

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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7 March 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, 13 MARCH 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 20 February 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. ANNUAL REVIEW OF FINANCIAL REGULATIONS

Standing Order 136 states that the Council's Financial Regulations shall be reviewed at least annually. Indeed, in order to satisfy audit requirements it is necessary to re-adopt financial regulations each financial year, and normally at this time of year Members are asked formally to review the Financial Regulations for the next financial year.

However, Council undertook a detailed review of Financial Regulations in September 2013 and on 12 September 2013 Council adopted a revised set of Financial Regulations. The work carried out in September is sufficient to fulfil the Council's obligations with regard to Financial Regulations and the Town Clerk advises that no further review is necessary at this time. Specifically no amendments to the financial limits set in paragraphs 3.4, 6.4 and 12.1 are proposed. (Members wishing to consult a copy of Financial Regulations are advised that they may be found on the Town Council's website at <http://www.godalming-tc.gov.uk/docs/financialregulations.pdf>) The current Financial Regulations are fit for purpose at the time of writing (6 March 2014).

Attached (as a confidential annex) for the information of Members is a Financial Briefing issued by the National Association of Local Councils (NALC) on 11 February 2014. This briefing indicates that it will soon be lawful to move away from making all the Council's payments by cheque – with each cheque bearing the signature of two Councillors. This long awaited change will facilitate the use of electronic banking by the Council. However, before the Council can move away from “two signatures” the Council will need to review its internal systems of control and its Financial Regulations. The requirements will be explained in the updated Governance and Accountability for Local Councils - A Practitioners' Guide (England) and in the new model Financial Regulations; both documents to be issued by NALC.

The imminent changes are a second reason why the Town Clerk advises no review of Financial Regulations at this time. It is hoped that guidance from NALC and new model Financial Regulations will be available within the next few weeks and new Financial Regulations will need to be adopted as soon as possible after that time.

Members are asked to agree that no changes to the Council's Financial Regulations are required until NALC issues no model regulations (provided such model regulations are issued in the next three months) and the Committee is asked to make a specific recommendation to Full Council to that effect.

8. ALLOTMENT LAND AT GEORGE ROAD

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

9. EMERGENCY PLANNING

Bearing in mind recent flooding in Godalming, Members are asked to consider an oral report from the Town Clerk about the issue of whether there is a role for Godalming Town Council in emergency planning, whether the Council can offer support to the principal authorities,

Waverley Borough Council and Surrey County Council in the event of a local emergency and if so what form that support might take.

10. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERLEY CYCLE FORUM

Members are asked to note a report from Councillor Robinson on the Waverley Cycle Forum (report attached for the information of Members) an organisation on which Councillor Robinson represents the Town Council.

Members are further asked to consider the proposal contained within Councillor Robinson's report.

11. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 24 April 2014 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

12. ANNOUNCEMENTS

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

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a non-pecuniary interest]³ 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 _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² 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

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.