

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 6 APRIL 2017**

\* 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	0	Councillor Welland
*	Councillor Williams	*	Councillor Pinches
*	Councillor Bolton	*	Councillor Gray
*	Councillor Walden	*	Councillor Purkiss

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

630. MINUTES

The Minutes of the meeting held on 23 February 2017, having been previously circulated, were signed by the Chairman as a true record.

631. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

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

At this point the Chairman of the Committee read out a statement of support from Joigny Town Council following the recent events in London. Members expressed their gratitude to Joigny.

Mr Robert Gray and Mr Mark Leigh had asked to be able to make a statement in support of the Farncombe Youth Football Club's grant application in accordance with Standing Order No 4. The Chairman elected to hear the statements at the relevant agenda item and moved that item to be considered before the work programme.

Mrs Nicola Gidlow had asked to be able to make a statement in support of the Godalming United Church's grant application in accordance with Standing Order No 4. The Chairman elected to hear the statements at the relevant agenda item and moved that item to be considered before the work programme.

633. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Gordon-Smith declared a non-pecuniary interest in Agenda Item 13 on the grounds that he knows the editor of two of the publications concerned and has written in both. Cllr Gordon-Smith remained in the chamber whilst that item was debated.

Councillor Reynolds declared a disclosable pecuniary interest in Agenda Item 13 on the grounds that his business had tendered for the contract and left the chamber whilst that item was debated. Councillor A Bott took the chair for that item.

Councillor Cosser declared a disclosable pecuniary interest in Agenda Item 17 in relation to Farncombe Youth Football Club on the grounds that he is a Trustee of the land on which the car park is situated. Cllr Cosser left the chamber whilst that item was debated.

Councillor Cosser further declared a non-pecuniary interest in Agenda Item 17 (Grant Aid application for the Go Godalming Association) on the grounds that he is a Member of the Go Godalming Association. Cllr Cosser remained in the chamber whilst that item was debated.

Councillor Wheatley declared a non-pecuniary interest in Agenda Item 17 (Grant Aid applications) on the following grounds: Godalming Museum application – she is a Friend of the Museum; St Marks Community Centre – she used to play table tennis at St Marks; Friends of Broadwater Park – she attends the committee meetings; Go Godalming Association – she is a Member of the Association. Cllr Wheatley remained in the Chamber when these agenda items were debated.

Councillor A Bott declared a non-pecuniary interest in Agenda Item 17 on the grounds that she is the Town Council's representative for the Go Godalming Association. Cllr Bott remained in the chamber whilst that item was debated.

Councillor Pinches declared a non-pecuniary interest in Agenda Item 17 on the grounds that he is the Town Council's representative on the St Marks Community Centre Management Committee. Cllr Pinches remained in the chamber whilst that item was debated.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 17 on the grounds that he is the treasurer of the St Marks Community Centre. Cllr Bolton remained in the chamber whilst that item was debated.

634. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and requested the clerk to establish whether all currently nominated members of the Communications Working Group wished to remain members of that working group.

635. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 24 February 2017	86,954.93
Receipts received since the 24 February 2017	35,598.95
Balance held in Current Account	
Balance at 6 April 2017	27,545.25
Balance held in the Business Deposit Account	
Balance at 6 April 2017	609,592.54

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.

636. PLANNING & ENVIRONMENT COMMITTEE

Members agreed to RECOMMEND that Full Council dissolve the Planning & Environment Committee and adopt the required changes to Standing Orders to support the decision.

In considering the proposal Members agreed that residents will be better served by the change in process due to:

- Ward Members having a more detailed knowledge of the character and needs of specific localities within the town and the concerns of their constituents;
- Ward Members being able to 'call-in' planning applications to Waverley Borough Council (the decision-making body) for a final decision by members of Waverley's Central Planning Committee, where at least one Godalming town councillor per ward is currently a member and can speak to the application;
- Members being able to refer a specific planning application to the Policy & Management Committee for consideration by Godalming Town Council as a body so that it may make its representation to Waverley Borough Council.

In order to facilitate the consideration of a planning issue by the Policy & Management Committee, it was RESOLVED that if Full Council approves the necessary changes to Standing Orders, a standing agenda item 'Planning Matters' would be placed on all future Policy & Management Committee agendas.

#### 637. SCHEDULE OF MEETINGS – AMENDMENT

Members agreed the following additions to the published schedule of meetings:

Policy & Management Committee - 20 July 2017.

Audit Committee meeting at 7.30pm or at the conclusion of the preceding Full Council (whichever is later) on the 27 July 2017.

