

# GODALMING TOWN COUNCIL

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Municipal Buildings  
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17 July 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, 23 JULY 2015 at 7.30pm, or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

Louise P Goodfellow  
Town Clerk

Committee Members: Councillor Reynolds – Chairman  
Councillor Thornton – Vice Chairman

Councillor P Martin  
Councillor Poulter  
Councillor Wheatley  
Councillor Woodham  
Councillor Hunter  
Councillor Welland  
Councillor Pinches  
Councillor Gray  
Councillor Young

Councillor Gordon-Smith  
Councillor Cosser  
Councillor T Martin  
Councillor S Bott  
Councillor Noyce  
Councillor Williams  
Councillor Bolton  
Councillor Walden

## **AGENDA**

### 1. ELECTION OF CHAIRMAN FOR THE MEETING

In the expected absence of the Chairman and Vice Chairman, a chairman to be elected for this meeting.

### 2. MINUTES

To approve as a correct record the minutes of the meeting held on the 11 June 2015, a copy of which has been circulated previously.

### 3. APOLOGIES FOR ABSENCE

### 4. 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.

### 5. 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.

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

6. TIME-BANKING

Members to receive a presentation from Angela Butcher of the Surrey Time-Banking network and from Fiona Fyfe the Town Council's Community Navigator.

Angela will explain the concept of time-banking and how it works elsewhere. Fiona will talk about her work and its potential links to time-banking.

Members are asked to consider if this is an initiative they might wish to support (in terms of promotion and facilitation of the concept within the Town) and if so to include it on the Committee's work programme.

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

The Finance Administrator 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. BUDGET MONITORING

Members to consider a budget monitoring report for the first three months of the Financial Year 2015/16 (report attached for the information of Members). Members to note that as at the last meeting the budget monitoring report is generated directly from the Council's financial information system and not via a spreadsheet. The revenue budget is present here. Capital expenditure to date on the Wilfrid Noyce refurbishment scheme is addressed at agenda item 12 below.

The format presented here is changed from the last monitoring report in an attempt to address points raised in the discussion on 11 June 2015 (Minute 77-15 refers) about how the format of the monitoring report might be developed. The 2015/16 revenue budget has been profiled over the year and thus the variance column (third column) shows the "Year to Date Variance" i.e. the difference between the expenditure or income anticipated for the first quarter of the year and the actual expenditure or income for that quarter. The overall net variance is an overspend of £21,231 which, in broad terms, is explained by the fact that the head leaseholder of The Square has not yet reimbursed the premises insurance premium and by some £11,000 of unbudgeted revenue expenditure at the Wilfrid Noyce Centre which is ancillary to the capital refurbishment scheme and will be funded from the reserve earmarked for that purpose.

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

10. NEW LOGO

The Communications Working Group recommends a new Town Council Logo to the Committee. The logo is enclosed with this agenda in both colour and monotone for the information of Members.

It is proposed that this logo be used in all Town Council publicity material and on new headed paper. It will be used alongside the town crest which will continue to be used on all civic material i.e. headed paper for the Mayor's Office, on Orders of Service for Civic Service, Remembrance Sunday etc.

Members are asked to approve the logo and recommend it to Full Council for adoption.

11. ELECTRONIC AGENDAS

Members to consider a report from the Town Clerk (report attached for the information of Members).

12. LICENSING THE PEPPERPOT FOR THE SALE OF ALCOHOL

Since the 22 May 2015, the Undercroft of The Pepperpot has been hired each Friday by a speciality trader selling coffee for consumption on or off the premises and craft beer for consumption off the premises. A license is required for the sale of the craft beer and while establishing whether or not a market for the products exists, the trader has applied for and obtained Temporary Event Notices (TENs) for each of the occasions he has been trading from the Undercroft.

The trader wishes to continue to trade from The Pepperpot. However, the supply of TENs being limited, in order to continue trading it will be necessary to license The Pepperpot for the sale of alcohol for consumption off the premises (the hire conditions for The Pepperpot prohibit the consumption of alcohol on the premises and there is no proposal to change that).

The individual trader is a personal licence holder and the Town Clerk has established with the licensing authority that, as such, the trader would meet the requirement for there to be a Designated Premises Supervisor (DPS). Additionally the Town Clerk is satisfied that there are sufficient safeguards in the premises licensing conditions to protect the Town Council's reputation. The licensing situation would be similar to that of any other landlord who leased or rented a retail property to a shopkeeper who conducted off sales of alcohol - accountability lies with the shopkeeper, not the landlord. The licensing authority would inform the Town Council if any licensing issues arose, enabling the Town Clerk, if necessary, to terminate the hire agreement for use of the Undercroft.

Members are asked to authorise the Town Clerk to approve an application by this trader to the Licensing Authority to license the Pepperpot for Off Sale of Alcohol, the cost of any such application to be met by the applicant.

13. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members to receive an oral update from the Facilities Manager on the Wilfrid Noyce refurbishment project so far.

Members also to note the project expenditure to the end of June 2015 (expenditure details attached for the information of Members).

14. WILFRID NOYCE REFURBISHMENT PROJECT – CHAMBER OF COMMERCE OFFER

Members to consider a report from the Town Clerk (report attached for the information of Members).

15. NALC MATTERS

Some Members will be aware that the Town Clerk is a co-opted clerk (serving until January 2017) on the National Association of Local Council's (NALC) Larger Councils' Committee. A

short report on issues of interest arising from the Town Clerk's work with NALC is attached for the information of Members and the Town Clerk will make a short presentation on the Larger Councils' Committee's recent good practice visit to Falmouth.

16. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – ROLE OF AND GUIDANCE TO THE REPRESENTATIVES

Members to consider a report from the Town Clerk (report attached for the information of Members).

17. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GODALMING CHAMBER OF COMMERCE

Members are asked to note a report from Councillor Poulter on the Godalming Chamber of Commerce (report attached for the information of Members) an organisation on which Councillor Poulter represents the Town Council.

18. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 3 September 2015 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

19. 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.