

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 25 MAY 2017**

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

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

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

37. ELECTION OF A CHAIRMAN

It was resolved unanimously that Councillor Reynolds be elected as Chairman of the Policy & Management Committee for the local government year 2017/2018.

38. ELECTION OF A VICE-CHAIRMAN

It was resolved unanimously that Councillor A Bott be elected as Vice-Chairman of the Policy & Management Committee for the local government year 2017/2018.

39. MINUTES

The Minutes of the meeting held on 6 April 2017, having been previously circulated, were signed by the Chairman as a true record.

40. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

41. 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.

42. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Cosser declared a non-pecuniary interest in Agenda Items 12 and 20 due to being a Surrey County Council appointed director in the organisation and stayed in the Chamber while those items were discussed.

Councillor Reynolds declared a disclosable pecuniary interest in Agenda Item 17 on the grounds that his company is one of the companies involved and left the chamber. Councillor Cosser took the Chair for that item.

43. PLANNING MATTERS

Members noted that the process for putting planning applications on the agenda for Town Council consideration requires further discussion.

44. UPDATE ON THE NEIGHBOURHOOD PLAN

Members received an update from the Chairman of the Neighbourhood Plan Ad Hoc Advisory Committee.

Members requested that the date of the next Neighbourhood Plan Ad Hoc Advisory Committee meeting be circulated to all Members to enable attendance.

45. COMMITTEE WORK PROGRAMME

Members considered the draft work programme.

Members noted a new timetable for the submission of Members' reports on the organisation upon which they represent the Town Council is included in the Work Programme.

46. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid between 7 April and 23 May 2017	100,316.94
Receipts received between 7 April and 23 May 2017	328,651.13
Balance held in Current Account	
Balance at 23 May 2017	44,428.99
Balance held in the Business Deposit Account	
Balance at 23 May 2017	803,744.54

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.

47. APPROVAL OF VARIABLE DIRECT DEBITS

As required by Financial Regulation 6.6 Members RESOLVED to authorise the Acting RFO to continue payments by use of variable direct debits where current instructions exist. Members approved the list and the use of a variable direct debit in each instance.

48. COMMUNITY CENTRE MONITORING

Members noted the income/expenditure for the Town Council's community buildings for the financial year 2016/17 and the first month of 2017/18.

49. VISIONING

Members received the meeting notes from the Visioning Exercise conducted on 18 April 2017 (copy attached to record minutes) and, having noted the outcomes, Members approved the engagement of SSALC to create the framework document required for the Council to be able to develop a strategic 'business plan' and for the cost of the work to be from the Professional Fees budget.

50. ACTION TAKEN UNDER THE TOWN CLERK'S DELEGATED AUTHORITY

Members noted actions taken by the Acting Town Clerk under delegated authority. Members requested that specific budget headings be used in future notifications.

51. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members noted that the loan of £300,000 from the Public Loans Board has been approved and that the funds were received on the 4 May. Members further noted that the loan is for 29.5 years at a fixed interest rate of 2.63% with a repayment for 2017/18 at £7,341.53 and thereafter the annual repayments being £14,683.06, with work on site scheduled to commence on 30 May 2017.

52. SAFEGUARDING POLICY

Members reviewed and agreed the draft Safeguarding Policy. Members agreed to RECOMMEND the policy to Full Council for adoption.

53. SPECIFICATION FOR GODALMING TOWN COUNCIL QUARTERLY NEWSLETTERS & OTHER PUBLICITY MATERIAL

Members approved the amended specification for distribution to all three previously identified providers in order to seek quotes from those providers.

54. FARNCOMBE INITIATIVE

Members received a report from the Acting Town Clerk (copy of report attached to record minutes) and resolved that Councillor Cosser continue as Chairman of the Farncombe Initiative for a period not longer than six months whilst a successor from the Binscombe or Farncombe wards is determined.

55. QUOTES FOR LEGAL SERVICES

Members reviewed a report relating to the provision of Legal Services. Members resolved to nominate Weller Hedleys as the Town Council's primary solicitors. Members further agreed that any of the other two named providers could be used if Officers deemed it prudent ie. Surrey Hills Solicitors and Downs.

56. RESOURCES WORKING GROUP

Members approved the Staffing Committee and Resources Working Group request to submit its draft report for review by SSALC in order to test the robustness of the work prior to bringing it to Council. The SSALC's fees of £1,250 for reviewing the report to be allocated to Professional Fees.

57. TREES

Members noted that tree works have been conducted at Broadwater Park, Catteshall Road allotments, Eashing Cemetery, Nightingale Cemetery, and Old Drift Way with further work planned at the Meadow allotments, The Burys allotments and Old Drift Way. Members further noted that all costs have been met from the Grounds Maintenance budget.

58. CHANGE OF MEMBERSHIP OF THE NEIGHBOURHOOD PLAN AD HOC ADVISORY COMMITTEE

Members agreed the appointment of Councillor Purkiss to the Neighbourhood Plan Ad Hoc Advisory Committee, in place of Councillor Walden.

59. COMMUNICATIONS WORKING GROUP

Members agreed that the Communications Working Group be established in order to review the Town Council's electronic, social and printed communications and that the Group provide regular updates to this committee.

The membership was agreed as follows:

Councillors A Bott
Councillor Cosser
Councillor Purkiss
Councillor Reynolds
Councillor Thornton
Councillor Walden
Mrs S Gortler
Mrs L Purnell

60. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SPORT GODALMING

Members noted a report from Councillor P Martin on Sport Godalming (report attached to record minutes) an organisation on which Councillor P Martin represents the Town Council.

61. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GODALMING/JOIGNY FRIENDSHIP ASSOCIATION

Members noted that there was no report for this organisation as no meetings have been held since the last report.

62. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 13 July 2017 at 7.30 pm in the Council Chamber.

63. ANNOUNCEMENTS

Members noted the contents of the letter from the Godalming Trust, thanking them for their Grant Aid in Kind support.

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. STAFFING MATTERS.

64. STAFFING MATTERS

Members received a confidential report relating to staffing matters from the Chairman of the Staffing Committee.

Members resolved to accept points 1, 2, 4 and 5 of the agreement as set out in the confidential report and allow discretion on the inclusion of point 3 subject to the agreement of the Chairman of Staffing.