

**MINUTES AND REPORT OF THE EXTRAORDINARY POLICY & MANAGEMENT COMMITTEE
HELD ON 22 MARCH 2018**

* Councillor Reynolds – Chairman
* Councillor Walden – Vice Chairman

0	Councillor P Martin	*	Councillor Gordon-Smith
*	Councillor Poulter	*	Councillor Cosser
*	Councillor Wheatley	0	Councillor T Martin
*	Councillor Hunter	*	Councillor S Bott
*	Councillor Noyce	L	Councillor Welland
0	Councillor Williams	*	Councillor Pinches
*	Councillor Bolton	0	Councillor Gray
0	Councillor Purkiss	0	Councillor Wainwright
*	Councillor Follows		

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

450. MINUTES

To approve as a correct record the minutes of the meeting held on the 18 January 2018 & 1 March 2018, a copy of which has been circulated previously.

451. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

452. 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.

453. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor A Bott, who was present as a non-voting member, declared a non-pecuniary interest in Agenda Item 15, on the grounds that she is an employee of the organisation. Cllr Bott left the Chamber when that agenda item was debated.

454. PRESENTATION BY WAVERLEY HOPPA COMMUNITY TRANSPORT

Members received a presentation from Waverley Hoppa Community Transport ahead of this Committee's considerations, due on 12 April 2018, for SLA funding in support of the 'Hospital Hoppa'.

455. COMMITTEE WORK PROGRAMME

Members considered the draft work programme, amended work programme attached to the record minutes.

456. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since 5 January 2018	126,846.14
Receipts received since 5 January 2018	80,548.24

Balance held in Current Account Balance at 22 March 2018	26,476.95
Balance held in the Business Deposit Account Balance at 22 March 2018	408,259.77

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. 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.

457. PLANNING MATTERS

Members noted that the Waverley Local Plan Part 1 (LLP1) was found, subject to main modifications, to be sound by the Government Appointed Inspector, and adopted (including all the main modifications) by Waverley Borough Council on 20 February 2018.

458. BUDGET MONITORING

Members considered a budget monitoring report for the first eleven months of the current financial year 2017/18 and noted the current variance of £23,228 underspent. It was further noted that there was a projected variance for the year end of £8,687 underspend.

459. MOTIONS ON NOTICE

Councillor Bolton put forward and spoke to the Motion on Notice detailed below.

The Motion:

This Council believes that a vibrant public market is beneficial to the residents of the town and has the potential to enhance the overall retail offer of Godalming. This Council is aware of the difficulties experienced by 'The Friday Market' due to the changes affecting the existing market site and wishes to explore options for relocating the Godalming weekly market to a more prominent position within the town.

Members resolved to support the motion and agreed the use of staffing resource to explore potential options and for the Town Clerk to submit a report to this committee on 12 July 2018 on how this Council might be able to secure the future of the Godalming weekly market. Members expressed a wish that Officers explore innovative ideas and do not restrict the report to the existing market format.

460. GENERAL DATA PROTECTION REGULATIONS (GDPR)

Members considered an Officer's report regarding preparations for the implementation of the GDPR (copy of report attached to record minutes). Members resolved to agree the following:

The Town Clerk appoints, on behalf of the Council, an external provider to act as the Data Protection Officer for Godalming Town Council, at an annual cost not exceeding £2,000 per annum.

The Town Clerk to be the designated point of contact for Officers and Members to report any potential personal data breach, with the Support Services Officer being the nominated second point of contact.

The Mayor to be the designated Member to assist, if necessary, with an investigation of a potential personal data breach.

461. GODALMING MUSEUM

Members to resolve to agree expenditure of £3,222.10 against the Museum cost centre for the upgrading of the emergency lighting system within the Museum building in order to meet current regulatory standards. Members further resolved to agree that the works should be conducted by the Town Council's existing contractors under FR 12.1(iv) in order to realise future efficiency savings by enabling the smart management of all emergency lighting checks and maintenance.

462. INSURANCE

Members considered the report on insurance quotes for 2018/19 and resolved to engage Supplier 2 (later identified as Zurich) for the provision of Godalming Town Council's insurance services for the next three years.

463. FLORAL GODALMING

Members noted the kind generosity of The Caudle Memorial Fund which has enabled Godalming Town Council to purchase specialist 'self-watering' flower containers and to fund the first year's operating costs of Floral Godalming. The Town Council, with the support of the Chamber of Commerce, will provide 50 floral displays within Godalming's primary shopping area of Church Street, The High Street, and Bridge Street between May and September. Godalming Town Council and the Chamber of Commerce will seek sponsorship arrangements for the ongoing operating costs of Floral Godalming.

464. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SALC

Members noted a report from Councillor Cosser on the Surrey Association of Local Councils (report attached for the information of Members) an organisation on which Councillor Cosser represents the Town Council.

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

Members noted that there has been no activity in relation to the SCC Tree Warden Scheme and agreed to be removed it as an external body with Town Council representation.

466. WILFRID NOYCE – ADDITIONAL REVENUE STREAM

Members considered a confidential report from the Town Clerk relating to an additional revenue stream for the Wilfrid Noyce Centre and resolved to agree the entering of a 3-year leasing arrangement for the provision of a hot beverage vending machine at the Wilfrid Noyce Centre. The rental cost and income to be set against the Wilfrid Noyce Centre cost centre.

467. DELEGATED AUTHORITY

Members noted the use of delegated authority by the Town clerk in areas of management associated with the Allotment Association and on alleviation of surface water flooding at the school crossing on Meadow.

468. ITEMS FOR THE INFORMATION OF MEMBERS

The following document was tabled at the meeting for the information of Members:

Letter & Leaflet from ElanCity on The Evolis Radar Speed Sign.

469. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the Motion on Notice regarding the weekly market and Floral Godalming as items from this meeting to be publicised.

470. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 12 April 2018 at 7.00 pm in the Council Chamber.

471. ANNOUNCEMENTS

There were no announcements.