

# 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 1HT

5 June 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, 11 JUNE 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 P Martin  
Councillor Poulter  
Councillor Wheatley  
Councillor Reynolds  
Councillor S Bott  
Councillor Noyce  
Councillor Welland  
Councillor Pinches  
Councillor Gray  
Councillor Young

Councillor R Gordon-Smith  
Councillor Cosser  
Councillor T Martin  
Councillor Woodham  
Councillor Hunter  
Councillor Thornton  
Councillor Williams  
Councillor Bolton  
Councillor Walden

## AGENDA

### 1. TO ELECT A CHAIRMAN

To receive nominations for the Chairman of the Committee and to elect said Chairman.

### 2. TO ELECT A VICE-CHAIRMAN

To receive nominations for the Vice-Chairman of the Committee and to elect said Vice-Chairman.

### 3. MINUTES

To approve as a correct record the minutes of the meeting held on the 9 April 2015, a copy of which has been circulated previously.

### 4. APOLOGIES FOR ABSENCE

### 5. 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.

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

6. 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.

7. COMMITTEE WORK PROGRAMME

The Committee's work programme is attached for the information of Members.

8. 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.

9. CLERK'S EXERCISE OF DELEGATED AUTHORITY

Members to consider two reports (one confidential) both attached for the information of Members, detailing occasions where the Town Clerk has exercised her delegated authority, in consultation with the Chairman of this Committee.

10. BUDGET MONITORING REPORT

Members to consider a budget monitoring report for the first two months of the Financial Year 2015/16 (report attached for the information of Members). Members to note that for the first time the budget monitoring report is generated directly from the Council's financial information system and not via a spreadsheet – thus the format is different from previous reports although the overall structure is as previously agreed.

A schedule identifying and explaining the material variances is also attached for the information of Members.

11. PHOTOCOPIER

Members to receive a report from the Facilities Manager (report to be tabled).

12. REPEATING DIRECT DEBIT – INFORMATION COMMISSIONER'S OFFICE

The Town Clerk as Responsible Finance Officer seeks Members' consent to set up a repeating annual direct debit (for £35 in the first year) in order to facilitate the annual renewal of the Town Council's data protection registration. The direct debit mandate to be signed by two Councillors authorised to sign the Council's cheques.

13. WORKING PARTIES

Membership of the Committee's two working parties to be agreed as follows:

**Wilfrid Noyce Working Party:** Councillor T Martin  
Councillor Reynolds  
Councillor Hunter  
Councillor Thornton  
Councillor S Bott  
Councillor Young

Deputy Town Clerk

**Communications Working Party:** Councillor Cosser  
Councillor T Martin  
Councillor Reynolds  
Councillor Thornton  
Councillor Walden  
Town Clerk

14. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORTING ARRANGEMENTS

A new timetable for the submission of Members' reports on the organisation upon which they represent the Town Council is attached for the information of Members.

Members are asked to submit their report to the Town Clerk one week before the date of the relevant meeting of this Committee to enable it to be included on the agenda for that meeting.

15. APPLICATIONS FOR GRANT AID

Information:		£	
	2015/2016 Grants Budget	55,000.00	
	Allocations this year to date	33,859.00	*
	Balance available for allocation	21,141.00	
	Applications this meeting	7,800.00	
	Balance unallocated if applications agreed	13,341.00	

\* Allocations this year to date:

		£	
9 April 2015	Citizens Advice Waverley (Godalming Bureau	28,000.00	
	Godalming Museum Trust	5,000.00	
	Victim Support	100.00	
	Godalming Round Table	200.00	
	St Johns Spring Fair	132.00	
	Friends of Broadwater Park (Grant Aid in Kind)	93.00	
	The Godalming Trust (Grant Aid in Kind)	208.00	
	Godalming & District Community First Responders (Grant Aid in Kind)	126.00	
	Total	33,859.00	

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.

The Cellar Café

£800 applied for to assist with the costs of providing 1-2 trips by coach or train to the coast for Cellar customers and their families who cannot afford a holiday, including a simple meal.

Previous Grants: £800 in 2014, 2013, 2012, 2011, 2010 and 2009, £750 in 2008, 2007 and £775 in 2006.

The National Autistic Society

£5,000 applied for to assist with providing a sensory room at the Old Mill Day Service in Godalming to support 15 adults.

Previous Grants: None

Waverley Borough Council

£2,000 applied for to provide event infrastructure for a variety of local organisations in coming together to showcase exhibitions and activities commemorating aspects of West Surrey's involvement in the Great War.

Previous Grants: None for this sort of event

16. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 23 July 2015 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

17. ANNOUNCEMENTS

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

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

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