

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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23 December 2010

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, 6 JANUARY 2011 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 Cosser – Chairman
Councillor T Martin – Vice Chairman

Councillor PMA Rivers
Councillor R Gordon-Smith
Councillor Poulter
Councillor Foxall
Councillor Connolly
Councillor Lister
Councillor Pinches
Councillor Wheatley
Councillor Woodham

Councillor P Martin
Councillor PS Rivers
Councillor Hubble
Councillor Barnes
Councillor C Gordon-Smith
Councillor Peacock
Councillor Reynolds
Councillor Wilson

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 25 November 2010, 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. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

To receive from Members, in relation to any items included on the agenda for this meeting, disclosure of any interests which are required to be disclosed by the Local Authorities (Model Code of Conduct) Order 2007 No.1159.

Members are requested to disclose, in accordance with the Code of Conduct, both the existence and nature of any "Personal" or "Prejudicial" interests that they may have in relation to matters for consideration on this agenda.

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

Personal Interests

- (1) Subject to sub-paragraphs (2) to (5) below, where a Member has a personal interest in any business of the Town Council and attends a meeting of the Council at which the business is considered, the Member must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where the Member has a personal interest in any business of the Town Council which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa) of the Code of Conduct, the Member needs only disclose to the meeting the existence and nature of that interest when s/he addresses the meeting on that business.
- (3) Where the Member has a personal interest in any business of the Town Council of the type mentioned in paragraph 8(1)(a)(viii) of the Code of Conduct, the Member need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where the Member is aware or ought reasonably to be aware of the existence of the personal interest.
- (5) Where a Member has a personal interest but, by virtue of paragraph 14 of the Code of Conduct, sensitive information relating to it is not registered in the Town Council's register of members' interests, the Member must indicate to the meeting that s/he has a personal interest, but need not disclose the sensitive information to the meeting

Prejudicial Interests

Where a Member has a personal interest in any business of the Town Council that Member also has a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice that Member's judgement of the public interest. Where a Member has a prejudicial interest that Member must withdraw from the room or chamber where a meeting considering the business is being held.

5. 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.

6. MESSAGE FROM THE LEADER OF SURREY COUNTY COUNCIL

Members are asked to consider a message recently received from the leader of Surrey County Council (attached for the information of Members). Councillor Povey asks that this Council takes the "scale and pace" of Surrey's service changes into account when setting our precept for 2011/12.

7. REVISED ESTIMATES 2010/11 AND BUDGET 2011/12

Members to consider the draft revised Estimates for 2010/11 and the Budget for 2011/12 (copies attached for the information of Members). These estimates also include the budgets

for Wilfrid Noyce Community Centre, Broadwater Park Community Centre and The Pepperpot.

The current year's Budget (2010/11) is projected to underspend by £5,020. This figure includes the agreed transfers of £2,040 for Pepperpot mugs, £65,959 from the Pepperpot maintenance fund and an additional £15,000 for the replacement of roof tiles for the Pepperpot and finally £3,000 for the Christmas Lights.

Due to the recession interest rates remain low. Unfortunately, the Wilfrid Noyce Community Centre lost its major hirer midway through the year and therefore, will not achieve its target income by the end of the financial year. However, Broadwater Park Community Centre income has increased and continues to thrive.

The revised Estimates for 2010/11 and the draft Budget for 2011/12 have been prepared by taking Members' views and decisions into consideration, together with known factors where possible. The 2011/12 Budget has been calculated with an inflation factor of 0% apart from where factors are known to be different and in those cases they have been calculated based on the best current information.

A particular issue is the employer's superannuation contributions. The Surrey County Council Local Government Pension Fund has been re-valued during the triennial actuarial review and the increase in this Council's employer's contributions is expected to be substantial. The predicted increase arises because the Local Government Pension Scheme (LGPS) deficit is greater than was expected. It is estimated (final figures are not yet available) that the scheme's deficit may be as high as £100 billion nationally compared to a deficit of £42 billion three years ago (when the last actuarial valuation took place). The LGPS has four million members including 1.7 million current workers; it is a single scheme although it is administered by 81 regional funds. The predicted deficit of the fund is a problem for all organisations contributing to the fund. CIPFA has recommended that, as the scheme is re-valued every three years and the assets are invested with a long-term strategy, the current outcome should be viewed with caution. The independent commission chaired by Lord Hutton has recommended that local government pension schemes should be altered; while the outcome of that report has still to be agreed his recommendations are likely to be introduced over the next three years.

Because of the complicated, protracted negotiations and calculations for this actuarial review, accurate information regarding Godalming Town Council's contribution for the next three years has only just been received from Surrey County Council. The provisional recommendation is that we should budget for a 1.1% increase in the ordinary employer's contribution and an increase of £20,000 p.a. (worse case scenario) for the additional employer's monetary contribution. Because of the enormity of the increase there is currently a suggestion from Surrey County Council that the contributions from Town and Parish Councils should be phased in over the next three years. The following figures have been received from Surrey as a suggested way of mitigating the impact of the re-valuation on this Council's budget position. This suggestion would phase in the increase in the lump sum contribution over the following three years, in the following profile:

2011/12	£ 5,366
2012/13	£ 13,343
2013/14	£ 21,320

However, a final decision will not be made by Surrey until 11 January 2011. Therefore, in the absence of further information, the attached budget has been prepared assuming the worst-case scenario.

