

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 15 DECEMBER 2016**

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

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

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

410. MINUTES

The Minutes of the meeting held on 13 October 2016, having been previously circulated, were signed by the Chairman as a true record.

411. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

412. 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.

413. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Wheatley declared a non-pecuniary interest in Agenda Item 9 on the grounds that she is a member of Godalming Rotary Club. Councillor Wheatley remained in the Chamber when that agenda item was debated.

Councillor Tom Martin declared a non-pecuniary interest in Agenda Item 9 on the grounds that he was an active participant in the event as a member of the Round Table. Councillor Martin remained in the Chamber when that agenda item was debated.

Councillor Anne Bott declared a non-pecuniary interest in Agenda Item 12 on the grounds that she has an indirect link with HR Services Partnership Ltd through her employment with SSALC. Councillor Bott remained in the Chamber when that agenda item was debated.

Councillor Steve Bott declared a non-pecuniary interest in Agenda Item 9 on the grounds that he is a member of a Godalming Rotary Club. Councillor Bott remained in the Chamber when that agenda item was debated.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 9 on the grounds that he is the treasurer of one of the Rotary Clubs of Godalming. Councillor Bolton remained in the Chamber when that agenda item was debated.

414. COMMITTEE WORK PROGRAMME

Members considered the Committee's work programme and received an oral update about the devolution of services from principal authorities noting that a reply was still awaited from Waverley Borough Council regarding Godalming Museum (Min No. 358-16 refers).

Members asked that an item "Condition of Trees in the Town Council's Ownership" be added to the work programme. This request arose from recent press coverage of a High Court case involving Witley Parish Council and a fallen tree in its ownership.

415. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 14 October 2016	80,209.82
Receipts received since the 14 October 2016	43,417.37
Balance held in Current Account	
Balance at 15 December 2016	24,464.37
Balance held in the Business Deposit Account	
Balance at 15 December 2016	485,514.79

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.

416. BUDGET MONITORING

Members considered a budget monitoring report to the end of November 2016 (the first eight months of the current financial year). Members noted that an overspend of £13,326 is projected and that this is reflected in the revised estimates for 2016/17 to be considered at the next agenda item. £1,345 of the projected overspend will be funded from the Festivals & Markets reserve and £11,981 from the revenue reserve.

417. REVISED ESTIMATES 2016/17 AND DRAFT BUDGET 2017/18

Members considered a report from the Town Clerk as Responsible Finance Officer and agreed the revised estimates 2016/17 and draft budget 2017/18 and recommended them and a precept of £570,896 for 2017/18 to Full Council.

Members also agreed to undertake a review of the resources (staffing and finance) required to meet the Town Council's existing and future commitments and to set up a working party (Standing Orders 130 and 131 refer) to undertake the review. The working party will meet during the working day and Members interested in participating were asked to email the Committee Chairman and/or the Town Clerk.

418. FIREWORKS

Members considered a report from the Town Clerk and a statement of income and expenditure for the event indicating a net deficit of £1,345. Members stressed the success of the event and the positive feedback received and agreed that the final deficit was significantly less than that feared.

Members agreed that the unallocated funds generated from food and drink sales and donations (approximately £800 held by Godalming Round Table and £805 held by the Town Council) should go to the local charity funds of the voluntary organisations and that the Round Table (& 41 Club) should retain the sum held by it and that £805 be donated to the Rotary Clubs of Godalming.

Members further agreed that the Town Council should facilitate a similar event in November 2017 and that a working group should be set up to support the Deputy Town Clerk in the planning of the event. Members interested in participating in the working group were asked to email the Committee Chairman and/or the Town Clerk

419. REVIEW OF STANDING ORDERS

Members agreed the following amendments to Standing Orders and recommended the amended Standing Orders to Full Council for adoption.

SO Ref	Page	Amendment proposed	Reason
5	4	Replace the word "shall" with "may" in the final sentence	It is not always possible to make an audio recording and the substitution removes the imperative to do so but allows the Council to make one if it wishes.
32xiii	10	Delete the word "model" and replace the number 83 with 90 and 84 with 91	The word "model" is unnecessary and the SO cross references given are incorrect
77	20	Replace the number 41 with 42	The SO cross reference given is incorrect
115	30	Add two references to the Neighbourhood Plan Ad Hoc Advisory Group	When the NPAHAG was set up in November 2015 changes to this section of SOs were omitted
119	31	Add a reference to the NPAHAG and replace the word "two" with "four" in the fifth line	Ditto

420. SCHEDULE OF MEETINGS FOR THE CIVIC YEAR 2017/18

Members noted a draft schedule of meetings for the civic year 2017/18 and recommended the schedule to Full Council.

421. REVIEW OF STAFF RELATED POLICES

Members noted that on 13 October 2016 Members agreed 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 (Minute 322-16 refers).

A confidential specification had been received from HR Services Partnership Ltd.

The Chairman of the Staffing Sub Committee explained that the Sub Committee was now looking for a more flexible approach and that the specification considered by Members was an example of the sort of support that the Council would require from an HR partner and that the support might include reviewing staff-related policies.

Members agreed that the Staffing Sub Committee should select three organisations to tender for providing HR support and invite those tenders. The resulting tenders would be forwarded to this Committee for decision.

422. WEBSITE

Members were reminded that the Town Council's new website went live on 20 July 2016 and that the site's content is an ongoing process and a shared responsibility. Members noted the sort of feedback that is useful.

423. PUBLIC REALM

Members considered a discussion paper tabled by the Town Clerk.

It was agreed that the noticeboards used by the Council for official notices etc. but not in the Council's control should be added to the audit of noticeboards.

It was further agreed that a report on the Surrey County Council Lengthman's Scheme should be made.

424. FARNCOMBE INITIATIVE

Members received with thanks a report on the Farncombe Initiative from Councillor Cosser.

425. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARK'S COMMUNITY CENTRE MANAGEMENT COMMITTEE

Members received with thanks a tabled report from Councillor Pinches on the St Mark's Community Centre Management Committee (report attached to the record minute) an organisation on which Councillor Pinches represents the Town Council.

426. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 12 January 2017 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

427. ANNOUNCEMENTS

There were no announcements.