

# GODALMING TOWN COUNCIL

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31 May 2013

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, 6 JUNE 2013 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 Wheatley – Chairman  
Councillor Poulter – Vice Chairman

Councillor P Martin  
Councillor Thomson  
Councillor C Gordon-Smith  
Councillor Reynolds  
Councillor Woodham  
Councillor S Bott  
Councillor Noyce  
Councillor Thornton  
Councillor Williams

Councillor R Gordon-Smith  
Councillor Cosser  
Councillor Lister  
Councillor Wilson  
Councillor A Bott  
Councillor Hunter  
Councillor Robinson  
Councillor Welland

## AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 25 April 2013, 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, or 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.

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

5. COMMITTEE WORK PROGRAMME

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Finance Officer 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. FINAL ACCOUNTS YEAR ENDING MARCH 2013

The Final Accounts are attached for the information of Members. Members are asked to note that the overall income exceeded expenditure by £21,517. The impact of this can be seen on the summary of details of movement and balances for 2012/13 and 2013/14 respectively.

The attached income and expenditure account shows the detailed variances to budget, significant variances to note are as follows:

Income

Income was on target and reflects the anticipated income calculated when the estimates were revised in October 2012. Both the Wilfrid Noyce Community Centre and the Pepperpot enjoyed an increase in letting income.

Expenditure

Most of the expenditure headings behaved as expected in relation to the revised estimates. In the main, budgets were marginally over or underspent but balance each other out at the end of the year. However, there are some significant savings which have contributed to the underspend of £21,517.

The main saving was £9,319 from the Grants budget as not all the budget was allocated during the year. Additional savings of £4,929 were made in the salaries budget. This was partly due to a member of staff opting to defer joining the pension scheme (Members to note that this is a personal decision and that provision for the employer's contribution MUST continue to be made in the budget). Also savings were made with the non-use of the provision made for temporary staff during the long-term absenteeism of a member of staff.

Over the past year, revenue has successfully increased for both the Wilfrid Noyce and Pepperpot, however, work was carried out on the car park at Broadwater Park Community Centre increasing its expenditure. However, combined savings for all three community centres have been achieved contributing a further £3,419 to the underspend.

Also, the administration fee payable to Waverley Borough Council was £3,380 less than the budgeted amount.

Transfers from "Earmarked Reserves", to support projects and expenditure, have been agreed and minuted throughout the year. In particular agreed transfers of £36,300 from the Earmarked Reserves have been transferred to the revenue account to provide for ongoing work and projects or offset income as specified when the revised estimates and budget were agreed. Transfers of £39,425 were made to the Earmarked Reserves from the revenue account (copy of Detailed Movement of Funds attached for the information of Members).

Members are asked to RECEIVE and ADOPT the Annual Accounts for Godalming Town Council (incorporating Broadwater Centre Community Centre, Wilfrid Noyce Community Centre and the Pepperpot) for the year ended 31 March 2013.

8. INTERNAL AUDIT

Members to note that the internal audit was conducted on 20 May 2013 and that the outcome from the internal audit will be reported to the Audit Committee on 13 June 2013 (for onward recommendation to Full Council on the 27 June 2013).

9. MONITORING REPORT

Members to receive the monitoring (cost centre) report for Godalming Town Council up to 30 April 2013 (monitoring report attached for the information of Members).

This report gives an indication of the actual income and expenditure as at 30 April 2013.

As a basic monitoring calculation, the profile for each budget should increase by one twelfth each month and the corresponding income and expenditure relating to each budget should reflect this. Most budgets at the current time should, therefore, reflect one twelfth of the annual budget. However, some budgets have different profiles and are paid at different times, these can be quarterly, or annually and therefore the income and expenditure will reflect this.

Comments are only made where the budget is not performing as expected or it is anticipated that Members would find it helpful to have further information.

Income

At this period of the year the income is on track, the first half of the Precept has been received, the second half of the Precept will be received in October 2013. Currently, the income for both the Pepperpot and the Wilfrid Noyce Centre are showing an improvement over last year.

Expenditure

Most expenditure is behaving as expected. The crude indication is that one twelfth of the budget should be utilised as a guide at the current stage of the year. However, Rates, Insurances and Subscriptions are paid for the forthcoming year and therefore expended at the commencement of the year. Grants are reviewed quarterly and therefore will reflect the grants approved.

All other budgets appear to be on track at the current time. The income exceeds expenditure by £123,369. It can therefore be seen that 28% of the annual budget has already been spent in the first month of the financial year and highlights why revenue balances of 50% are held in the revenue reserve. At this time in the financial cycle the indication is that the finances are generally following expectations.

10. REPORT OF THE STAFFING SUB COMMITTEE

The Staffing Sub-Committee met on 23 May 2013 and made a number of recommendations to the Policy & Management Committee – some are to be considered here and others in confidential session.

It was recommended to the Policy & Management Committee that:

- For as long as payment of salaries by cheque continues then payday should be the 25th of the month or earlier such that staff receive cleared funds by the end of the month (this was not the case on 25th April 2013);
- An amended Disciplinary Procedure be agreed (amended Disciplinary Procedure attached for the information of Members);
- An amended Employee Code of Conduct be agreed (amended Employee Code of Conduct attached for the information of Members);
- A draft Management of Absence Policy for Godalming Town Council be agreed and recommended to Full Council for adoption (draft Management of Absence Policy attached for the information of Members).

11. CHRISTMAS LIGHTS

Members to consider a report from the Facilities Manager regarding the awarding of the Christmas Lights contract 2013-2015. The report is attached for the information of Members.

In the report it is recommended that:

- Members authorise expenditure of up to £3,375 on electrical safety testing of the Christmas Lights electrical infrastructure required;
- Award a three year contract (2013-2015) for the installation, takedown and replacement (as required) of Godalming's Christmas Lights to Company C; and
- Agree to include future Christmas lights provision (2016-2021) on the P&M Work Programme in order that officers may bring forward options for Members' consideration.

12. 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.

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GODALMING TRANSPORTATION TASK GROUP (SCC)

Members are asked to note a report from Councillors Hunter/Thomson on the Godalming Transportation Task Group (SCC) (report to be tabled at the meeting for the information of Members) an organisation on which Councillors Hunter/Thomson represent the Town Council.

14. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 20 June 2013 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

15. ANNOUNCEMENTS

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

THE COMMITTEE MAY WISH 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. STAFFING MATTERS.

16. REPORT OF THE STAFFING SUB COMMITTEE

A confidential report from the Staffing Sub-Committee is attached for the information of Members.

## 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 2013/1464 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.