

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 18 OCTOBER 2012**

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

0	Councillor P Martin	*	Councillor R Gordon-Smith
*	Councillor Thomson	*	Councillor Cosser
*	Councillor C Gordon-Smith	*	Councillor Lister
*	Councillor Reynolds	*	Councillor Wilson
*	Councillor Woodham	*	Councillor A Bott
*	Councillor S Bott	*	Councillor Hunter
*	Councillor Noyce	*	Councillor Robinson
*	Councillor Thornton	#	Councillor Welland
0	Councillor Williams		

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

181. MINUTES

The Minutes of the meeting held on 6 September 2012, having been previously circulated, were signed by the Chairman as a true record.

182. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

Mr Simon Crowther, representative of Sport Godalming, had requested to make a statement to the committee in accordance with Standing Order 80.

Mr Angus Palmer, Chairman of the Godalming Trust, had requested to make a statement to the committee in accordance with Standing Order 80.

The Chairman determined to take the statements at the appropriate point on the agenda (Agenda Item 16) and heard that agenda item first.

183. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor RA Gordon-Smith declared a non-pecuniary interest in Agenda Item 16, the grant aid application from the Godalming Trust, on the grounds that he is a member of the Godalming Trust. Councillor Gordon-Smith declared a further non-pecuniary interest in Agenda Item 16, the grant aid application from Sport Godalming, on the grounds that he is a member of Sport Godalming. Councillor Gordon-Smith remained in the chamber when each of these items were considered.

Councillor Cosser declared a disclosable pecuniary interest in Agenda Item 14 on the grounds that he is a Governor of Broadwater School, which derives income from lettings to the baseball club. Councillor Cosser left the Chamber when that agenda item was discussed.

Councillor Reynolds declared a non-pecuniary interest in Agenda Item 16, the grant aid application from the Godalming Trust, on the grounds that he is a member of the Godalming Trust. Councillor Reynolds declared a further non-pecuniary interest in Agenda Item 16, the grant aid application from Churches Together, on the grounds that Churches Together advertise in Round & About. Councillor Reynolds remained in the Chamber when each of those items were considered.

Councillor Wilson declared a non-pecuniary interest in Agenda Item 16, the grant aid application from the Godalming Trust, on the grounds that he is a member of the Godalming Trust. Councillor Wilson remained in the chamber when that item was discussed.

Councillor Thornton declared a disclosable pecuniary interest in Agenda Item 14 on the grounds that he is a Governor of Broadwater School. Councillor Thornton left the Chamber when that agenda item was discussed.

184. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 31 August 2012	40,342.25
Balance held in Current Account Balance at 30 September 2012	31,394.40
Balance held in the Business Deposit Account Balance at 30 September 2012	335,922.76

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.

185. REPORT FROM THE AUDIT SUB COMMITTEE – EXTERNAL AUDIT

Members received the report of the Audit Sub Committee held on the 4 October 2012. As a result of that report the committee received the report of the External Auditor BDO Stoy Hayward relating to Godalming Town Council and referred that report on to Full Council.

Members agreed that the working party appointed to undertake a full review of the NALC Model Standing Orders against Godalming Town Council's Standing Orders (Min No 368-11 refers) should be convened during the week after Remembrance Sunday.

186. CRINKLE CRANKLE WALL

Members considered a report from the Facilities Manager and a report on tenders received from the Council's surveyors. Members agreed to place a contract for the repair of the Crinkle Crankle Wall with SR Newman (Contractors) Ltd. Members noted that although the work is urgent the start time must be delayed until April 2013 so that the lime mortar cement required for the work to this Grade II Listed Wall will be able to cure. Members resolved that the required funds of £20,711 would be funded from the combined reserves for the Crinkle Crankle Wall and Broadwater Park Maintenance (£14,340) leaving a shortfall to be funded from General Reserves with the expectation that at Revised Estimates stage some of this shortfall might be funded from additional income generated by the Broadwater Park Community Centre.

187. REPORT OF STAFFING SUB-COMMITTEE

Members accepted the recommendation of the Staffing Sub-Committee that all staff salaries should be paid by direct credit than cheque. However, Members also noted that implementation of this recommendation was subject to changes in bank arrangements and regulations affecting payments made by Town & Parish Councils.

