

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 24 APRIL 2014**

* Councillor Wheatley – Chairman
* Councillor Poulter – Vice Chairman

<p>* Councillor P Martin * Councillor Thomson * Councillor C Gordon-Smith * Councillor Reynolds * Councillor Woodham * Councillor S Bott 0 Councillor Noyce * Councillor Thornton * Councillor Williams</p>	<p>* Councillor R Gordon-Smith * Councillor Cosser * Councillor Lister * Councillor Wilson * Councillor A Bott * Councillor Hunter * Councillor Robinson * Councillor Welland</p>
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* Present # Absent & no apology received 0 Apology L Late

439. MINUTES

The Minutes of the meeting held on 13 March 2014, having been previously circulated, were signed by the Chairman as a true record.

440. 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.

441. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor RA Gordon-Smith declared a non-pecuniary interest in Agenda Item 11, the grant application from the Godalming World War I Commemorations Working Group, on the grounds that he is a member of the working group. Councillor Gordon-Smith remained in the Chamber when that agenda item was debated.

Councillor Poulter declared two non-pecuniary interests; in Agenda Item 11, the grant aid in kind application from the Go Godalming Association, on the grounds that she is vice-president of the association and in Agenda Item 11, the grant aid in kind application from the Godalming Together CIC, on the grounds that her husband is Chairman of the CIC. Councillor Poulter remained in the Chamber when both those agenda items were debated.

Councillor Thomson declared two non-pecuniary interests; in Agenda Item 11, the grant application from the Godalming Museum Trust, on the grounds that she is a Friend of Godalming Museum and in Agenda Item 11, the grant aid application from Citizens Advice Waverley, on the grounds that she is a past patron of Citizens Advice Waverley. Councillor Thomson remained in the Chamber when both those agenda items were debated.

Councillor Cosser declared three non-pecuniary interests; in Agenda Item 11, the grant application from the Friends of Broadwater School, on the grounds that he is a governor at the school; in Agenda Item 11, the grant aid in kind application from the Go Godalming Association, on the grounds that he is a member of the association and in Agenda Item 11, the grant aid in kind application from the St Peter & St Paul Scout Group, on the grounds that he is the Town Council's representative on the District Scout Council). Councillor Cosser remained in the Chamber when each of those agenda items were debated.

Councillor Wheatley declared three non-pecuniary interests; in Agenda Item 11, the grant application from the Godalming Museum Trust, on the grounds that she is a Friend of Godalming Museum; in Agenda Item 11, the grant application from the Godalming Together CIC, on the grounds that she is a director of the CIC (Surrey County Council representative) and in Agenda Item 11, the grant aid in kind application from the Go Godalming Association, on the grounds that she is a member of the association. Councillor Wheatley remained in the Chamber when each of those agenda items were debated.

Councillor C Gordon-Smith declared two non-pecuniary interests; in Agenda Item 11, the grant application from the Godalming Museum Trust, on the grounds that she is the Town Council's representative on Godalming Museum Trust and in Agenda Item 11, the grant aid in kind application from the Go Godalming Association, on the grounds that she is a member of the association. Councillor Gordon-Smith remained in the Chamber when both those agenda items were debated.

Councillor Reynolds declared two non-pecuniary interests; in Agenda Item 11, the grant aid in kind application from the Godalming Trust, on the grounds that he is a member of the Godalming Trust and in Agenda Item 11, the grant aid in kind application from the Go Godalming Association, on the grounds that he is a member of the association. Councillor Reynolds remained in the Chamber when both those agenda items were debated.

Councillor Wilson declared four non-pecuniary interests; in Agenda Item 11, the grant aid application from Citizens Advice Waverley, on the grounds that he is the Town Council's representative on Citizens Advice Waverley; in Agenda Item 11, the grant application from the Godalming Museum Trust, on the grounds that he is a Friend of Godalming Museum; in Agenda Item 11, the grant application from the Godalming World War I Commemorations Working Group, on the grounds that he is a member of the working group and in Agenda Item 11, the grant aid in kind application from the Go Godalming Association, on the grounds that he is a member of the association. Councillor Wilson remained in the Chamber when each of those agenda items were debated.

Councillor A Bott declared a non-pecuniary interest in Agenda Item 11, the grant application from the Godalming Together CIC, on the grounds that she is the Town Council's representative on and a director of, the CIC. Councillor Bott remained in the Chamber when that agenda item was debated.

Councillor Williams declared two non-pecuniary interests; in Agenda Item 11, the grant aid application from Citizens Advice Waverley, on the grounds that he is the Waverley Borough Council's representative on Citizens Advice Waverley and in Agenda Item 11, the grant application from the Godalming World War I Commemorations Working Group, on the grounds that he is a member of the working group. Councillor Williams remained in the Chamber when each of those agenda items were debated.

442. COMMITTEE WORK PROGRAMME

Members considered the draft work programme.

443. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 31 March 2014	46,313.45
Balance held in Current Account Balance at 31 March 2014	15,029.42
Balance held in the Business Deposit Account Balance at 31 March 2014	467,674.35

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.

