

# GODALMING TOWN COUNCIL

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Municipal Buildings  
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31 August 2012

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 SEPTEMBER 2012 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 T Martin – 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 28 June 2012, 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 80.

### 4. DISCLOSURE OF 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. 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.

## 6. MONITORING REPORT

Members to receive the monitoring report for Godalming Town Council up to 31 July 2012.

This report gives an indication of the actual income and expenditure as at 31 July 2012.

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 third 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.

Not all journal transfers including transfers for the Earmarked Reserves have been completed so far this year. This is because there was not sufficient time last year, when the package was upgraded, to set the parameters for this as required. Further work is now being undertaken on the accounting package to ensure that the chart of accounts meets the organisational needs for the end of the financial year. RBS (the software provider) is currently working with the Responsible Finance Officer to achieve this.

### **Income**

At this period of the year the income is on track, the second half of the precept will be received in October 2012. 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 third of the budget should be utilised at the 4 month stage.

The telephone costs exceed the budget and will continue to do so as the Godalming Projects Co-ordinator was provided with a Godalming Town Council mobile telephone when she was transferred to this Council. The total budget for this post incorporates anticipated telephone costs but this element of the post's budget has not been transferred to "telephones"; it is anticipated that the necessary adjustments will be made at revised estimate time.

There are still some budgets that remain unspent as it is too early in the financial cycle for them to be used e.g. Christmas Lights. In addition to this several amounts were carried forward from last year e.g. Property Maintenance, Godalming Projects Co-ordinator, Seeda Money, Professional Fees, which still remain unspent as invoices are awaited. Most of the projects including Titanic Dinner, the Diamond Jubilee and Staycation budgets are in the

process of reconciliation with some transactions not completed, but give every indication of hitting their targets.

All other budgets appear to be on track at the current time. The income exceeds expenditure by £81,015 with one third of the year gone. At this time in the financial cycle the indication is that the finances are generally following expectations.

7. EXERCISE OF THE CLERK'S DELEGATED AUTHORITY – BROADWATER PARK COMMUNITY CENTRE, WORKS TO CAR PARK

In accordance with Standing Order 64 the Town Clerk wishes to report the exercising of her delegated authority, in consultation with the Committee Chairman.

On 17 May 2012 this Committee agreed that the repair of the collapsed drainage pipework from the Broadwater Park Community Centre car park should be attempted from the inspection pit at a cost of £1,800 (Minute 38-12 refers). An abortive attempt was made to effect these repairs but it was discovered that the collapse in the pipework was so substantial that repairs could only be made by digging up the driveway. In fact the cost incurred in this investigative work were, at £900, only 50% of that anticipated because no repairs could be made at that point.

Competitive quotes were obtained for the required repair work with a view to reporting the matter to this Committee on 9 August 2012 and completing the repairs in August before the anticipated resurfacing of the car park (by Waverley Borough Council) in September. However, with the cancellation of the Committee meeting scheduled for 9 August this matter became one of urgency. Therefore, in consultation with the Committee Chairman, the Town Clerk instructed the company submitting the lowest quote (First Express Ltd) to proceed with the repairs necessary to the drainage pipework at Broadwater Park Community Centre car park at a cost of £4,500 (the cost being met from with the Broadwater Park Community Centre reserves). The works were completed on the 14 August 2012.

8. LETTER FROM THE TREASURER OF THE GODALMING MUSEUM TRUST

Members to consider a letter received, by the Town Clerk, from the Treasurer of the Godalming Museum Trust. The letter refers to minute 39-12 from this Committee's meeting on 17 May 2012, specifically that part which says:

*"Members stressed that it was not their intention to continue revenue funding Godalming Museum and that the Town Clerk should discourage the Museum from making further annual grant applications for the Volunteer Co-ordinator post. However, grant applications for one-off projects would be welcomed."*

The final sentence of the letter asks if the Town Council will re-consider its Committee's decision regarding support for the Volunteer Co-ordinator position.

Members are asked to consider in what terms the Clerk should reply.

9. CREATION OF A SECOND WORK STATION IN THE TOWN CLERK'S OFFICE

The Godalming Projects Co-ordinator currently works from home; it was anticipated that the postholder would retain a desk within Waverley Borough Council's offices but this has not been the case. The Town Clerk considers that all members of the staff team should have an office base, even though as in the case of this post the staff member may work largely from home and out and about. Members will be aware that staff accommodation at the Town Council's offices is cramped although the Town Clerk enjoys a large office.

The Town Clerk proposes the creation of a second workstation in her office for use as a base by the Godalming Projects Co-ordinator. This would require the purchase of additional office furniture and the removal of some (but not all) of the existing furniture (to be reused at the Wilfrid Noyce Centre). The estimated costs of the additional furniture (two desks, a desk extension for use as a meeting table, a screen to separate the two desks and three tall tambour cupboards with shelves) is £1,800 and £200 is allowed for the relocation of the existing furniture. This cost of £2,000 could be met from the budget set aside for office redecoration.

Members are asked to agree the proposal.

10. ITEMS FOR THE INFORMATION OF MEMBERS

Members to note progress on the following items:

Mayor's Charity – the late Maureen Nyazai

On 17 May 2012 Members agreed that the balance of £2,972.89 from the Mayor's Charity, set up in 2000 by the late Maureen Nyazai, should be distributed between the three youth charities (Farncombe Community Street Team, the Trinity Trust Team and the Eashing Yooffie) – Minute 40-12 refers. This distribution has taken place and the bank account has now been closed.

Application for Planning Permission & Listed Building Consent for the Pepperpot

On 17 May 2012 Members agreed to seek planning approval and listed building consent for works to improve the safety of entrance and egress from the Pepperpot Undercroft (minute 41-12 refers). Members are informed that an application for planning permission and listed building consent for these works was submitted on 13 August 2012 and registered on 17 August. A copy of the application will be tabled for Members' information.

11. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING FAIRTRADE TOWN STEERING GROUP

Members are asked to note a report from Councillor Wheatley on the Godalming Fairtrade Town Steering Group (copy attached for the information of Members) an organisation on which Councillor Wheatley represents the Town Council.

12. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 18 October 2012 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.

## 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.