

# GODALMING TOWN COUNCIL

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Municipal Buildings  
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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, 11 September 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 Reynolds – Chairman  
Councillor A Bott – Vice Chairman

Councillor P Martin  
Councillor Poulter  
Councillor Cosser  
Councillor T Martin  
Councillor Lister  
Councillor S Bott  
Councillor Noyce  
Councillor Thornton  
Councillor Williams

Councillor R Gordon-Smith  
Councillor Thomson  
Councillor Wheatley  
Councillor C Gordon-Smith  
Councillor Woodham  
Councillor Hunter  
Councillor Robinson  
Councillor Welland

## AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 31 July 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. BORROWING APPROVAL FOR WILFRID NOYCE COMMUNITY CENTRE IMPROVEMENTS

Members to note that the borrowing approval from the Department for Communities and Local Government in respect of an amount not exceeding £742,500 for the Wilfrid Noyce Community Centre improvements is attached for Members' information. Design meetings have been held with the surveyors and planning consultants, once produced the project plans will be brought to this committee for approval prior to a planning submission being made. Because of budget decisions already taken, it is not yet necessary to make use of this borrowing approval. It is envisaged that if the project schedule is maintained then authority for the RFO to arrange the required loan will be sought at Full Council in March 2015 with the borrowing to be in place by May 2015.

8. OPTING COMMUNITY CENTRES INTO TAXATION

Members will wish to note that following the decision of Full Council to apply to opt Broadwater and Wilfrid Noyce Community Centres into tax, HMRC have now approved both community centres into tax. Therefore VAT is now chargeable on all lettings of these centres. A consequence of this is that free charitable use of the centre cannot now be allowed as this would compromise the Capital Goods Scheme. As such any previously provided free charitable use will now have to be invoiced at the appropriate rate, this would include the Mayors quiz and Remembrance Day. Officers recommend that these two annual events become grant aided events thus allowing appropriate invoicing and transfer of funds to be made. Additionally Members may wish to authorise grant aid funding, on a delegated authority basis, to be used to meet the hire cost of a centre for GTC supported public meetings.

9. TREE WORK AT PEPPERHAROW ROAD ALLOTMENTS

Following the collapse of a large oak tree at Peperharow Road allotments (which fell into the woodland behind the allotments) concerns have been expressed by residents of a neighbouring property on the conditions of other large trees on this site. Responding to these concerns the facilities manager conducted a site visit with the tree surgeon of the Town Council's grounds maintenance contractor. A full survey of the site was conducted resulting in the following recommendations:

1. Clear self-set and unwanted vegetation on the western fenceline and chip up in situ. This work is required to provide a working area to be able to sectionally fell the tree detailed in 2 below, additionally it will also reduce future expenditure on tree maintenance works by removing self-set sycamores.
2. Sectionally fell one heavily leaning Oak tree, chipping brush wood on site and stacking ringed timber in the area cleared at 1 above. This tree is leaning heavily towards a neighbouring property, is showing signs of ground heave and is considered to be in danger of collapse.

3. Reduce the crown by 30% to a suitable growth point and clear deadwood on six oak trees and cutting down as low as possible one intrusive hazel. Chipping brushwood and stacking cord wood in the cleared area.
4. Monitor the condition of T3 which has a major rot in the trunk but is not presenting signs of fungi or other visible defects
5. Monitor T5 & T6 which have a partial lean on the whole trunk, although not presenting any ground heave or other visible defects.

One of the major costs of this type of tree work is the removal of the timber from site especially when, as in this instance, vehicular access is not possible. Therefore, if this work is approved, the felled timber will be logged and stored on site. Arrangements may be able to be made for residents to collect oak logs for wood burners etc.

As the work to be executed is an extension of an existing contract financial regulation 12.1(a) (iv) applies. The additional cost of £4,125 to be funded from the allotment reserve.

Officers RECOMMEND that Members approve these tree works on safety grounds and to reduce the risk of potential higher costs in the future.

11. BOILER REPLACEMENT – BROADWATER PARK COMMUNITY CENTRE

As members are aware, the central heater and hot water boiler at Broadwater Park Community Centre has recently failed (after 23 years of service) and is beyond economical repair. The work required is for the installation of a replacement boiler only, as the central heating system and hot water control systems were upgraded in 2012. The Facilities Manager is seeking quotes in accordance with Financial Regulation 12.1(h)(a) and requests authorisation to accept the lowest quote received for a boiler replacement (on a like for like basis) and system re-commissioning. The likely cost of this work will be in excess of the current Broadwater Park maintenance budget and may have to be met from reserves.

12. PRESENTATION OF GTC BUDGET

Members to consider a report from the Town Clerk (report attached for the information of Members).

13. STAYCATION ACTIVITIES REPORT

Members are asked to note a report from the Projects Co-ordinator on feedback received for Staycation 2014 (report attached for the information of Members)

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

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

15. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING MAYEN ASSOCIATION

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

16. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 23 October 2014 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

17. 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. STAFFING MATTERS AND COMMERCIALLY CONFIDENTIAL MATTERS.

18. STAFFING MATTERS

Members to receive an oral report from the Chairman of the Staffing Sub-Committee.

19. THE SQUARE

Members to receive an oral report from the Deputy Town Clerk (correspondence attached as a confidential annexe 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.