

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 13 OCTOBER 2016**

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

0	Councillor P Martin	*	Councillor R Gordon-Smith
0	Councillor Poulter	*	Councillor Cosser
*	Councillor Wheatley	0	Councillor T Martin
*	Councillor S Bott	*	Councillor Noyce
*	Councillor Thornton	*	Councillor Welland
*	Councillor Williams	*	Councillor Pinches
*	Councillor Bolton	0	Councillor Gray
*	Councillor Walden	0	Councillor Young
*	Councillor Purkiss		

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

313. MINUTES

The Minutes of the meeting held on 1 September 2016, having been previously circulated, were signed by the Chairman as a true record.

314. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

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

In accordance with Standing Order 4 Mr Michael O' Sullivan of Parkfield, Godalming had applied to make a statement in support of the grant application from Sport Godalming. Similarly, Mr Angus Palmer of Summerhouse Close, Godalming had applied to make a statement in support of the grant application from the Godalming Trust. The Chairman resolved to hear each statement at the relevant point on the agenda and moved the agenda item forward.

316. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Reynolds declared a non-pecuniary interest in Agenda Item 20 for reasons connected with a matter to be discussed in confidential session and left the Chamber when that agenda item was debated. Councillor A Bott took the chair for that item.

Councillor Reynolds further declared a disclosable pecuniary interest in Agenda Item 8 and left the Chamber when that agenda item was debated. Councillor A Bott took the chair for that item.

Councillor A Bott declared a non-pecuniary interest in Agenda Item 20 for reasons connected with a matter to be discussed in confidential session and remained in the Chamber (and took the chair) when that agenda item was debated.

Councillor Cosser declared a non-pecuniary interest in Agenda Item 20 on the grounds he thought it likely that the oral report may include information relevant to matters in which he has a direct interest. Councillor Cosser left the Chamber when that agenda item was debated.

Councillor Pinches declared a non-pecuniary interest in Agenda Item 16 (the grant application from Churches Together) on the grounds that he is chairman of the Fairtrade Steering Group which is a member of Churches Together. Councillor Pinches remained in the Chamber when that agenda item was debated

Councillor Pinches further declared a disclosable pecuniary interest in Agenda Item 16 (the grant application from the Scout Canoe Club) on the grounds that he is a scout leader in the Godalming district and uses this facility. Councillor Pinches left the Chamber when that agenda item was debated

Councillor Bolton declared a non-pecuniary interest in Agenda Item 16 (the grant application from Churches Together) on the grounds that the applicant is known to him. Councillor Bolton remained in the Chamber when that agenda item was debated.

Councillor Bolton further declared a non-pecuniary interest in Agenda Item 16 (the grant application from the Godalming Trust) on the grounds that the applicant is known to him. Councillor Bolton remained in the Chamber when that agenda item was debated.

Councillor Bolton further declared a non-pecuniary interest in Agenda Item 16 (the grant application from Sport Godalming) on the grounds that the applicant is known to him. Councillor Bolton remained in the Chamber when that agenda item was debated.

Councillor Walden declared a non-pecuniary interest in Agenda Item 20 for reasons connected with a matter to be discussed in confidential session and remained in the Chamber when that agenda item was debated.

#### 317. COMMITTEE WORK PROGRAMME

Members considered the Committee's work programme and received oral updates on The Square, Flood Alleviation, and Fireworks. It was agreed that the High Street Roadworks item should be removed from the work programme.

#### 318. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since 2 September 2016	41,287.64
Receipts received since 2 September 2016	274,850.35
Balance held in Current Account	
Balance at 13 October 2016	28,552.57
Balance held in the Business Deposit Account	
Balance at 13 October 2016	560,514.79

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.

#### 319. BUDGET MONITORING

Members considered a budget monitoring report for the first half of the current financial year and noted that the overall position is a projected overspend of £5,341 at year end being largely explained by the shortfall of rent on The Square.

320. CHRISTMAS FESTIVAL BUDGET

Members received and approved the 2016 Christmas Festival Budget from the Projects Coordinator noting with approval the projected profit on the undertaking.

321. FEES & CHARGES STRATEGY (COMMUNITY CENTRES)

Members noted that as previously agreed (Min No. 405-15 refers), in 2017/18 the last of the VAT subsidy will be removed for six regular users of the Council's Community Centres. Members further agreed that the regular user discount (currently 10%) be phased out over a two-year period and be reduced from 10% to 5% in 2018/19 and removed altogether in 2019/20. Members asked that the base level of fees and charges be kept under review annually.

322. REPORT OF THE STAFFING SUB-COMMITTEE

Members agreed the Staffing Sub Committee recommendation that HR Services Partnership Ltd be asked to draw up a specification for the review of the Council's staff related policies with a view to asking HR specialists (including HR Services Partnership Ltd) to tender for the work. Members noted that the costs of this are, as yet, unknown.

323. NEIGHBOURHOOD PLAN – CALL FOR SITES

Members considered and agreed the recommendation of the Planning & Environment Committee that the community's need for additional infrastructure merited putting the More Road allotment site forward into the Neighbourhood Plan call for sites.

Councillors Williams and Gordon-Smith asked for their votes against the proposal to be recorded; similarly Councillors Cosser & Welland asked for their abstentions to be recorded.

324. TOWN CENTRE ROAD CLOSURE CALENDAR

Members received and agreed a proposal from the Projects Coordinator for the production and distribution of an annual calendar for town centre residents and businesses detailing High Street & Church Street road closures.

325. FREEDOM OF INFORMATION – PUBLICATION SCHEME

Members considered a revised publication scheme for the council and with minor amendments recommended it to Full Council for adoption.

326. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON HOLLOWAY HILL SPORTS ASSOCIATION

Members noted with thanks a report from Councillor T Martin on the Holloway Hill Sports Association an organisation on which Councillor Martin represents the Town Council.

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

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

328. APPLICATIONS FOR GRANT AID

Members considered the following applications for grant aid and dealt with them as indicated:

**Churches Together in Godalming & District**

£650 was agreed to help fund entertainment, refreshments and publicity including PA system for Christmas Together in Godalming.

**The Eikon Charity**

£500 was agreed (the application was for £2,500) to go towards the Eikon Charity's youth specialist programme at Rodborough School.

**Godalming District Scout Canoe Club**

£1,000 was agreed to assist with re-roofing the equipment storage premises.

**The Godalming Trust**

£1,000 was agreed to assist with the preparation of the Heritage Open Days programme.

**Revitalise Respite Holidays (formerly Vitalise)**

£500 was agreed to provide an essential respite break to two disabled guests and carers from Godalming at one of their UK-based respite centres on condition that the charity attests that it is supporting Godalming residents.

**Sport Godalming**

£1,000 was agreed to assist with funding for their general fund and operating costs for the charity.

329. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 15 December 2016 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

330. ANNOUNCEMENTS

There were no announcements.

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 AND STAFFING MATTERS.

331. DEVOLUTION OF SERVICES FROM WAVERLEY BOROUGH COUNCIL

Members considered a confidential report tabled at the meeting. That report is attached as a confidential annexe to the record minutes but this resulting minute need not be considered confidential.

Members noted the Town Clerk's exercise of delegated authority in instructing a surveyor to undertake a structural survey of the Godalming Museum building at a cost of £2,250.

Members agreed, in principle, to progress the proposal to transfer responsibility for Godalming Museum from Waverley Borough Council to Godalming Town Council; and a further report to the Full Council meeting on 17 November 2016 was requested.

332. REPORT OF THE STAFFING SUB-COMMITTEE

Members considered a confidential oral report from the Chairman of the Staffing Sub Committee.