

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 24 MARCH 2016**

0 Councillor Reynolds – Chairman  
\* Councillor Thornton – Vice Chairman

* Councillor P Martin	0 Councillor R Gordon-Smith
0 Councillor Poulter	* Councillor Cosser
* Councillor Wheatley	* Councillor T Martin
* Councillor S Bott	* Councillor Hunter
0 Councillor Noyce	L Councillor Welland
* Councillor Williams	0 Councillor Pinches
* Councillor Bolton	* Councillor Gray
0 Councillor Walden	0 Councillor Young
* Councillor Purkiss	

\* Present                      # Absent & no apology received                      0 Apology                      L Late

457. MINUTES

The Minutes of the meeting held on 18 February 2016, having been previously circulated, were signed by the Chairman as a true record.

458. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

459. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 4.

460. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Thornton declared a non-pecuniary interest in Agenda Item 16 (the grant application from Godalming & Farncombe Bowling Club) on the grounds that the club comes under his portfolio at Waverley Borough Council. Councillor Thornton remained in the Chamber and in the Chair when that agenda item was debated.

Councillor T Martin declared a disclosable pecuniary interest in Agenda Item 16 (the grant application from Godalming Museum) on the grounds that he is the Waverley Borough Council trustee on the Museum Trust. Councillor Martin left the Chamber when that agenda item was debated.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 16 (the grant application from Godalming Museum) on the grounds some of the trustees are known to him. Councillor Bolton remained in the Chamber when that agenda item was debated.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 16 (the grant application from Skillway) on the grounds some of the trustees are known to him. Councillor Bolton remained in the Chamber when that agenda item was debated.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 16 (the grant application from St Peter & St Paul Scout Group) on the grounds some of the trustees are known to him. Councillor Bolton remained in the Chamber when that agenda item was debated.

461. COMMITTEE WORK PROGRAMME

Members considered the Committee's work programme...

462. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 17 February 2016	194,119.79
Receipts received since the 17 February 2016	20,447.72
Balance held in Current Account	
Balance at 24 March 2016	72,518.91
Balance held in the Business Deposit Account	
Balance at 24 March 2016	302,220.78

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. The vouchers relating to these payments were also tabled at the meeting for inspection. All payments made were in line with the agreed budget or other resolution of this Committee or Full Council.

Members agreed that the Chairman should sign the schedule of accounts paid.

463. BUDGET MONITORING

Members considered a budget monitoring report for month eleven of the current financial year 2015/16 (the year to 29 February 2016) and noted note that the monitoring report shows a current variance of £1,226 underspent and that there is a small projected overspend at the year-end of £500.

464. APPROVAL OF INTERNAL AUDIT

Members considered the report of the Internal Auditor and noted the Town Clerk's (as RFO) account of the actions to be taken in response to the report.

465. REPORT OF THE AUDIT COMMITTEE

Members noted that this Committee had passed the matter of Electronic Payments to the Audit Committee (Minute 345-15 refers) and that the Audit Committee reported back with a recommendation to this Committee and Full Council that the Council proceed to implement electronic payments as proposed. The Audit Committee further recommended that the daily limit be set at £50,000.

Members endorsed those recommendations to Full Council.

466. ANNUAL REVIEW OF FINANCIAL REGULATIONS

Members reviewed Financial Regulations and with the following amendment to FR 6.12 recommended them to Full Council for adoption. The recommended amendment was the substitution of the words "at a different location from the original data" for the words "preferably off site".

467. REPORT OF THE STAFFING SUB-COMMITTEE

Members accepted the recommendation of the Staffing Sub-Committee that the Health & Safety Policy be recommended with no amendments to Full Council.

Members accepted the recommendation of the Staffing Sub-Committee that the Bullying & Harassment policy be recommended with no amendments to Full Council.

Members agreed the creation of the post of weekend caretaker for the Wilfrid Noyce Centre on the terms outlined and authorised officers to proceed to advertise and fill the post as soon as practicable.

468. REPORT OF THE COMMUNICATIONS WORKING GROUP

Members considered a report from the Town Clerk and agreed that Despark be invited to create a new Town Council website.

The cost of £18,000 to be met from the budget set aside for that purpose with a further £8,000 being drawn from the New Initiatives Fund (to be replenished in the 2017/18 budget).

469. GODALMING FLOOD ALLEVIATION SCHEME

Members considered a report from the Deputy Town Clerk and agreed to provide further support to the Godalming Flood Alleviation Scheme by creating a revenue fund of £2,500 per annum to be used for the general maintenance of the structure once built. Any year end underspend of this revenue fund to be transferred to an earmarked reserve for future maintenance use. This fund would be for general maintenance and not major repair.

470. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members received an oral update on the project from the Facilities Manager and noted that the build costs had come in below budget resulting in an overall underspend against the latest budget. Any underspend to remain in the reserve for the refurbishment of the Wilfrid Noyce Centre pending decisions about whether to proceed with construction of a third hall.

Staff were congratulated on successful completion of the project and an excellent official opening.

471. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FARNCOMBE DAY CENTRE

Members noted with thanks a report from Councillor Gray on the Farncombe Day Centre an organisation on which Councillor Gray represents the Town Council.

472. APPLICATIONS FOR GRANT AID

Members considered the following applications for grant aid and decided upon them as follows:

Godalming & Farncombe Bowling Club

£500 was granted to help the club build up the youth team and progress links with local schools with expert coaching, advertising costs, the provision of small bowls for the children, special score cards and provision of team tabards to encourage team spirit amongst the youngsters.

Godalming Museum

£5,000 was granted to assist with the costs of providing a Volunteer Co-ordinator for 12 hours a week.

Mistweave Media Ltd

An application for £920 to assist with the creation of first short film, based in Godalming was declined.

Skillway

£1,500 was granted to assist with rental costs.

St Peter & St Paul Scout Group

£2,226 was granted to assist with re-roofing part of the scout hut. The toilet/lobby area of the hut has a leaking roof, which needs replacement.

Members further agreed to renew grant aid in kind in the form of free use of the Town Council's premises for three organisations that are regular users of those premises.

**Friends of Broadwater Park**

£93 was granted as grant aid in kind in the form of nine hours use of the small hall and three hours use of the large hall at the Broadwater Park Community Centre to facilitate meetings of the Friends of Broadwater Park.

**The Godalming Trust**

£208 was granted in the form of free use of the Pepperpot Undercroft and Upper Room over the weekend of 10 & 11 September 2016.

**Godalming & District Community First Responders**

£126 was granted in the form of an exemption from fees for the use of meeting rooms – 6 times per year for 3 hours each session.

473. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 19 May 2016 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

474. ANNOUNCEMENTS

There were no announcements.

THE COMMITTEE RESOLVED 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.

475. THE SQUARE

While the matter detailed here was discussed in confidential session Members resolved that the resulting minute and the attached letter need not be considered confidential.

Members considered a confidential report from the Town Clerk (the detail of that report to remain confidential) and agreed that a letter should be sent to the head leaseholder of The Square and to Cote Restaurants Ltd. A copy of the letter is attached to the record minutes.