

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 23 MAY 2024**

- * Councillor Follows – Chair
- * Councillor Weightman – Vice Chair

- | | |
|-----------------------|-------------------------|
| * Councillor Adam | 0 Councillor Kiehl |
| * Councillor Clayton | * Councillor Martin |
| * Councillor Crooks | * Councillor Duce |
| * Councillor Crowe | * Councillor PMA Rivers |
| 0 Councillor C Downey | * Councillor Steel |
| * Councillor S Downey | * Councillor Thomson |
| 0 Councillor Heagin | * Councillor Williams |
| * Councillor Holliday | |

* Present # Absent & No Apology Received 0 Apology for Absence L Late

37. ELECTION OF CHAIR

On the proposition of Councillor Williams, seconded by Councillor S Downey, Councillor Follows was nominated to be elected as the committee Chair; there being no other nominations it was resolved unanimously that Councillor Follows be elected as Chair of the Policy & Management Committee for the local government year 2024/25.

38. ELECTION OF A VICE-CHAIR

On the proposition of Councillor Follows, seconded by Councillor PMA Rivers, Councillor Weightman was nominated to be elected as the committee Vice-Chair; there being no other nominations it was resolved unanimously that Councillor Weightman be elected as Chair of the Policy & Management Committee for the local government year 2024/25.

39. MINUTES

The Minutes of the meeting held on 25 April 2024, having been previously circulated were signed by the Chair as a true record.

40. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

41. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

42. 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.

43. QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

44. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

| | £ |
|---|------------|
| Godalming Town Council | |
| Accounts paid since the 1 April 2024 | 224,294.43 |
| Receipts received since the 1 April 2024 | 695,684.61 |
| Balance held in HSBC Current Account | |
| Balance at 23 May 2024 | 50,794.38 |
| Balance held in the HSBC Business Deposit Account | |
| Balance at 23 May 2024 | 740,803.64 |
| CCLA Deposit Account | |
| Balance at 23 May 2024 | 950,000.00 |

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 Chair should sign the schedule of accounts paid.

45. BUDGET MONITORING

Members considered the budget monitoring report to 30 April 2024 (detailed report attached to record minutes).

46. COMMITTEE REPORTS & KEY DATES

Members noted the Committee's Reports' Schedule and Key Dates Programme.

47. MUSEUM POLICIES

Members approved the following documents (attached to record minutes), which will also be considered for adoption by the Godalming Museum Trust.

- Draft Collections' Care & Conservation Policy 2024-29
- Draft Collections' Development Policy 2024-29

48. ADMINISTRATIVE SUPPORT

Members received a verbal report from the Committee Chair relating to administrative support requirements.

Members agreed to employ the services of a Locum Responsible Finance Officer for a period of 16 weeks at a cost of £21,900. The majority of this will be funded from the salary savings of the vacancy. Any adjustments required will be addressed at Revised Estimates.

49. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

There were no updates received.

50. COMMUNICATIONS ARISING FROM THIS MEETING

No items were identified by Members requiring further communication.

51. DATE OF NEXT MEETING

Members agreed that the next meeting of the Policy & Management Committee be rescheduled from Thursday, 4 July 2024 to Thursday, 11 July 2024 to be held in the Council Chamber at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

52. ANNOUNCEMENTS

Members presented the outgoing Responsible Finance Officer with flowers as they thanked her for her service.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 16 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E COMMERCIAL-IN CONFIDENCE

53. THE SQUARE

Members received a verbal update from the Town Clerk on The Square. Members agreed to the Town Clerk operating under delegated authority on the matter raised.