

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 30 NOVEMBER 2017**

* Councillor Reynolds – Chairman
0 Councillor Walden – Vice Chairman

<p>* Councillor P Martin # Councillor Poulter 0 Councillor Wheatley * Councillor Hunter 0 Councillor Noyce * Councillor Williams * Councillor Bolton * Councillor Purkiss</p>	<p>* Councillor Gordon-Smith * Councillor Cosser * Councillor T Martin 0 Councillor S Bott 0 Councillor Welland * Councillor Pinches * Councillor Gray * Councillor Wainwright</p>
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* Present # Absent & no apology received 0 Apology L Late

316. MINUTES

The Minutes of the meeting held on 19 October 2017, having been previously circulated, were signed by the Chairman as a true record.

317. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

318. 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.

319. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Cosser declared a non-pecuniary interest in Agenda Item 11 on the grounds that he is a member of the Dementia Friendly Godalming Steering Group and stayed in the Chamber while that item was debated.

Councillor Williams declared a disclosable pecuniary interest in Agenda Item 15 on the grounds that he is an allotment holder and stayed in the Chamber while that item was debated but did not participate in the discussion.

320. TO ELECT A VICE CHAIRMAN

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

321. COMMITTEE WORK PROGRAMME

Members noted the draft work programme.

322. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 20 th of October 2017	129,920.36
Receipts received since the 20 th of October 2017	79,567.79
Balance held in Current Account	
Balance at 30 November 2017	35,444.46
Balance held in the Business Deposit Account	
Balance at 30 November 2017	587,932.78

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.

323. PLANNING MATTERS

Members considered planning applications as required by SO 96, xxi.

No referrals received.

324. REVALUATION OF ASSETS FOR INSURANCE PURPOSES

Civic Regalia, Paintings and Other Miscellaneous Fine Arts

Members noted the confidential report from John Nicolson regarding the new insurance valuations of the Council's civic regalia, paintings and other miscellaneous fine arts.

Members requested that Officers investigate displaying the civic regalia to the public as part of the Heritage Weekend. Members further requested that the Audit Committee review assets held in this category to determine their relevance to the Council or whether they might be held more appropriately by Godalming Museum.

Buildings

Members agreed to appoint a property surveyor to attain current insurance valuations at a cost of up to £4,000 to come from the Professional Fees budget.

325. GODALMING FLOOD ALLEVIATION SCHEME

Members noted that notice has been received from the Environment Agency that they will be submitting the planning application to Waverley Borough Council in relation to the Godalming Flood Alleviation Scheme.

326. DEMENTIA FRIENDLY GODALMING

Following the presentation by the Godalming Dementia Action Alliance (GDAA) to Full Council on 16 November, the Chairman of the GDAA requested whether the Council would commit its support with the aim to become a Dementia Friendly Council.

Members considered the report by the Acting Town Clerk (attached to record minutes) and resolved to agree the recommendations contained in the report.

327. BUDGET MONITORING

Members considered the budget monitoring report to 31 October 2017 and noted the current variance of £46,475 underspent against budget.

Members agreed that the cost of operating the public conveniences for the remainder of 2017/18 be funded from the New Initiatives Reserve. Anticipated costs for this are £14,500.

328. BUSINESS PLAN WORKING GROUP

Members resolved to establish a Business Plan Working Group with the following membership:

- Councillor Cosser
- Councillor Wainwright
- Councillor Gray
- Councillor Purkiss
- Town Clerk

Members agreed the Terms of Reference as follows:

- To review the outcomes of the Visioning Exercise;
- To consider the viability and priority of the outcomes;
- To formulate the outcomes into a business plan, setting out recommendations for the medium and long term implementation of the plan;

329. COMMUNITY CENTRE FEES & CHARGES

Members agreed the schedules of fees & charges for community buildings effective from 1 April 2018.

330. ALLOTMENT FEES & CHARGES

Peperharow and The Burys Allotments

Members agreed that for 2018/19 the rent charges for Peperharow and The Burys allotments be increased by 10%.

Allotment Association Rent

Members agreed that, due to the disruption of the flood alleviation, the Farncombe & District Allotment Association rents be increased by 5%. Members further agreed that the charges for this area should be reviewed when the flood alleviation works were complete.

331. WILFRID NOYCE CENTRE

Members noted the contractual issues associated with the defective materials used on the flat roof area during Phase 1 of the project.

Members further noted the current concerns surrounding unauthorised access to the centre's roof and the resulting damage.

Members agreed to the installation of four CCTV cameras, additional lighting and the installation of a side gate. Costs of these purchases to come from the Land & Property Maintenance Reserve.

Members instructed the Town Clerk to write to the Police Borough Commander regarding our concerns over this matter and to invite him to attend the next Full Council meeting.

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

Members noted a report from Councillor Gordon-Smith on the Godalming Museum Trust, an organisation on which Councillor Gordon-Smith represents the Town Council.

333. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARKS COMMUNITY CENTRE MANAGEMENT COMMITTEE

Members agreed to defer a report from Councillor Pinches on the St Marks Community Centre Management Committee until 12 July 2018.

334. PUBLIC CONVENIENCE HAND WASH DRYERS

Members approved the purchase and installation of new hand dryers in order for Godalming Town Council to meet its Health & Safety obligations in the provision of public conveniences. Costs to come from the Land & Property Maintenance Reserve if unable to be contained within the Revenue Account.

335. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the following items from this meeting to be publicised and the type of publicity required:

- A press release over the cost of repairs to the Wilfrid Noyce Centre due to the unauthorised access to its roof, and the additional steps taken to deter repeats of this unauthorised access.
- A press release over the enhancements being made to the Crown Court and Farncombe public conveniences.

336. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 4 January 2018 at 7.00 pm in the Council Chamber.

337. ANNOUNCEMENTS

The following announcements were made:

- Congratulations were extended to Councillor Wainwright on the recent birth of his daughter.
- A reminder of Town Day on 9 December 2017 and the blessing of the crib.
- A reminder that Councillors are invited to a reception at the Oxborough Rooms at 5.30pm on 7 December 2017 to thank staff for their efforts this past year.

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. COMMERCIAL SENSITIVE MATTERS.

338. THE SQUARE

Members received an oral report from the Acting Town Clerk regarding The Square.