

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 15 OCTOBER 2015**

* Councillor Reynolds – Chairman
* Councillor Thornton – Vice Chairman

0	Councillor P Martin	*	Councillor R Gordon-Smith
*	Councillor Poulter	*	Councillor Cosser
*	Councillor Wheatley	*	Councillor T Martin
0	Councillor Woodham	*	Councillor S Bott
*	Councillor Hunter	*	Councillor Noyce
*	Councillor Welland	0	Councillor Williams
*	Councillor Pinches	*	Councillor Bolton
*	Councillor Gray	*	Councillor Walden
*	Councillor Young		

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

239. MINUTES

The Minutes of the meeting held on 3 September 2015, having been previously circulated, were signed by the Chairman as a true record.

240. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

241. 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.

242. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Reynolds declared a non-pecuniary interest in Agenda Item 14 (the grant application from the Godalming Trust) on the grounds he is a member of the Godalming Trust. Councillor Reynolds remained in the Chamber and in the Chair when that agenda item was debated.

Councillor Gordon-Smith declared a non-pecuniary interest in Agenda Item 14 (the grant application from the Godalming Trust) on the grounds he is a member of the Godalming Trust. Councillor Gordon-Smith remained in the Chamber when that agenda item was debated.

Councillor T Martin declared a non-pecuniary interest in Agenda Items 13 & 14 (including the grant application from Sport Godalming) on the grounds he is Waverley Borough Council representative on Sport Godalming. Councillor Martin remained in the Chamber when that agenda item was debated.

Councillor Noyce declared a non-pecuniary interest in Agenda Item 11 on the grounds she belongs to the Noyce family. Councillor Noyce remained in the Chamber when that agenda item was debated.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 14 (both the grant application from Churches Together in Godalming and the grant application from Sport Godalming) on the grounds he knows each of the applicants. Councillor Bolton remained in the Chamber when that agenda item was debated.

243. COMMITTEE WORK PROGRAMME

Members considered the Committee's work programme and noted progress on the items listed.

244. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 4 September 2015	259,562.08
Receipts received since 4 September 2015	326,574.94
Balance held in Current Account	
Balance at 15 October 2015	55,887.27
Balance held in the Business Deposit Account	
Balance at 15 October 2015	681,531.70

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.

245. BUDGET MONITORING

Members considered a budget monitoring report for month six of the current financial year 2015/16 (the year to 30 September 2015). A separate budget monitoring statement for the capital project at the Wilfrid Noyce Centre was also considered.

Members noted that the month six report showed a total variance to date against budget of £6,187 underspent. Members noted too that the most prudent projection indicates a projected net underspend for the current year of £1,800 – the Town Clerk anticipates that the net underspend will eventually be greater but that there are still too many unknowns to project that greater figure.

Members further noted the overspend against The Square – being the cost of legal fees. Members authorised virement of £825 from the Head Office budget for professional fees (101 4313) to create a budget of £825 for legal fees at The Square (203 4311).

246. REVISION TO STANDING ORDERS

Members considered a proposed amendment to Standing Order 131 and the insertion of new Standing Orders 132–135 inclusive. The proposed revisions were agreed and recommended to Full Council for adoption.

247. REMEMBRANCE SUNDAY

Members received an oral report from the Town Clerk about Remembrance Sunday (8 November 2015) and a briefing about their role. Members noted that the road closures required for the event would no longer be supported by Surrey Police and that additional expenditure of £500 would be required to hire radios and barriers for the event and purchase additional warning signs.

248. FARNCOMBE INITIATIVE – PROGRESS REPORT

Members received a progress report from Councillor Cosser and the updated budget position annexed to that report.

249. WILFRID NOYCE CENTRE – BRANDING AND MARKETING

Members considered a report from the Facilities Manager and considered the naming of the centre and its two halls:

It was agreed that

- the name Wilfrid Noyce Centre be retained; and
- the names to be used for marketing purposes for the Main Hall and Small Hall should be Wyatt Hall and Oglethorpe Room respectively.

250. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – ROLE OF AND GUIDANCE TO THE REPRESENTATIVES

Members recalled that in 23 July 2015 this Committee agreed guidance on the role of the Council's representatives on external bodies (Minute 142-15 refers). At that time Members deferred any decision about what action, if appropriate, might be taken if a Councillor breached the agreed guidance.

Members agreed the following as appropriate action in the event of a breach of the guidance:

In the event of an alleged breach of the guidance the Chairman of Policy & Management Committee will take up the matter with the Councillor concerned and if necessary will ask that Councillor to relinquish the role as the Council's representative and join the external body as an ordinary member. Where appropriate, a nomination will be sought for a replacement representative on that body for appointment by the Council. The Chairman of Policy & Management Committee will advise the Town Clerk as appropriate so that she can bring the matter forward to the next meeting of the Council.

251. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SPORT GODALMING

Members noted with thanks a report from Councillor P Martin on Sport Godalming an organisation on which Councillor Martin represents the Town Council.

252. APPLICATIONS FOR GRANT AID

Members considered the following applications for grant aid – and decided upon them as shown.

Churches Together in Godalming & District

£600 was granted to help fund entertainment, refreshments and publicity including a PA system for Christmas Together in Godalming.

The Godalming Trust

£1,000 was granted to assist with the costs of printing and distributing of the heritage open day programme (programme tabled at this meeting for Members' information).

Sport Godalming

£1,000 was granted to assist with funding for the charity's general fund and operating costs for the charity.

253. DATE OF NEXT MEETING

It was agreed that the meeting of the Policy & Management Committee scheduled to be held on Thursday, 26 November 2015 should be cancelled in order to allow a longer meeting of the preceding Planning & Environment Committee. Therefore the next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 17 December 2015 at 7.30pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

254. 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 CONFIDENTIAL MATTERS & MATTERS THAT MIGHT RESULT IN LITIGATION.

Although the following matters were considered in confidential session the resulting minutes need not be considered confidential.

255. WILFRID NOYCE REFURBISHMENT PROJECT – PROGRESS REPORT AS OF 8 OCTOBER 2015

Members considered a confidential report from the Facilities Manager. Members noted that anticipated completion of the refurbishment of the Wilfrid Noyce Centre is delayed.

Members agreed that the first five items listed as “desirable items” should be funded. Members further agreed the following transfers to fund the project shortfall:

- Consolidation of the following Earmarked Reserves into the Wilfrid Noyce Refurbishment Reserve (367)

	£
365 (VAT Transitional Relief etc)	8,558
329 (Wilfrid Noyce Maintenance Fund)	2,000
310 (From General Reserves 2014/15 u/s)	7,002

- Transfer of an additional £30,000 from the General Reserve to the Wilfrid Noyce Refurbishment Reserve (Members noted that this brings the General Reserve to below 50% of precept (i.e. to 43.8% of precept) and the budget strategy for 2016/17 and beyond will need to address how to bring this reserve back up to 50% of precept over the next three years).
- Transfer of £8,000 from the GTC Office Maintenance Fund (330) to the Wilfrid Noyce Refurbishment Reserve
- Transfer of £2,000 from the IT reserve (333)
- Transfer of £4,000 from the Staycation Reserve (336)

Members also agreed to consolidate the following Earmarked Reserves into one reserve called “Land & Property Maintenance”

	£
324 Allotments Reserve	2,635
325 Crinkle Crankle Wall Fund	2,000
326 BWP Maintenance Fund	2,699
327 BWP Tree Reserve	1,000

328 Pepperpot Maintenance Fund	6,049
330 GTC Office Maintenance Fund	1,200
331 Other Land & Property	1,000
Total	16,583

256. THE SQUARE

Members considered a confidential oral report from the Town Clerk and noted the contents of all recent correspondence.