Although the Facilities & Cemeteries Manager left in August, the savings accrued in the salaries budget have been utilised, with Members' approval, to provide temporary cover for

the post until an appointment is made. All these issues have been factored in to the revised calculations.

Savings of £2,000 have been made through the year as we now have a new Insurance provider and an additional £1,000 savings on Audit fees due to the reduced costs of the Internal Auditor.

Currently, the budget reflects a 0% increase in precept for the financial year 2011/12. However, there may still be one or two changes that may need to be made to these figures, including national non-domestic rates, which still need to be ratified. These amounts may therefore need to be adjusted when more accurate information is available.

The draft Movement of balances is also attached for the information of Members to show the impact on reserves for both 2010/11 and 2011/12.

Members are asked to agree the revised estimates for 2010/11, to recommend the 2011/12 Budget to Full Council and to make a recommendation to Full Council about the level of precept for 2011/12.

8. GODALMING BANDSTAND

This item was deferred from the last meeting of the Committee.

Members are asked to agree a draft hire agreement for the bandstand (attached for the information of Members).

It is suggested that use of the bandstand be charged at a flat rate hire fee of £5 an hour and this proposal is reflected in the schedule of fees & charges at Agenda Item 9 below. Members are asked to agree this charge for the remainder of the current financial year in case there should be a request to hire the bandstand before 31 March 2011.

9. FEES & CHARGES FOR 2011/12

Given substantive increases in the fees and charges for community buildings last year – and the introduction of VAT on charges for use of The Pepperpot (and the level of VAT will rise to 20% w.e.f 1 January 2011). It is recommended that there be no increase in fees and charges for the financial year 2011/12.

This recommendation is reflected in the draft schedule of fees & charges attached for the information of Members. As mentioned at item 8 charges for the Godalming Bandstand are introduced for the first time after the lease was completed on 9 November 2010.

Members are asked to agree the schedule of fees and charges for the financial year 2011/12.

10. INCREASE IN PETTY CASH IMPREST

The Responsible Finance Officer has needed to reimburse, with increasing frequency, the Petty Cash held for sundry purchases made on behalf of the Town Council. The current imprest is £100, £50 held in the Town Council offices and £25 each for both the Community Centre Managers. The amount for the Town Council imprest i.e. £50 has not been increased for the past 10 years. It would assist the smooth running of the office if this could be increased to a more realistic amount, especially as staff other than the Town Clerk (the Town Clerk already holds a personal imprest of £500) find themselves making significant payments on behalf of the Town Council using personal debit and or credit cards, effectively subsidising the Town Council before reimbursement is made. The Town Clerk has taken advice from the Surrey County Association of Parish & Town Councils (SCAPTC)

who has confirmed that; "it is not good practice these days for clerks or any other member of staff to be expected to use their own credit cards on official business".

The solution identified by the Town Clerk and the Responsible Finance Officer, would be to increase the current Petty Cash imprest to £250.

The following amendment to paragraph 6.4 b) of the Town Council's financial regulations would be required (amended/added words in bold & italics)

- b) The RFO shall maintain a petty cash float of a maximum of **£250** for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept.

Members are asked to agree the above proposal.

11. LOCALISM BILL

Members are asked to consider the NALC Policy & Parliamentary Briefing on the Localism Bill (attached for the information of Members).

12. APPLICATIONS FOR GRANT AID

	£
Information: 2009/2010 New Initiatives Fund	60,000.00
Allocations this year to date	52,057.60 *
Balance available for allocation	7,942.40
Applications this meeting	4,600.00
Balance unallocated if applications agreed	3,342.40

* Allocations this year to date:

Godalming Museum	4,000.00
The Cellar Café	800.00
Citizens Advice Waverley	28,040.00
Godalming Staycation	1,500.00
Relate West Surrey	1,000.00
Vitalise	348.60
Watts Gallery	500.00
Safer Waverley Partnership (Junior Citizen Event)	500.00
Farncombe Scouts & Brownies	2,000.00
Sport Godalming	500.00
Milford Pumas Youth Football Club	200.00
Our Community Street Team	5,000.00
Churches Together in Godalming & District	500.00
Godalming District Scout Canoe Club	1,048.00
The Godalming Nativity	621.00
The Godalming Trust	5,000.00
Waverley Hoppa Community Transport	
	52,057.60

Godalming Museum

£4,600 is applied for to assist with the costs of providing a part-time Volunteer Co-ordinator post.

Previous Grants: £4,000 per annum since 2004/5 and miscellaneous grants as detailed in the grant application.

Members are asked to note that the application asks Members to consider longer term support for the Volunteer Co-ordinator post. Indeed in 2007 Members agreed to fund the post (at £4,000 p.a.) for three years (2008/09, 2009/10 & 2010/11).

13. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 17 February 2011 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

14. 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.

15. THE GODALMING LEISURE CENTRE & BROADWATER PARK COMMUNITY CENTRE

Members to consider a request from the Head of Community Services at Waverley Borough Council concerning the proposed new Godalming Leisure Centre (attached as a confidential document for the information of Members). Members to consider in what sort of terms the Town Clerk should respond to the request.

16. STAYCATION

Members to consider a confidential report from the Town Clerk.