444. FARNCOMBE INITIATIVE

Members considered a report, tabled at the meeting, from Councillor Cosser (copy of the report attached to the record minutes) and noted the progress made to date by the Farncombe Initiative and agreed the following:

- That, as proposals emerge from the initiative, the £14,000 allocated in the budget for this initiative (£7,000 of Surrey County Council funds and £7,000 of Town Council funds) can be released by the Town Clerk, in consultation with Councillor Cosser, using her delegated authority.
- That Waverley Borough Council be asked to clarify what its future intentions are in respect of the public conveniences in Farncombe.
- That the report on Christmas lights anticipated for June 2014 (see the Committee's work programme) should also address the long-term provision of Christmas lights in Farncombe.

445. PRAYERS AT FULL COUNCIL MEETINGS

Members considered a report from the Town Clerk and resolved to make the following recommendations to Full Council:

- That the Council should resume the practice of saying [Christian] prayers immediately preceding all meetings of Full Council; and
- That the wording of each Full Council agenda should make it clear that prayers would be said immediately prior to the meeting and that all present were welcome to stay and to participate (or not) in the prayers and that an individual's decision to leave or remain outside the Chamber for prayers was respected.

The following was also decided:

- That how prayers were to be led was a matter for the discretion of the Mayor.

446. UPGRADING OF FIRE DETECTION SYSTEM – BROADWATER PARK COMMUNITY CENTRE

Members noted that in order to upgrade Broadwater Park Community Centre fire detection system to comply with British Standard (BS) 5839 2013 part 1, additional detectors and an upgraded detection panel need to be installed. The cost of the work to comply with the required standard, using the current contractor is £1,300.87.

Members further noted that under Financial Regulation 12.1 (a)(iii) permits the requirement for competitive quotes to be waived "for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant". No competitive quote for this work will be taken because to use an alternative contractor would require the replacement of the entire fire detection system as opposed to a limited upgrade.

The cost of this work will be met from within earmarked reserves.

447. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE DISTRICT SCOUT COUNCIL

Members noted, with thanks a report, from Councillor Wheatley on the District Scout Council.

448. APPLICATIONS FOR GRANT AID

Members considered the following applications for grant aid (in the form of money) – and decided upon them as shown.

Citizens Advice Waverley

£28,000 was granted to provide a locally available, independent, high quality advice service for Godalming residents.

The Friends of Broadwater School

£545 was granted as a contribution towards the provision of additional and replacement equipment for the expanding Duke of Edinburgh's Award programme run at the school.

Godalming Museum Trust

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

Godalming World War I Commemorations Working Group

£5,000 was granted to cover the cost of providing commemorative events for the town of Godalming.

St Peter & St Paul Scout Group

£1,300 was granted to assist with costs for a project to replace traditional timber weatherboarding on a section of the scout hut.

Members further consider the following requests for grant aid in kind in the form of free use of the Town Council's premises or a reduction in rent and decided upon them as shown:

Friends of Broadwater Park

£93 grant aid in kind was awarded 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.

Farncombe & District Working Men's Allotment Association

A request for £451.50 as a 30% reduction in the annual rent payable by the allotment association for 2014/15 to mitigate the negative effects of flooding of the Catteshall Lane and Meadow Allotments was declined.

Godalming Round Table

£110 grant aid in kind was awarded in the form of ten hours free use of the Wilfrid Noyce Centre on Saturday, 7 June 2014 in order to facilitate the Town Show.

Godalming Together Community Interest Company

£210 grant aid in kind was awarded in the form of free use of The Pepperpot for fifteen two-hour meetings in 2014/15.

The Godalming Trust

£208 grant aid in kind was awarded in the form of free use of the Pepperpot Undercroft and Upper Room over the weekend of 13 & 14 September 2014 (Heritage Open Days).

GO Godalming Association

£84 grant aid in kind was awarded in the form of free use of the Pepperpot Upper Room for the association's quarterly committee meetings was awarded – a total of 12 hours a year for 2014/15.

St John's Spring Fair

£110 grant aid in kind was awarded in the form of Ten hours free use of the Wilfrid Noyce Centre was granted for Saturday, 3 May 2014 in order to facilitate St John's Farncombe's customary Spring Fair on the Burys Field.

Godalming & District Community First Responders

£126 grant aid in kind was awarded in the form an exemption from fees for the use of meeting rooms – 6 times per year for 3 hours each session, was granted in 2014/15 for regular training and meeting sessions.

449. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 15 May 2014 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

450. 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.

451. WILFRID NOYCE COMMUNITY CENTRE IMPROVEMENT PROJECT

Members consider a confidential report from the Wilfrid Noyce Community Centre Working Group. Members wished to record their congratulations to the Facilities Manager and the Responsible Finance Officer for the quality of the work and the report. In order to progress the improvement project for the Wilfrid Noyce Centre, Members agreed a set of recommendations to Full Council which are recorded in full in a confidential minute. The detail remains confidential because of commercial confidentiality and so as not to prejudice any future tendering process.