

# 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

3 January 2014

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, 9 JANUARY 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 Wheatley – 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 28 November 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, 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. GODALMING BANDSTAND

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

8. FEES & CHARGES

Members are asked to consider the Council's fees and charges for the year commencing 1 April 2014 (scale of charges attached for the information of Members). Officers recommend the continuation of the current fee structure i.e. three tariffs for the hire of the buildings; Voluntary, Standard Rate and Commercial Rate. However, officers suggest that the scope for hire under the Voluntary Rate is limited to those charities and voluntary organisations that have a clear and obvious link with the local community. Members will note that officers have suggested a geographical area they believe that could be deemed as the local area from which Godalming residents may receive a direct benefit.

In consideration of the financial pressures experienced by the charitable/voluntary sector and the importance of the benefit this sector delivers for residents the proposed hire rate has been maintained at that set in April 2010.

Likewise, as officers have seen no increase in demand for use by commercial users, it is also suggested that the rate for commercial hirers be maintained at the present level. A modest increase in the Standard Rate for both Broadwater Park and the Wilfrid Noyce Community Centres is proposed at £1 per hour for use of an individual hall and £2 per hour for use of the whole centre. Additionally, a minimum hire fee for use of the Wilfrid Noyce Community Centre on Saturday afternoons and evenings is proposed at £60 and £100 respectively. It is suggested that the Standard Rate for the Peppercot be maintained at the current rate.

Members may also wish to note that the cost of the Performing Rights Society Licence associated with 'casual' hire of the centres will in future be charged to the event organisers.

The hire fee proposed for the bandstand is set to reflect the maintenance costs experienced over the previous three years.

Allotments

Fees and Charges for both the Farncombe & District Working Men's Allotment Association and the Council's directly managed allotments have been set for the period 2012–2015 (Minutes 364-11 and 177–11 refer).

9. APPROVAL & ADMINISTRATION OF BANNER SITES

Currently Godalming Town Council (GTC) collates all the necessary documentation and arranges for the installation and take down of a banner at Wharf Street. However, the licence to display a banner is issued by Surrey County Council Highways who require 8 weeks' notice to approve an application.

SCC Highways are the only body that is able to approve a site to be used either for cross street display or display adjacent to the highway. However, once a site is approved, SCC Highways have proposed that the administration of approved sites is delegated to Town & Parish Councils with SCC setting the maximum fee for administering applications (to ensure consistency across the county). Currently GTC does not charge an administration fee for administering the Wharf Street site, although it does charge a weekly rent for its use and an installation charge.

By accepting this function from SCC Highways, GTC will in effect be carrying out the same function as it currently does now, but will be able to manage its own approvals (using the same criteria that currently exists as set by SCC Highways) and will be able to grant approval much quicker by not having to give the 8 weeks' notice to SCC Highways. SCC Highways have supplied a Service Level Agreement (attached for the information of Members) to be signed if GTC wishes to accept the Banner Site Administration.

The areas SCC Highways wish to delegate are roads within the ward boundaries of Godalming South East, Godalming North East & South West, Godalming North West and Godalming North. Currently Wharf Street is the only approved site within these wards.

If Members are minded to accept the delegated authority from SCC Highways then Members should agree that the Town Clerk should sign the agreement on behalf of Godalming Town Council. Members may also wish to consider amending the current fees for administering the Wharf Street site. It is recommended that of SCC Highways' flat fee of £26 is charged for all rentals up to two weeks and that the Town Council's current weekly rental of £12.50 a week be applied for subsequent weeks (up to two additional weeks given that four weeks is the maximum rental period).

10. REVISED ESTIMATES 2013/14 AND BUDGET 2014/15

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

Members are asked to consider the budget, agree the revised estimates for 2013/14 and to make a recommendation to Full Council as to the level of precept to be set for the financial year 2014/15.

11. PROPOSAL FOR A PUBLIC ACCESS DEFIBRILLATOR IN GODALMING

Members are asked to consider a proposal for the siting of a public access defibrillator in Godalming. The proposal is from a third party and is attached for the information of Members.

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.

