.

Members further to consider the following requests for grant aid in kind in the form of free use of the Town Council's premises or a reduction in rent.

This item is in two parts – one specific application for grant aid in kind has been received and that application is attached for the information of Members, a second request has been received by letter and that correspondence (together with accounts obtained from the Finance Conduct Authority) is also attached for the information of Members. Members are then asked to consider whether to renew Grant aid in kind for six further organisations that are regular users of the Town Council's premises.

### **Part One**

#### **Friends of Broadwater Park**

£93 is applied for as grant aid in kind in the form of nine hours use of the small hall and three hours use of the large hall at the Broadwater Park Community Centre to facilitate meetings of the Friends of Broadwater Park.

#### **Farncombe & District Working Men's Allotment Association**

£451.50 is requested as a 30% reduction in the annual rent payable by the allotment association for 2014/15. This is to mitigate the negative effects of flooding of the Catteshall

Lane and Meadow Allotments (see attached correspondence). The Town Clerk recommends that if Members are minded to grant this request that Members also consider a grant condition requiring the allotment association to pass the benefit of the rent reduction on the allotment holders at Catteshall Lane and Meadow in the form of reduced charges to them.

## **Part Two**

The following sums were granted last year as Grant aid in kind for organisations using the Town Council's premises. Members are invited to consider whether they are prepared to grant these organisations Grant aid in kind for the current year on the same basis as last year without the individual organisations completing a further application form – or whether the Town Clerk should invite all these organisations to complete application forms.

### **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, Saturday 2 June 2012 and Saturday 1 June 2013 in order to facilitate the Town Show. It is suggested that £110 is granted in respect of ten hours free use of the Wilfrid Noyce Centre on Saturday, 7 June 2014.

### **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 in 2011/12, 2012/13, and 2013/14. It is suggested that the same sum is granted for 2014/15 for a further fifteen two-hour meetings.

### **The Godalming Trust**

Free use of the Pepperpot Undercroft and Upper Room over the weekends of 10 & 11 September 2011, 8 & 9 September 2012 and 7 & 8 September 2013 (Heritage Open Days) was awarded - a total of 16 hours at a total value of £208. It is suggested that the same sum is granted for the weekend of 13 & 14 September 2014

### **GO Godalming Association**

Free use of the Pepperpot Upper Room for the association's quarterly committee meetings was awarded – a total of 12 hours a year at a total value of £84 a year in 2011/12, 2012/13 and 2013/14. It is suggested that £84 be granted for 2014/15 covering the quarterly meetings for that year.

### **St John's Spring Fair**

Ten hours free use of the Wilfrid Noyce Centre was granted for Saturday, 4 May 2013 in order to facilitate St John's Farncombe's customary Spring Fair on the Bury's Field. It is suggested that £110 Grant aid in kind is granted for Saturday, 3 May 2014.

### **Godalming & District Community First Responders**

Grant aid in kind of £126 ie. an exemption from fees for the use of meeting rooms – 6 times per year for 3 hours each session, was granted in 2013/14 for regular training and meeting sessions. It is suggested that £126 Grant aid in kind is granted for 2014/15.

## 12. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 15 May 2014 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

## 13. 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. COMMERCIAL MATTERS.

14. WILFRID NOYCE COMMUNITY CENTRE IMPROVEMENT PROJECT

Members to consider a confidential report from the Wilfrid Noyce Community Centre Working Group. The full report has been distributed separately to Members but the summary of the group's recommendations is attached to this agenda as a confidential annex for the information of Members.

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2014/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

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