

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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3 April 2015

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 APRIL 2015 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 Reynolds – Chairman
Councillor A Bott – Vice Chairman

Councillor P Martin
Councillor Poulter
Councillor Cosser
Councillor T Martin
Councillor Lister
Councillor S Bott
Councillor Noyce
Councillor Thornton
Councillor Williams

Councillor R Gordon-Smith
Councillor Thomson
Councillor Wheatley
Councillor C Gordon-Smith
Councillor Woodham
Councillor Hunter
Councillor Robinson
Councillor Welland

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 19 February 2015, 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. DIRECT DEBITS

Financial Regulation 6.6 says:

“If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to the Policy & Management Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Policy & Management Committee at least every two years.”

In accordance with that regulation a list of all variable direct debits where current instructions exist is attached for the information of Members and Members are asked to approve the list and the use of a variable direct debit in each instance.

8. WIGGINS YARD

Members to note the content of a letter from the Waverley Borough Council Planning Projects Team Leader to all owner/occupiers of properties in Wiggins Yard (letter attached for the information of Members).

Members further to consider an oral update from the Town Clerk.

9. TOWN TEAM PARTNERSHIP – TOWN CENTRE STREET SCENE ENHANCEMENTS

Members to consider a report from the Town Clerk (report attached for the information of Members) and to indicate how they would like officers of Godalming Town Council to proceed.

10. FINANCIAL INFORMATION ON THE TOWN COUNCIL WEBSITE

Members to note that, in addition to its main subject, a petition received at the last meeting of Full Council requested that this Council should “make public the expenditure details on the Godalming Town Council website, and would request a breakdown on expenditure of the New Initiatives Fund over the past 12 months”.

Observations on the paucity of financial information available on the Town Council’s website are fair comment and the Town Clerk makes the following proposals for the way forward:

That implementation of part of Financial Regulation 5.2 (adopted 15 January 2015) “A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised.” should include (for the minutes of all meetings of this Committee from the meeting of 19 February 2015 onwards) the addition of the schedule of payments to the minutes on the Council’s website.

That the 2015/16 Budget papers (including actuals for 2013/14) be added to the Town Council's website and that all future budget monitoring reports and sets of accounts (as presented to this Committee or Full Council) be added as they are reported.

When this Committee considers Electronic Agendas on 11 June 2015 the Town Clerk's report should address the possibility of adding each complete agenda to the website (excluding papers deemed to be confidential under the Public Bodies (Admission to Meetings) Act 1960).

11. APPLICATIONS FOR GRANT AID

		£
Information:	2014/2015 Grants Budget	55,000.00
	Allocations this year to date	00.00 *
	Balance available for allocation	55,000.00
	Applications this meeting - Cash	35,432.00
	- Grant Aid in Kind	427.00
	Balance unallocated if applications agreed	19,141.00

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.

Citizens Advice Waverley

£30,000 is applied for to provide a locally available, independent, high quality advice service for Godalming residents. Previous grants: £23,744 in 2007/08, £24,456 in 2008/09, £25,455 in 2009/10, £28,040 in 2010/11, £26,250 in 2011/12, 2012/13 and 2013/14 and £28,000 in 2014/15.

Godalming Museum Trust

£5,000 is applied for to assist with the costs of providing a Volunteer Co-ordinator for 12 hours a week. Previous grants: £4,000 pa from 2004-2009, £4,600 in 2010/11, £950 in 2011/12, £4,600 in 2012/13 and £4,600 in 2013/14 and £5,000 in 2014/15.

Victim Support

£50-100 is applied for to assist with the costs of recruiting, training and supervising volunteers to maintain the support for victims and witnesses in the Godalming area, both in the community and in the Crown and Magistrates' Courts. Previous grants: £100 in 2013/14.

Members further to consider whether to renew Grant aid for five organisations that are regular users of the Town Council's premises. There are three requests for grant aid in kind in the form of free use of the Town Council's premises and two for cash grants. There are no supporting grant applications for any of these items.

Friends of Broadwater Park

£93 is applied for 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

Free use of the Pepperpot Undercroft and Upper Room over the weekends of 10 & 11 September 2011, 8 & 9 September 2012, 7 & 8 September 2013 and 13 & 14 September 2014 (Heritage Open Days) was awarded - a total of 16 hours each year at a value of £208. It is suggested that the same sum is granted for the weekend of 12 & 13 September 2015.

Godalming & District Community First Responders

Grant aid in kind of £126 ie. an exemption from fees for the use of meeting rooms – 6 times per year for 3 hours each session, was granted in 2013/14 & 2014/15 for regular training and meeting sessions. It is suggested that £126 grant aid in kind is granted for 2015/16.

St John's Spring Fair

Ten hours free use of the Wilfrid Noyce Centre was granted for each of Saturday, 4 May 2013 and for Saturday, 3 May 2014 in order to facilitate St John's Farncombe's customary Spring Fair on the Burys Field. It is suggested that a cash grant of £132 is made for Saturday, 2 May 2015.

Godalming Round Table

Ten hours free use of the Wilfrid Noyce Centre was granted for each of Saturday, 4 June 2011, Saturday 2 June 2012, Saturday 1 June 2013 and Saturday, 7 June 2014 in order to facilitate the Town Show.

However, it is anticipated that the Wilfrid Noyce Centre will be closed for refurbishment on Saturday, 6 June 2015 and it is suggested that a cash grant of £200 is made in order to enable the Round Table to make alternative arrangements for power, lavatories and water supply.

12. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 11 June 2015 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

13. 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 2012/1464 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.