

# 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 1HR

11 February 2011

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, 17 FEBRUARY 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 6 January 2011, 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. INSURANCE PROPERTY VALUATIONS

Members to note that as agreed at the meeting on 26 November 2010 minute 262-10 of the Policy & Management Committee meeting, both community centres, The Square and The Pepperpot have now been re-valued by Barrett Corp & Harrington Ltd for insurance purposes. The revised amounts have been updated in the GTC Asset register. The total cost for the valuations was £1,785 and the increased cost to the insurance policy for the remainder of the year is £168.94. Due to the increase of the valuations there will be a marginal increase to the cost of insurance for next year's budget.

The revised valuations are as follows:

	Previous Valuation £	Current Valuation £
Broadwater Park	873,292	945,000
Wilfrid Noyce	1,253,039	1,152,000
The Pepperpot	511,827	563,000
The Square	1,607,611	1,732,000

## 7. MONITORING REPORT

Members to receive the monitoring report for Godalming Town Council up to 31 December 2010.

This report gives an indication of the actual income and expenditure as at 31 December 2010.

As a basic monitoring calculation, the profile for each budget should increase by one twelfth each month and the corresponding income and expenditure relating to each budget should reflect this. Most budgets at the current time should, therefore, reflect three quarters of the annual budget. However, some budgets have different profiles and are paid at different times, these can be quarterly, or annually and therefore the income and expenditure will reflect this.

Comments are only made where the budget is not performing as expected or it is anticipated that Members would find it helpful to have further information.

### **Income**

As already seen through the year the income is very much on track. The only exception is that we have received an additional £4,000 from Waverley Borough Council, which relates to development and promotional activity within the Town.

### **Expenditure**

Most expenditure is behaving as expected. The revaluation of both community centres, The Square and the Pepperpot, have now taken place and the outcome has been reported separately on this current agenda.

The printing budget reflects a marginal overspend and this is due to our supplier not submitting an invoice for a period of the last financial year for the photocopying machine.

The health and safety budget reflects a credit but there some outstanding tasks to be completed.

We have not yet received an invoice from Waverley Borough Council for the facilities management for the year so this again reflects a credit balance.

All other budgets appear to be on track at the current time. The income exceeds expenditure by £136,077 with only the final quarter of the year remaining, which indicates that the finances are following expectations.

## 8. POTENTIAL DEVELOPMENT OF A SMALL MEETING ROOM AT THE WILFRID NOYCE CENTRE

Members to consider a report attached for the information of Members.

9. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 31 March 2011 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

10. ANNOUNCEMENTS

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