#### 638. STAFFING SUB COMMITTEE – STANDING COMMITTEE

Members agreed to RECOMMEND to Full Council that the Staffing Sub Committee is re-constituted as a substantive Standing Committee and that Full Council approve the required changes to Standing Orders.

#### 639. REPORT OF THE STAFFING SUB COMMITTEE

The chairman of the Staffing Sub Committee informed Members that the Sub Committee had met on 30 March to consider the staff Appraisal Policy and that a revised policy is to be presented to staff prior to further consideration by the Sub Committee at an extraordinary meeting on 3 May. Members were further informed that the outcome of the recent grievance panel hearings would also be considered by the Sub Committee at the same meeting and that letters of thanks had been sent to the panel members.

#### 640. GODALMING MUSEUM

Members were informed that the Waverley Borough Council Executive had agreed the Principal Heads of Terms for the transfer of Godalming Museum to Godalming Town Council and that officers would now undertake the process of transfer for final approval by the Council.

#### 641. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

The Acting Town Clerk reported that the Department for Communities & Local Government had approved the Council's application to borrow up to £300,000 for the completion of phase 2 of the Wilfrid Noyce project and RESOLVED to RECOMMEND to Full Council to authorise the Acting RFO to borrow the funds from the PWLB.

642. COMMUNICATIONS – QUARTERLY NEWSLETTERS & OTHER PUBLICITY MATERIAL

Members considered the quotes for the publication of the Council's quarterly newsletters for the next 2 years and decided they were in receipt of insufficient information to be able to make an informed decision. Therefore, Members resolved to extend the current contract on existing terms until after the publication of the Staycation issue. Members also agreed that officers should report back to this committee with a revised draft specification of tender and provide the committee with the costs of publication for the previous two years.

643. FACILITIES BOOKINGS MANAGEMENT SYSTEM

Members resolved to purchase the Facilities Bookings Management System at an installation cost of £680 and licence fee of £275 coming from the computer budget and training costs of £99 plus mileage from the training budget.

644. RESOURCES WORKING GROUP

Members agreed to the amendment of the membership of the Resources Working Group as agreed by Min No 463-16 by Cllr Poulter replacing Cllr Cosser.

645. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SCC – TREE WARDENS

Members received with thanks a tabled report from Councillor Williams on SCC – Tree Wardens (report attached to the record minutes), an organisation on which Councillor Williams represents the Town Council.

646. APPLICATIONS FOR GRANT AID

Members considered the following applications for grant aid and decided upon them as follows:

Farncombe Youth Football Club

£5,000 was granted to Farncombe Youth Football Team to assist with improvements to the car parking facilities at Farncombe Youth Football Club (Meades Park).

Godalming Museum

£5,000 was granted to assist with the costs of providing a Volunteer Co-ordinator for 12 hours a week.

Godalming United Church – Community Space

£3,500 was granted to Godalming United Church to assist with the cost of refurbishment of the kitchen, extension of the River Room and repositioning of a door to provide disabled egress to the outside space.

St Marks Community Centre

£1,493 was granted to St Marks Community Centre to provide an external notice board to be shared with the Town Council.

Members further agreed to renew grant aid in kind in the form of free use of the Town Council's premises for five organisations that are regular users of those premises.

Farncombe & District Allotment Association

£21 was granted as grant aid in kind in the form of three hours use of the Pepperpot for two meetings of the Allotment Association (the association has been meeting free of charge in The Pepperpot since 2008).

Friends of Broadwater Park

£93 was granted as grant aid in kind in the form of nine hours use of the small hall and three hours use of the large hall at the Broadwater Park Community Centre to facilitate meetings of the Friends of Broadwater Park.

The Godalming Trust

£208 was granted in the form of free use of the Pepperpot Upper Room over the weekend of the 9 & 10 September 2017.

Godalming & District Community First Responders

£126 was granted in the form of an exemption from fees for the use of meeting rooms – 6 times per year for 3 hours each session.

Go Godalming Association

£42 was granted as grant aid in kind in the form of six hours use of the Pepperpot for three meetings of the Go Godalming Association.

647. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 18 May 2017 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

648. ANNOUNCEMENTS

It was announced that Halifax Plc have announced the closure of the Godalming High Street Branch.

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.

649. STAFF REMUNERATION

Members resolved to agree an acting allowance to the Acting Town Clerk and the Acting Responsible Finance Officer of a total of £1,182 per month, including on-costs, backdated to 24 February for a period of four months and reviewed thereafter.