

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 6 SEPTEMBER 2012**

* Councillor T Martin – Chairman
* Councillor Poulter – Vice Chairman

<p>* Councillor P Martin * Councillor Thomson * Councillor C Gordon-Smith * Councillor Reynolds 0 Councillor Woodham * Councillor S Bott * Councillor Noyce * Councillor Thornton * Councillor Williams</p>	<p>* Councillor R Gordon-Smith * Councillor Cosser * Councillor Lister * Councillor Wilson * Councillor A Bott * Councillor Hunter * Councillor Robinson 0 Councillor Welland</p>
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* Present # Absent & no apology received 0 Apology L Late

134. MINUTES

The Minutes of the meeting held on 28 June 2012, having been previously circulated, were signed by the Chairman as a true record.

135. 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 80.

136. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor RA Gordon-Smith declared a non-pecuniary interest in Agenda Item 8 on the grounds that he is a Friend of Godalming Museum. Councillor Gordon-Smith remained in the Chamber when that agenda item was debated.

Councillor Thomson declared a non-pecuniary interest in Agenda Item 8 on the grounds that she is a Friend of Godalming Museum. Councillor Thomson remained in the Chamber when that agenda item was debated.

Councillor C Gordon-Smith declared a non-pecuniary interest in Agenda Item 8 on the grounds that she is the Godalming Town Council representative on the Godalming Museum Trust. Councillor Gordon-Smith remained in the Chamber when that agenda item was debated.

Councillor Lister declared a non-pecuniary interest in Agenda Item 8 on the grounds that she is a Friend of Godalming Museum. Councillor Lister remained in the Chamber when that agenda item was debated.

Councillor Wilson declared a non-pecuniary interest in Agenda Item 8 on the grounds that Mrs Wilson is a volunteer at Godalming Museum and both of them are Friends of Godalming Museum. Councillor Wilson remained in the Chamber when that agenda item was debated.

137. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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Godalming Town Council Accounts paid since the 28 June 2012	102,267.53
Balance held in Current Account Balance at 22 August 2012	22,210.46
Balance held in the Business Deposit Account Balance at 22 August 2012	445,646.80

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.

138. MONITORING REPORT

Members received and noted the financial monitoring report for Godalming Town Council up to 31 July 2012.

This report identified specific budgets where performance was not as expected but concluded that overall the actual income and expenditure as at 31 July 2012 was as expected at this point in the financial year.

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

Members noted a report from the Town Clerk, in accordance with Standing Order 64, recording 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 was, 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 within the Broadwater Park Community Centre reserves). The works were completed on the 14 August 2012.

140. LETTER FROM THE TREASURER OF THE GODALMING MUSEUM TRUST

Members considered a letter received, by the Town Clerk, from the Treasurer of the Godalming Museum Trust.

The Town Clerk was instructed to reply indicating a degree of sympathy on the part of the Committee with regard to the Museum's request for longer term support for the Volunteer Co-ordinator post but that the proper time to consider the matter in detail would be during the Council's budget setting process this autumn.

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

Members agreed to the creation of a second workstation in the Town Clerk's office for use as a base by the Godalming Projects Co-ordinator. The cost of £2,000 to be met from the budget set aside for office redecoration.

142. ITEMS FOR THE INFORMATION OF MEMBERS

Members noted 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. Members noted that this distribution had taken place and the bank account was now 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 were 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.

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

Members noted a report from Councillor Wheatley on the Godalming Fairtrade Town Steering Group an organisation on which Councillor Wheatley represents the Town Council.

144. 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.

145. ANNOUNCEMENTS

The Town Clerk made an announcement concerning a second DCLG consultation paper on the localisation of Council Tax specifically addressing the impact of earlier proposals on Town & Parish Councils.