Members are asked to consider two separate points:

- Whether they would consent to a public access defibrillator being sited in the Undercroft of The Pepperpot (subject to the agreement of the Historic Buildings Officer); and
- Wherever sited, whether the Town Council would consider taking on responsibility for the ownership and maintenance of the defibrillator.

Should Members be minded to accept responsibility for the ownership and maintenance of the defibrillator then the Town Clerk recommends that, in the first instance, provision of £150 p.a. should be made in the Town Council's budget and a new earmarked reserve created

(over five years the £150 p.a. budget should provide sufficient to cover the revenue costs of maintaining the defibrillator and provide a small contingency for unforeseen expenses). The Town Clerk would further recommend a caveat, that if the defibrillator were subject to repeated vandalism then the Council would reserve the right to remove the defibrillator and its cabinet without replacing it.

Members are asked to consider their response to the proposal.

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

Members are asked to note a report from Councillor P Martin on Sport Godalming (report to be tabled) an organisation on which Councillor P Martin represents the Town Council.

13. SCHEDULE OF MEETINGS 2014/15

Members to note the schedule of meetings for the civic year 2014/15 (copy attached for the information of Members) and recommend the schedule to Full Council.

14. APPLICATIONS FOR GRANT AID

Information:		£
2013/2014 Grants Budget		55,000.00
Allocations this year to date		35,958.40
Balance available for allocation		19,041.60
Applications this meeting		29,154.40
Balance unallocated if applications agreed		(10,112.80)

\* Allocations this year to date:

25 April 2013	Citizens Advice Waverley (Godalming Bureau)	26,250.00
	Godalming Museum Trust	4,600.00
	Sport Godalming	1,000.00
	Godalming & District Community First Responders (Grant Aid in Kind)	126.00
	Godalming Round Table (Grant Aid in Kind)	100.00
	Godalming Together CIC (Grant Aid in Kind)	210.00
	The Godalming Trust	208.00
	Go Godalming Association	84.00
	St John's Spring Fair	100.00
	Meath Epilepsy Trust	36.00
20 June 2013	The Cellar Café	800.00
17 October 2013	The Charterhouse Club	850.00
	Churches Together in Godalming & District	600.00
	The Godalming Trust	994.40
		35,958.40

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. Members are asked to note that the total sum applied for exceeds the funds available by £10,112.80

**Age Concern Farncombe** - £554.40 applied for to help fund new kitchen equipment and uniforms.

Previous Grants received: £465 – 1999/2000

**Busbridge & Hambledon Church** - £5,000 applied for to mobilise a team of volunteers for a Link Visiting Scheme (befriending service to support dementia and combat loneliness and isolation).

Previous Grants received: None

**Farncombe Initiative (Godalming Town Council)** - £7,000 is applied for to assemble a budget to fund key improvements identified as part of the Farncombe Initiative.

Previous Grants received: None

**Moss Lane School** - £2,500 is applied for to purchase two LCD smartboards for Year 1 classes (the last purchase in a 3-year rolling programme).

Previous Grants received: None

**Skillway** – £4,000 is applied for to enable the charity to pay its rent to the Godalming Joint Burial Committee.

Previous Grants received: None

**Victim Support** - £50-£100 is applied for to assist with recruiting and supervising volunteers to maintain support for victims and witnesses in the Godalming area, both in the Crown and Magistrates' Courts.

Previous Grants received: None

**Waverley Borough Council** - £5,000 is applied for an environmental improvement project at Wiggins Yard, Godalming.

Previous Grants received: None for environmental projects. Note that the Town Clerk will report orally on the background to this application

**Waverley Hoppa Community Transport** - £5,000 is applied for to assist in providing an accessible door to door, non-emergency patient transport service for the residents of Godalming & Haslemere and the surrounding villages, who do not qualify for free NHS Transport.

Previous Grants received: £1,000 in 2004/05, £5,000 in 2008/09, £5,000 in 2009/10, £5,000 in 2010/11, £5,000 in 2011/12 and £5,000 in 2012/13

15. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 20 February 2014 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

16. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

## 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.