

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

13 June 2014

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, 19 JUNE 2014 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 Reynolds – Chairman
Councillor A Bott – Vice Chairman

Councillor P Martin
Councillor Poulter
Councillor Cosser
Councillor T Martin
Councillor Lister
Councillor S Bott
Councillor Noyce
Councillor Thornton
Councillor Williams

Councillor R Gordon-Smith
Councillor Thomson
Councillor Wheatley
Councillor C Gordon-Smith
Councillor Woodham
Councillor Hunter
Councillor Robinson
Councillor Welland

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 15 May 2014, 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, 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.

5. COMMITTEE WORK PROGRAMME

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

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

6. 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.

7. FINAL ACCOUNTS FOR GODALMING TOWN COUNCIL INCLUDING THE COMMUNITY CENTRES FOR THE YEAR ENDING MARCH 2014

The Final Accounts including the individual statements for the three community centres, Broadwater Park, Wilfrid Noyce and the Pepperpot are attached for the information of Members. Members are asked to note that the overall income exceeded expenditure by £25,712. The impact of this can be seen on the summary of details of movement and balances for 2013/14 and 2014/15 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 2013. All three Community Centres continued to enjoy 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 £ 25,712.

The main saving was £12,037 from the Grants budget as not all the budget was allocated during the year. Additional savings of £7,106 were made in the salaries budget. This was due in part 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).

Over the past year, revenue has successfully increased for all three community centres. Combined savings for all three community centres, since the revised estimates were prepared, have been achieved contributing a further £8,558. However, as agreed (min-13 451 refers) this balance £8,558 has been transferred to an Ear-marked reserve to support transitional arrangements for changing the fees and charges in the future for both Broadwater Park and Wilfrid Noyce community centres.

Also, the administration fee payable to Waverley Borough Council was £1,790 less than the budgeted amount £15,000. The fee this year has included an increase to the facilities charge and changes to both the telephone and computer support half way through the year. Due to these changes Members should note that the 2014-15 budget may not be sufficient to cover combined costs of the facilities cost , computer and telephone for a full year as these costs were not available when the budget was prepared.

Transfers from “Earmarked Reserves”, to support projects and expenditure, have been agreed and minuted throughout the year. In particular agreed transfers of £15,840 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 £55,327 were made to the Earmarked Reserves from the revenue account.

As the revenue reserve is already 50% of the current precept it is RECOMMENDED that Members agree that the surplus £25,712 is transferred to the EMR for the Wilfrid Noyce refurbishment project. (copy of Detailed Movement of Funds attached for the information of Members).

Members are asked receive to 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 2014 and to make a recommendation to Full Council that it receives and adopts the same.

8. OPTION TO TAX LAND AND BUILDINGS IN RELATION TO WILFRID NOYCE AND BROADWATER PARK COMMUNITY CENTRES

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

9. NEW NOTICEBOARDS.

Members are asked to note the exercise of the Town Clerk’s delegated authority to purchase two new noticeboards to display information relating to the Centenary of the First World War and funded from the WW1 grant made by this Committee. One will be located in the undercroft of The Pepperpot and the second on land adjacent to the Farncombe Day Centre. Members to note that WBC have consented to the installation of this second noticeboard at that location.

Additionally, Members are asked to note the exercise of the Town Clerk’s delegated authority to purchase a new, heavy duty noticeboard, made from manmade materials, similar to the board located in Elizabeth Road, to replace the existing dilapidated board on Green Lane at a cost of £879.70 taken from the existing Noticeboards budget.

10. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FARNCOMBE DAY CENTRE

Members are asked to note a report from Councillor Woodham on the Farncombe Day Centre (report attached for the information of Members) an organisation on which Councillor Woodham represents the Town Council.

11. APPLICATIONS FOR GRANT AID

		£
Information:	2014/2015 Grants Budget	55,000.00
	Allocations this year to date	40,786.00 *
	Balance available for allocation	14,214.00
	Applications this meeting	6,800.00
	Balance unallocated if applications agreed	7,414.00

* Allocations this year to date:

24 April 2014	Citizens Advice Waverley	28,000.00
	The Friends of Broadwater School	545.00
	Godalming Museum Trust	5,000.00
	Godalming World War I Commemorations Working Group	5,000.00

St Peter & St Paul Scout Group	1,300.00
Friends of Broadwater Park	93.00
Godalming Round Table	110.00
Godalming Together Community Interest Company	210.00
The Godalming Trust	208.00
GO Godalming Association	84.00
St John's Spring Fair	110.00
Godalming & District Community First Responders	126.00
Total	40,786.00

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 is applied for to assist with the costs of two trips by coach or train to the coast for Cellar customers and their families who cannot afford a holiday, including a simple meal such as fish and chips and ice-cream. Previous grants: £800 in 2013/14, £800 in 2012/13, £800 in 2011/12, £800 in 2010/11, £800 in 2009/10, £750 in 2008/09, £750 in 2007/08, £775 in 2006/07; £750 in 2004/05, £500 in 2003/04

Community Street Team

£5,000 is applied for funding towards reshaping the small hall at the Farncombe Community Centre into a coffee shop. Previous grants: £5,000 in 2011/12, £5,000 in 2010/11

Sport Godalming

£1,000 is applied for to assist with funding for the charity's general fund and operating costs for the charity. Previous grants: £1,000 in 2013/14, £1,000 in 2012/13, £500 in 2011/12, £500 in 2010/11, £500 in 2009/10, £500 in 2008/09, £1,500 in 2007/08, £500 in 2006/07, £500 in 2004/05, £500 in 2002/03

12. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 31 July 2014 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

13. 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. COMMERCIALY SENSITIVE MATTERS.

14. THE SQUARE

Members to consider two letters received relating to The Square (attached for the information of Members) and a confidential oral report from the Town Clerk.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a non-pecuniary interest]³ 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 _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2014/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

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