

# GODALMING TOWN COUNCIL

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

19 April 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, 25 APRIL 2013 at 7.00 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 14 March 2013, 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 Committee's work programme is attached for the information of Members. Where items are listed on the programme the detail of those items (i.e. the work itself) may only be discussed if it is included elsewhere on this agenda, but all those items due for action at this meeting are included on this agenda.

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Responsible Finance Officer 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. REVIEW OF BANKING PROVISION

Members to consider a report from the Responsible Finance Officer. Report attached for the information of Members.

8. WILFRID NOYCE COMMUNITY CENTRE USE BY WEY VALLEY ARTISTS

Members to consider a report from the Facilities Manager. Report attached for the information of Members.

9. RESPONSE TO CONSULTATION ON WAVERLEY BOROUGH COUNCIL'S AMENDED STATEMENT OF LICENSING POLICY

Members to consider a draft response to consultation – response to be tabled at the meeting.

10. TOWN COUNCIL REPRESENTATION ON THE DISTRICT SCOUT COUNCIL

The Town Clerk has been asked if Godalming Town Council would consider providing a representative to the Godalming District Scout Council. Should Members be minded to agree this request then the organisation will be placed upon the schedule of External Bodies and representatives to be agreed by Annual Council on 9 May 2013.

Members are asked to AGREE to provide a representative to the Godalming District Scout Council.

11. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GODALMING MUSEUM TRUST

Members are asked to note a report from Councillor C Gordon-Smith on the Godalming Museum Trust (report to be tabled) an organisation on which Councillor C Gordon-Smith represents the Town Council.

## 12. APPLICATIONS FOR GRANT AID

	£
Information: 2013/2014 Grants Budget	55,000.00
Allocations this year to date	0.00 *
Balance available for allocation	55,000.00
Applications this meeting (Cash Grants)	36,000.00
Applications this meeting (Grant Aid in Kind)	854.00
Balance unallocated if applications agreed	18,146.00

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.

### **Citizens Advice Waverley**

Deferred from Policy & Management meeting held on the 10 January 2013. £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 and £26,250 in 2012/13.

### **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.

### **Sport Godalming**

£1,000 is applied for to assist with general operating costs of the charity. Previous grants: £500 in 2002/03, £500 in 2004/05, £500 in 2006/07, £1,500 in 2007/08, £500 in 2008/09, £500 in 2009/10, £500 in 2010/11, £500 in 2011/12 and £1,000 in 2012/13

## 13. GRANT AID IN KIND

This item is in three parts – one specific application for Grant Aid in Kind has been received and that application is attached for the information of Members. Members are then asked to consider whether to renew Grant Aid in Kind for four further organisations that are regular users of the Town Council's premises. And, finally Members are asked to consider two further requests for Grant Aid in Kind made by the Town Clerk on behalf of the organisations concerned.

### **Part One**

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

Grant Aid in Kind applied for in the sum of £126 ie an exemption from fees for the use of the Pepperpot – 6 times per year for 3 hours each session, for regular training and meeting sessions. Previous applications: £800 in 2008/09.

### **Part Two**

The following sums were granted last year and the previous 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, and on 2 June 2012 in order to facilitate the Town Show. It is suggested that the same sum is granted in respect of ten hours free use of the Wilfrid Noyce Centre on Saturday, 1 June 2013.

### **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 and 2012/12. It is suggested that the same sum is granted for 2012/13 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 and 8 & 9 September 2012 (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 7 & 8 September 2013.

### **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 and 2012/13. It is suggested that £84 be granted for 2013/14 covering the quarterly meetings for that year.

### **Part Three**

The Town Clerk identifies two occasions where Grant Aid in Kind is required to regularise the position as regards organisations' free use of the Town Council's premises.

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

Ten hours free use of the Wilfrid Noyce Centre on Saturday, 4 May 2013 is required in order to facilitate St John's Farncombe's customary Spring Fair on the Burys Field. This arrangement would mirror that for the Roundtable's Town Show. It is suggested that £100 Grant Aid in Kind is granted.

### **Meath Epilepsy Trust**

Six hours free use of the Pepperpot Undercroft is required for a sale on Friday 3 May 2013. It is suggested that £36 Grant Aid in Kind is granted.

#### 14. DATE OF NEXT MEETING

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

#### 15. 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. COMMERCIALY SENSITIVE MATTERS.

#### 16. WILFRID NOYCE COMMUNITY CENTRE – USE OF OFFICE ACCOMMODATION BY TRINITY TRUST TEAM

Members to consider a confidential report from the Town Clerk, report attached for the information of Members.

#### 17. THE SQUARE

Members to consider a confidential report from the Town Clerk, report attached 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 2013/1464 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.