188. RENAMING OF THE SURREY COUNTY ASSOCIATION OF PARISH & TOWN COUNCILS (SCAPTC)

Members noted that, it was agreed at the annual general meeting of SCAPTC held on 27 September 2012 at Dorking, the Association would henceforth be known as the Surrey Association of Local Councils (SALC).

189. LOCALISM ACT 2011

Members considered the Plain English guide to the Localism Act published by the Department for Communities and Local Government.

Members noted that on 8 November 2012, immediately after the Planning & Environment Committee scheduled for that date, Mr Trevor Leggo Director of the Surrey & Sussex Associations of Local Councils has agreed to speak to Members of Godalming Town Council about the Localism Act and its implications for Town & Parish Councils.

190. COMMUNITY CENTRES REGULAR USERS

Members considered an oral report from the Town Clerk and agreed that henceforth regular users of the Town Council's Community Centres would be required to submit booking forms (in addition to the standard hire agreement) in the format specified by the Town Council.

191. DRAFT SCHEDULE OF MEETINGS 2013/14

Members agreed the draft schedule of meetings for the Civic Year 2013/14 and recommended it to Full Council for adoption.

192. TOWN COUNCIL OFFICES - CHRISTMAS AND NEW YEAR OPENING HOURS

Members agreed that Godalming Town Council Offices should open during the Christmas and New Year period as shown below:

Monday, 24 December 2012 – Normal working hours with the possibility of early closure  
Tuesday, 25 December 2012 – Closed – Public Holiday  
Wednesday, 26 December 2012 – Closed – Public Holiday  
Thursday, 27 December 2012 – Closed – Extra statutory day  
Friday, 28 December 2012 – Closed – proposed “goodwill” day  
Saturday, 29 December 2012 – Closed  
Sunday, 30 December 2012 – Closed  
Monday, 31 December 2012 – Closed – proposed annual leave day  
Tuesday, 1 January 2012 – Closed – Public Holiday  
Wednesday, 2 January 2012 – Normal working hours

Members agreed to grant Town Council staff an additional leave day, as a one-off goodwill gesture, to be taken on 28 December and that staff would be required to take annual leave or “time off in lieu” on 31 December.

Members noted that the matter of Christmas closure and staff leave arrangements would be discussed at the next meeting of the Staffing Sub Committee.

193. BROADWATER PARK – BASEBALLS

Members noted that there is increasing tension in the vicinity of the Broadwater Park Community Centre because of the regular weekend use of parts of the playing fields at Broadwater School for baseball.

Members further noted that the Town Clerk has agreed, without prejudice, that the Town Council would contribute one-seventh of the cost of an external risk assessment that the residential neighbours had suggested be conducted by the RoSPA Playing Field Risk Assessment Service. It was not yet known whether the risk assessment would proceed but if it did the Town Council's contribution would be £86.

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

Members noted a report from Councillor Woodham on the Farncombe Day Centre an organisation on which Councillor Woodham represents the Town Council. Councillor Woodham was thanked for her report.

195. APPLICATIONS FOR GRANT AID AND GRANT AID IN KIND

Members considered the following applications for grant aid and decided upon them as follows:

**Churches Together in Godalming & District** - £600 was agreed for to help fund entertainment, refreshments and publicity including a PA system for Christmas Together in Godalming.

**Godalming Trust** - £964.80 was agreed for to assist with the production and distribution of Heritage Open Days brochure.

**Sport Godalming** - £1,000 was agreed to assist with operating costs of the charity.

**Waverley Hoppa Community Transport** – An application for £5,000 to assist in providing an accessible door-to-door, non-emergency patient transport service for the residents of Godalming and the surrounding villages, was deferred until the next meeting of the committee and the Town Clerk was asked to invite a representative of Waverley Hoppa Community Transport to speak to the application.

196. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 29 November 2012 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

197. ANNOUNCEMENTS

There were no announcements.

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.

198. THE SQUARE

Even though this item was considered in confidential session the resulting minute need not be considered confidential. Members considered a letter from the head leaseholder of The Square making a specific financial offer to purchase the freehold. The Town Clerk was instructed to reply declining the offer.