

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 3 SEPTEMBER 2015**

* Councillor Reynolds – Chairman
* Councillor Thornton – Vice Chairman

<p>* Councillor P Martin * Councillor Poulter * Councillor Wheatley 0 Councillor Woodham * Councillor Hunter 0 Councillor Welland * Councillor Pinches * Councillor Gray * Councillor Young</p>	<p>* Councillor R Gordon-Smith 0 Councillor Cosser * Councillor T Martin * Councillor S Bott 0 Councillor Noyce * Councillor Williams 0 Councillor Bolton 0 Councillor Walden</p>
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* Present # Absent & no apology received 0 Apology L Late

167. MINUTES

The Minutes of the meeting held on 23 July 2015, having been previously circulated, were signed by the Chairman as a true record.

168. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

169. 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.

170. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Reynolds declared a disclosable pecuniary interest in Agenda Item 12 on the grounds that his business will be used for advertising of the Christmas Festival. Councillor Reynolds left the Chair and the Chamber when that agenda item was debated; Councillor Thornton took the Chair for that item.

Councillor Gordon-Smith declared a non-pecuniary interest in Agenda Item 19 on the grounds that his Doctor is part of the Mill Group. Councillor Gordon-Smith remained in the Chamber when that agenda item was debated.

Councillor Poulter declared a non-pecuniary interest in Agenda Item 10 on the grounds that her husband made the proposals as Chairman of the Godalming Together CIC.

171. COMMITTEE WORK PROGRAMME

Members considered the considered the Committee’s work programme and noted progress on the items listed.

172. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Godalming Town Council	£
Accounts paid since the 23 July 2015	601,863.71

Balance held in Current Account Balance at 3 September 2015	59,382.90
Balance held in the Business Deposit Account Balance at 3 September 2015	703,515.29

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.

173. BUDGET MONITORING

Members considered two budget monitoring reports for the current financial year 2015/16 – for month four (to the end of July 2015) and for month five (to the end of August 2015). A budget monitoring statement for the capital project at the Wilfrid Noyce Centre was considered elsewhere on the agenda – see Minute 177 below.

Members noted that the month four report showed a total variance to date against budget of £13,109 overspend while the month five report showed a variance of £3,171 underspend. The Town Clerk & RFO also showed a current projection to the year end for each cost centre indicating a projected net underspend for the current year of £3,800. The Town Clerk stated that she anticipated that the net underspend will eventually be greater but that there are still too many unknowns to project that greater figure.

Members noted the budget monitoring reports.

174. REPEATING DIRECT DEBITS – PWLB

Members agreed to the setting up of a repeating six monthly direct debit (each payment being £11,288.50) starting on 13 February 2016 and continuing until 13 February 2045 being the payment of debt charges for the first loan of £420,500 taken out on 13 August 2015 (in accordance with Minute 469-14) to fund the refurbishment of the Wilfrid Noyce Centre. The direct debit mandate has been signed by two Councillors authorised to sign the Council's cheques.

Members further agreed to set up a repeating six monthly direct debit when the second loan of £420,500 is taken out (in accordance with Minute 469-14 and anticipated to be in November or December 2015) to fund the refurbishment of the Wilfrid Noyce Centre. The direct debit mandate to be signed by two Councillors authorised to sign the Council's cheques. The amount and the dates of the direct debit to be reported as soon as possible after the second loan is taken out.

175. REMOTE SERVER

Members considered a report from the Town Clerk. The Committee agreed in principle to a move of the Council's IT to a remote server and authority be delegated to the Town Clerk (in consultation with the Chairman of this Committee and Councillor T Martin) to make a decision as to how any such arrangement might work and who might provide it. The delegated authority to be conditional upon the costs of any solution being demonstrated to be competitive and able to be contained within existing budgets. The use of the delegated authority to be reported back to the Committee as soon as possible after the event.

176. PROPOSAL FOR A PUBLIC ACCESS DEFIBRILLATOR IN FARNCOMBE

Members considered a proposal for the siting of a public access defibrillator in Farncombe and agreed that the Town Council would take on responsibility for the ownership and maintenance of the defibrillator.

Members agreed that an increase of £150pa should be made in the "Land & Property Other" budget to cover the anticipated running costs of the defibrillator. That increase in budget to be addressed at the revised estimate stage and funded in the first instance from revenue underspend elsewhere. Members further agreed the creation of an earmarked reserve for defibrillators to smooth revenue expenditure over the years (for both the Farncombe defibrillator and the one at The Pepperpot).

Members agreed a caveat, that, although no such activity has been experienced at The Pepperpot, if the Farncombe defibrillator were subject to repeated vandalism then the Council would reserve the right to discontinue the maintenance provision.

Additionally, Members agreed that officers should try and take advantage of the installation, on a proportional cost basis, to provide an external power supply at the Day Centre for the use of the Christmas lights.

177. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members received a tabled report on the project from the Facilities Manager including a budget monitoring statement (report attached to the record minutes).

Members noted the potential shortfall in funding for the project and noted that this could be contained within the current revenue budget and/or from reserves. It was agreed that purchase of the desirable but not essential items (the total value of which was included within the projected shortfall) be considered once it was clearer that the build costs would be contained within the contract sum.

178. CHRISTMAS FESTIVAL BUDGET

Members considered a report from the Town Clerk and agreed the budget for the 2015 Christmas Festival.

179. HM THE QUEEN 90th BIRTHDAY CELEBRATIONS

Members agreed to support an appropriate event to mark Her Majesty the Queen's 90th birthday on Sunday, 12 June 2016.

The event envisaged would be a free public event, based in the Phillips Memorial Park and Godalming Bandstand that would encourage residents to picnic in the park whilst being entertained from the bandstand. It would be hoped that the Round Table would provide a bar and the Go Godalming Association would arrange the concert.

Additionally, a more 'formal' afternoon tea would be arranged as a thank you for those who provide service to our town. The afternoon tea would require the provision of marquees, tables and chairs and would involve members of this council, with assistance from other community groups hosting the afternoon tea for invited guests.

Officers were asked to take a co-ordinating role in order to bring detailed proposals to this committee including costs, if any.

180. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SCC TREE WARDENS

Members received with thanks a report from Councillor Williams on the work done by the SCC Tree Wardens (tabled report attached to the record minutes) an organisation on which Councillor Williams represents the Town Council.

181. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GODALMING MUSEUM TRUST

Members received with thanks a report from Councillor Gordon-Smith on the Godalming Museum Trust an organisation on which Councillor Gordon-Smith represents the Town Council.

182. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 15 October 2015 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

183. ANNOUNCEMENTS

The Mayor made an announcement concerning her attendance at the filming of the final of BBC Songs of Praise Gospel Choir of the Year 2015. The Mayor stressed how well the Godalming Community Gospel Choir had performed and made specific reference to the Town Council's Finance Administrator, Mrs Rita Tong, and her part in the performance.

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 MATTERS THAT MIGHT RESULT IN LITIGATION.

184. ALLOTMENTS AT MEADROW

Members considered a confidential oral report from the Town Clerk and agreed that the Town Clerk should seek rectification of the land registration of the Meadow allotments.

185. THE SQUARE

See confidential minute.