

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 11 SEPTEMBER 2014**

* Councillor Reynolds – Chairman
* Councillor A Bott – Vice Chairman

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|---|---------------------|---|---------------------------|
| * | Councillor P Martin | 0 | Councillor R Gordon-Smith |
| * | Councillor Poulter | * | Councillor Thomson |
| 0 | Councillor Cosser | 0 | Councillor Wheatley |
| * | Councillor T Martin | * | Councillor C Gordon-Smith |
| * | Councillor Lister | * | Councillor Woodham |
| * | Councillor S Bott | * | Councillor Hunter |
| * | Councillor Noyce | * | Councillor Robinson |
| * | Councillor Thornton | # | Councillor Welland |
| * | Councillor Williams | | |

* Present # Absent & no apology received 0 Apology L Late

155. MINUTES

The Minutes of the meeting held on 31 July 2014, having been previously circulated, were signed by the Chairman as a true record.

156. 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.

157. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

158. COMMITTEE WORK PROGRAMME

Members considered the draft work programme...

159. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

| | |
|--|------------|
| | £ |
| Godalming Town Council Accounts paid since the 31 July 2014 | 26,617.02 |
| Balance held in Current Account Balance at 11 September 2014 | 24,664.92 |
| Balance held in the Business Deposit Account Balance at 11 September 2014 | 466,879.36 |

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 and that from the meeting of 31 July 2014..

160. BORROWING APPROVAL FOR WILFRID NOYCE COMMUNITY CENTRE IMPROVEMENTS

Members noted that the borrowing approval for an amount not exceeding £742,500 had been received from the Department for Communities and Local Government in respect of Wilfrid Noyce Community Centre improvements. Members further noted that design meetings have been held with the surveyors and planning consultants and that once produced the project plans will be brought to this committee for approval prior to a planning submission being made. Because of budget decisions already taken, it is not yet necessary to make use of this borrowing approval. It is envisaged that if the project schedule is maintained then authority for the RFO to arrange the required loan will be sought at Full Council in March 2015 with the borrowing to be in place by May 2015.

161. OPTING COMMUNITY CENTRES INTO TAXATION

Members noted that following the decision of Full Council to apply to opt Broadwater and Wilfrid Noyce Community Centres into taxation, HMRC have now approved both applications. Therefore VAT is now chargeable on all lettings of these centres. Both centres are now subject to the Capital Goods Scheme and a consequence of this is that free charitable use of the centre cannot now be allowed as this would mean that part of the VAT reclaimable on capital expenditure could not be reclaimed. Thus any charitable use previously provided free will now have to be invoiced at the appropriate rate, including the Mayors quiz and Remembrance Day. Members agreed officers' recommendation that these two annual events become grant aided events thus allowing appropriate invoicing and transfer of funds to be made. Additionally Members delegated authority to officers to provide grant funding to meet the hire cost of a centre for GTC supported public meetings.

162. TREE WORK AT PEPPERHAROW ROAD ALLOTMENTS

Members received a report from the Facilities Manager about the trees at Peperharow Road allotments. Following the collapse of a large oak tree at (which fell into the woodland behind the allotments) concerns have been expressed by residents of a neighbouring property about the condition of other large trees on the site. Responding to these concerns the Facilities Manager conducted a site visit with the tree surgeon of the Town Council's grounds maintenance contractor. Members considered and agreed the recommendations arising from the tree survey and authorised the Facilities Manager to have the work taken on safety grounds at a cost of £4,125 to be funded from the allotment reserve.

Members noted that as the work to be executed is an extension of an existing contract financial regulation 12.1(a) (iv) applies.

Members indicated that if it were possible at a reasonable additional cost then another tree (T3) should be felled at the same time.

163. BOILER REPLACEMENT – BROADWATER PARK COMMUNITY CENTRE

Members noted that the central heating and hot water boiler at Broadwater Park Community Centre has recently failed (after 23 years of service) and is beyond economical repair. The work required is for the installation of a replacement boiler only, as the central heating system and hot water control systems were upgraded in 2012. Members noted that the Facilities Manager was seeking quotes in accordance with Financial Regulation 12.1(h)(a) and authorised him to accept the lowest quote received for a boiler replacement (on a like for like basis) and system re-commissioning. Members noted that the likely cost of this work will be

in excess of the current Broadwater Park maintenance budget and agreed that the excess may be met from general reserves.

164. PRESENTATION OF GTC BUDGET

Members considered a report from the Town Clerk and (with the addition of a “variation” column and revised column headings) agreed a revised format for the presentation of the Town Council’s budget. (Summary budget page in the new format attached to the record minutes). The Town Clerk was thanked for the work in preparing the new format.

165. STAYCATION ACTIVITIES REPORT

Members noted, with thanks to all involved, a report from the Projects Co-ordinator on feedback received for Staycation 2014.

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

Members noted, with thanks, a report from Councillor C Gordon-Smith on the Godalming Museum Trust (tabled report attached to the record minutes) an organisation on which Councillor C Gordon-Smith represents the Town Council.

167. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING MAYEN ASSOCIATION

Members noted, with thanks, a report from Councillor Wheatley on the Godalming Mayen Association an organisation on which Councillor Wheatley represents the Town Council.

168. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 23 October 2014 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

169. ANNOUNCEMENTS

The Town Clerk announced that she had prepared files containing all the Town Council’s current policies and policies and that these were available for Members to take (and sign for).

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. COMMERCIALY SENSITIVE MATTERS.

170. STAFFING MATTERS

Members received an oral report from the Chairman of the Staffing Sub-Committee and agreed arrangements for the cover of the Responsible Finance Officer function during the autumn absence of the Town Clerk (the arrangements are detailed in a confidential minute attached to the record minutes).

171. THE SQUARE

Members to received an oral report from the Deputy Town Clerk and noted the correspondence attached as a confidential annexe to the agenda.