

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 9 APRIL 2015**

\* Councillor Reynolds – Chairman  
\* Councillor A Bott – Vice Chairman

* Councillor P Martin	* Councillor R Gordon-Smith
* Councillor Poulter	* Councillor Thomson
* Councillor Cosser	* Councillor Wheatley
* Councillor T Martin	* Councillor C Gordon-Smith
* Councillor Lister	* Councillor Woodham
* Councillor S Bott	* Councillor Hunter
* Councillor Noyce	0 Councillor Robinson
0 Councillor Thornton	# Councillor Welland
* Councillor Williams	

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

441. MINUTES

The Minutes of the meeting held on 19 February 2015, having been previously circulated, were signed by the Chairman as a true record.

442. 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.

443. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor RA Gordon-Smith declared a non-pecuniary interest in Agenda Item 11 (the grant aid in kind to the Godalming Trust) on the grounds that he is a member of the Godalming Trust Committee. Councillor Gordon-Smith remained in the chamber when that agenda item was debated.

Councillor Wheatley declared a disclosable pecuniary interest in Agenda Item 11 (the grant application from Citizens Advice Waverley) on the grounds that as Mayor of Waverley Citizens Advice Waverley is her charity. Councillor Wheatley left the chamber when that agenda item was debated.

Councillor Wheatley further declared a non-pecuniary interest in Agenda Item 11 (the grant application from Godalming Museum) on the grounds that she is a Friend of the Museum. Councillor Wheatley remained in the chamber when that agenda item was debated.

Councillor T Martin declared a non-pecuniary interest in Agenda Item 11 (the grant aid in kind to the Godalming Round Table) on the grounds that he is a member of the Godalming Round Table. Councillor Martin remained in the chamber when that agenda item was debated.

444. COMMITTEE WORK PROGRAMME

Members considered the Committee's work programme which is attached to the record minutes.

445. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 19 February 2015	£43,134.45
Balance held in Current Account Balance at 9 April 2015 (NB this balance includes the first instalment of the 2015/16 Precept received on 7 April 2015)	£294,513.42
Balance held in the Business Deposit Account Balance at 9 April 2015	£482,568.03

A schedule of the accounts paid was tabled for the information of Members. 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.

446. DIRECT DEBITS

Members noted that 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 Members agreed a list of all variable direct debits where current instructions exist (list attached to the record minutes). Members further agreed the addition of a new direct debit to the list – i.e. a monthly direct debit of £28 plus VAT per month in favour of Sage (UK) Ltd in payment of support and “SageCover Extra” in respect of the Council’s payroll system.

447. WIGGINS YARD

Members noted the content of a letter from the Waverley Borough Council Planning Projects Team Leader to all owner/occupiers of properties in Wiggins Yard and an oral update from the Town Clerk.

Members agreed to the addition of Wiggins Yard to the Committee’s work programme.

448. TOWN TEAM PARTNERSHIP – TOWN CENTRE STREET SCENE ENHANCEMENTS

Members considered a report from the Town Clerk and agreed that officers of Godalming Town Council should support the Town Team Partnership the street scene enhancements detailed in the report.

449. FINANCIAL INFORMATION ON THE TOWN COUNCIL WEBSITE

Members agreed the following in order to improve the availability of financial information on the Town Council’s website:

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).

450. 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 considered the following applications for grant aid and decided upon them as indicated.

**Citizens Advice Waverley**

£28,000 was granted to provide a locally available, independent, high quality advice service for Godalming residents. However, the Town Clerk was instructed not to make payment until she had seen a full set of the organisation’s accounts.

**Godalming Museum Trust**

£5,000 was granted to assist with the costs of providing a Volunteer Co-ordinator for 12 hours a week. The Town Clerk was particularly asked to relay the Committee’s appreciation to the Museum Trust for the effective way in which this grant is used.

**Victim Support**

£100 was granted 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.

Members further agreed to renew Grant aid for five organisations that are regular users of the Town Council’s premises and agreed three requests for grant aid in kind in the form of free use of the Town Council’s premises and two for cash grants the detail is as follows:

**Friends of Broadwater Park**

£93 was granted 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**

£208 was granted in the form of free use of the Pepperpot Undercroft and Upper Room over the weekends of 12 & 13 September 2015.

**Godalming & District Community First Responders**

£126 ie. an exemption from fees for the use of meeting rooms – 6 times per year for 3 hours each session, was granted for 2015/16.

**St John's Spring Fair**

A cash grant of £132 was agreed for Saturday, 2 May 2015 in order that the user might pay for ten hours free use of the Wilfrid Noyce Centre in order to facilitate St John's Farncombe's customary Spring Fair on the Burys Field.

**Godalming Round Table**

A cash grant of £200 was agreed because it is anticipated that the Wilfrid Noyce Centre will be closed for refurbishment on Saturday, 6 June 2015 and it is necessary to enable the Round Table to make alternative arrangements for power, lavatories and water supply.

451. 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.

452. ANNOUNCEMENTS

There were no announcements.