

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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28 August 2015

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, 3 SEPTEMBER 2015 at 7.30 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 Thornton – Vice Chairman

Councillor P Martin
Councillor Poulter
Councillor Wheatley
Councillor Woodham
Councillor Hunter
Councillor Welland
Councillor Pinches
Councillor Gray
Councillor Young

Councillor Gordon-Smith
Councillor Cosser
Councillor T Martin
Councillor S Bott
Councillor Noyce
Councillor Williams
Councillor Bolton
Councillor Walden

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 23 July 2015, 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.

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Finance Administrator 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. BUDGET MONITORING

Members to consider two budget monitoring reports for the current financial year 2015/16 – that for month four (to the end of July 2015) which is attached for the information of Members and that for month five (to the end of August 2015) which will be tabled at the meeting. A budget monitoring statement for the capital project at the Wilfrid Noyce Centre will also be tabled at the meeting.

Members to note that the month four report shows a total variance to date against budget of £13,109 overspent. The significant thing that contributes towards this current overspend is the additional revenue costs associated with the Wilfrid Noyce Centre Refurbishment Project – i.e. the costs of clearing all contents from the centre and the costs of providing alternative accommodation for the centre's users while the Wilfrid Noyce Centre is out of use. However, over the course of the rest of the financial year this overspend will be contained within projected underspends elsewhere.

The table below shows the current projection to the year end for each cost centre (note that there is a £2 rounding error between the total year to date variance figure on the monitoring report and the same total below). This table represents the most prudent position and indicates a projected net underspend for the current year of £3,800 – 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.

Cost Centre		Year to date	Projected
		Variance	Variance
		£	£
101	Head Office Costs	6,039	12,800
102	Civic Expenses	-3,425	-2,000
104	Town Promotion	-6,940	0
105	Staycation	-410	0
106	Festivals & Markets	-1,154	0
108	Christmas Lights	96	0
110	Community Navigator	290	0
111	Neighbourhood Plan	-3	0
201	BWP Community Centre	550	0
202	Pepperpot	-66	0
203	The Square	0	0
204	Allotments	-361	0
205	Wilfrid Noyce Community Centre	-9,549	-10,000
206	Bandstand	1,148	0
208	Land & Property Other	678	0
	Other known variations (net)	0	3,000
TOTAL		-13,107	3,800

Members are asked to note the budget monitoring reports.

8. REPEATING DIRECT DEBITS – PWLB

The Town Clerk as Responsible Finance Officer seeks Members' consent to set up a repeating six monthly direct debit (each payment being £11,288.50) starting on 13 February 2016 and continuing until 13 February 2045 being the payment of debt charges for the first loan of £420,500 taken out on 13 August 2015 (in accordance with Minute 469-14) to fund the refurbishment of the Wilfrid Noyce Centre. The direct debit mandate has been signed by two Councillors authorised to sign the Council's cheques.

The Town Clerk further seeks Members' consent to set up a repeating six monthly direct debit when the second loan of £420,500 is taken out (in accordance with Minute 469-14 and anticipated to be in November or December 2015) to fund the refurbishment of the Wilfrid Noyce Centre. The direct debit mandate to be signed by two Councillors authorised to sign the Council's cheques. The amount and the dates of the direct debit to be reported as soon as possible after the second loan is taken out

9. REMOTE SERVER

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

10. PROPOSAL FOR A PUBLIC ACCESS DEFIBRILLATOR IN FARNCOMBE

Members are asked to consider a proposal for the siting of a public access defibrillator in Farncombe (letter from the Chairman of the Godalming Together CIC attached).

At the time of writing it is anticipated that the costs of purchase and installation of the defibrillator would be met by a grant application being made by the Godalming Together Community Interest Company to Surrey County Council and that it would be sited outside of the Farncombe Day Centre.

Members are asked to consider whether, as with the defibrillator located in the Pepperpot, the Town Council would consider taking on responsibility for the ownership and maintenance of the defibrillator. This would be subject to clarification of the insurance issues – since in this case the Town Council does not own the building to which the defibrillator will be attached (the Town Clerk to report orally on this issue at the meeting).

Should Members be minded to accept responsibility for the ownership and maintenance of the defibrillator then the Town Clerk recommends that provision of £150pa which is currently made in the Town Council's budget (within The Pepperpot budget) for the maintenance of the Pepperpot defibrillator, be mirrored by an increase of £150pa in the "Land & Property Other" budget to provide a parity of service for the Farncombe locality. The increase in budget to be addressed at the revised estimate stage and funded in the first instance from revenue underspend elsewhere. The Town Clerk would further recommend the creation of an earmarked reserve for defibrillators to smooth revenue expenditure over the years.

The Town Clerk would also recommend a caveat, that, although no such activity has been experienced at the Pepperpot, if the Farncombe defibrillator were subject to repeated vandalism then the Council would reserve the right to discontinue the maintenance provision.

Additionally, if Members were minded to agree to support this proposal, officers would wish to take advantage of the installation, on a proportional cost basis, to provide an external power supply at the Day Centre for the use of the Christmas lights.

Members are asked to consider their response to the proposal.

11. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members to receive an oral update on the project so far from the Facilities Manager.

12. CHRISTMAS FESTIVAL BUDGET

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

13. HM THE QUEEN 90th BIRTHDAY CELEBRATIONS

The nation will be celebrating Her Majesty the Queen's 90th birthday on Sunday, 12 June 2016. The official celebrations will involve a picnic for 10,000 invited guests from the organisations to which Her Majesty is patron in London (See attached letter received as e-mail from SCC – Lord Lieutenant's office).

Whilst Godalming could not possibly emulate the grand scale of the official event, it could, with the agreement of Members, create an appropriate event for the town. Officers have made initial enquiries with a number of community organisations who supported the Diamond Jubilee events who have indicated, in principle, support.

Officers envisage a free public event, based in the Phillips Memorial Park and Godalming Bandstand that would encourage residents to picnic in the park whilst being entertained from the bandstand. It would be hoped that the Round Table would provide a bar and Go Godalming would arrange the concert.

Additionally, in keeping with the theme of honouring those who provide service, Officers suggest that a more 'formal' afternoon tea is arranged as a thank you for those who provide service to our town. The afternoon tea would require the provision of marquees, tables and chairs and would involve Members of this council, with assistance from other community groups hosting the afternoon tea to invited guests. An initial idea being that each councillor would nominate a, yet to be determined, number of individuals or organisations councillors believe serve the community. It would be hoped that nominations would be for organisations and/or individuals not already recognised by invitations to the Annual Mayor's Dinner. The Mayor would also have an additional allocation of nominations and, depending on available capacity, the community groups supporting this event would also be invited to forward nominations.

It is proposed that all nominations are forwarded to the Mayor's Secretary to identify potential duplications of nominations and to issue invites on behalf of the Mayor, Councillors & supporting organisations.

If Members wish to support this event, Officers would take a co-ordinating role in order to bring detailed proposals to this committee including costs, if any.

14. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SCC TREE WARDENS

Members are asked to note a report from Councillor Williams on the work done by the SCC Tree Wardens (report to be tabled for the information of Members) an organisation on which Councillor Williams represents the Town Council.

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

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

16. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 15 October 2015 at 7.30 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.MATTERS THAT MIGHT RESULT IN LITIGATION.

18. ALLOTMENTS AT MEADOW

Members to consider a confidential oral report from the Town Clerk.

19. THE SQUARE

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