

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 7 SEPTEMBER 2017**

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

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

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

151. MINUTES

The Minutes of the meeting held on 13 July 2017, having been previously circulated, were signed by the Chairman as a true record.

152. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

153. 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.

154. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor T Martin declared a non-pecuniary interest in Agenda Item 17 on the grounds that in relation to part A, Godalming Museum, he is the Waverley Borough Council appointed Member of the Board of Trustees and in relation to Part B, Public Toilets, he is the Deputy Leader of Waverley Borough Council, which owns the freehold of the public conveniences. Cllr Martin left the Chamber when Part B of the agenda item was debated.

155. PLANNING MATTERS

No planning matters were brought forward to this meeting

156. COMMITTEE WORK PROGRAMME

Members noted the draft work programme.

157. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 14 July 2017 to 6 September 2017	248,384.18
Receipts received since the 14 July 2017 to 6 September 2017	48,114.95
Balance held in Current Account	
Balance at 6 September 2017	46,149.89

Balance held in the Business Deposit Account
Balance at 6 September 2017

527,744.54

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.

158. BUDGET MONITORING REPORT

Members considered a budget monitoring report for the first five months of the current financial year 2017/18 and noted the current variance of £26,565 underspent. It was further noted that there was a projected variance for the year end of £1,030 overspend.

The significant individual variances were noted.

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

Members noted that in consultation with the Vice Chairman of this committee (due to the Chairman being on leave) the Acting Town Clerk had, on the grounds of urgency, taken action under delegated authority to maintain future business continuity and security of IT systems relating to the acquisition of Godalming Museum at a cost of £1,547 funded from the Museum Cost centre.

160. UPDATE ON THE NEIGHBOURHOOD PLAN

Members received the minutes of the Neighbourhood Plan Ad-Hoc Advisory Committee 19 June and 17 July 2017.

Members received an update from the Chairman of the Neighbourhood Plan Ad Hoc Advisory Group, noting that it is intended to submit an updated project timetable to this committee following the Neighbourhood Plan Ad-Hoc Advisory Committee meeting of 2 October 2017.

161. RESOURCES WORKING GROUP

Members noted the procedural requirements for the outcomes of the Resources Working Group to be forwarded as recommendations to Full Council and resolved to agree to:

- Authorise the Chairman of the Resources Working Group to present the outcomes of it report as they pertain to staffing matters at an extraordinary meeting of the Staffing Committee on 14 September, in order for that committee to consider at its next scheduled meeting (21 September) how any potential staff-related recommendations from the Policy & Management Committee should be implemented.
- Request the Chairman of this committee to call an extraordinary meeting of this committee for 7.00pm on Thursday 5 October 2017 in the Council Chamber in order to consider the outcomes of the Resources Working Group and, where necessary, to formulate its recommendations to Full Council.
- Request that the Mayor, acting as Chairman of the Council to call an extraordinary meeting of the Full Council in the Council Chamber on Thursday, 5 October at 8.00pm, or on conclusion of the preceding meeting of the Policy & Management Committee, whichever is the later, in order to consider the recommendations of the Policy & Management Committee relating to the work of the Resources Working Group.

162. GODALMING FIREWORKS

Members received the budget for Godalming Fireworks 2017 and an oral update on the event planning so far from the Acting Town Clerk.

163. GENERAL DATA PROTECTION REGULATIONS (GDPR)

Members noted the timescales involved in the implementation of the GDPR, which replaces the Data Protection Act 1998. Having taken step 1 of the '12 Step Implementation Plan' – Awareness of the Decision Makers, Members agreed that Staff should attend the GDPR training courses offered by SSALC Three Counties Training.

Members noted Officers' recommendation that Officers work with the Council's HR providers to audit existing policies and procedures to produce a clear programme of actions to enable the Council to be compliant with the regulations. Members agreed this approach noting that external support would not be engaged until after Officers have undergone appropriate training in GDPR.

Funding of external support when required to be met from the Professional Fees budget.

164. BINDING OF MINUTES

Members resolved to approve an expenditure of up to £1,000 for the binding of the outstanding minutes. The cost to be met by the Printing, Stationery and General Office Expenses budget.

165. DIRECT DEBITS

In accordance with Financial Regulation 6.6, Members resolved to approve the National Non-Domestic Rates for the Wilfrid Noyce Centre be added to the list of payments made by variable direct debit, in line with the Council's other two community centres. Members also resolved to approve the payment by variable direct debit of the Water Rates for community buildings.

166. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members received an oral update on the project from the Acting Town Clerk noting that it is anticipated that the Oglethorpe Hall will be fully operational by the end of October 2017.

167. DEVOLUTION OF SERVICES

a) **Godalming Museum**

Members received a confidential report from the Acting Town Clerk relating to the transfer of Godalming Museum from Waverley Borough Council to Godalming Town Council and resolved to agree the following actions:

Service Level Agreement – to recommend that Full Council, at its meeting of 14 September, review and, if accepted, to resolve to authorise the sealing of the agreement in accordance with Standing Order 90.

TUPE – Measures required by TUPE to be reviewed by the Staffing Committee at its meeting of either 14 September or 21 September as appropriate.

Management Agreement – to recommend that Full Council, at its meeting of 14 September 2017, review and, if accepted, to resolve to authorise the sealing of the

Management Agreement in accordance with Standing Order 90. If this document is not completed by the 14 Septembers it is to be brought forward to the next meeting of the Full Council.

Freehold Transfer of 107-109 and 109a High Street, Godalming – to recommend that Full Council, at its meeting of 14 September, review and, if accepted, to resolve to authorise the sealing of the Transfer Documents in accordance with Standing Order 90.

Ceremonial handover of Godalming Museum Service by the Mayor of Waverley and Mayor of Godalming and the Chairman of The Godalming Museum Trust to take place at the Museum on Saturday, 7 October at 12.00.

Museum signage – to be updated as appropriate.

b) Public Toilets

Members received a confidential report from the Acting Town Clerk relating to potential options for the provision of public toilet facilities at Crown Court, Godalming and North Street, Farncombe.

Members expressed their reservations regarding the proposal received from Waverley Borough Council in relation to the 'Break Clause' and instructed the Acting Town Clerk to continue to seek an amendment to this clause in line with his letter to WBC dated 7 September 2017. Likewise, Members noted that the proposed subletting clause for the Public Convenience Building in Farncombe does not reflect the initial proposal put forward by the Acting Town Clerk in his letter to WBC dated 2 August 2017 and that he is to seek to negotiate the amendment of this clause to reflect the original proposal.

Based on the points detailed above, Members resolved the following.

To inform WBC that GTC wishes to further explore options relating to the provision of public toilet facilities in Crown Court Godalming.

That whilst negotiations regarding the long term tenure arrangements of the Crown Court facilities continue, GTC wishes to enter into a Tenancy at Will arrangement with WBC aimed at reinstating a provision within Crown Court, Godalming as soon as practicable.

To inform WBC that GTC wishes to further explore options relating to the provision of public toilet facilities in North Street, Farncombe.

That whilst negotiations regarding the long term tenure arrangements of the North Street facilities continue, GTC wishes to enter into a Tenancy at Will arrangement with WBC aimed at reinstating a provision at North Street, Farncombe as soon as practicable.

168. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GODALMING TRANSPORTATION TASK GROUP (SCG)

Members noted that due to there not being any meetings of the Godalming Transportation Task Group, no report had been submitted.

169. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING & DISTRICT CHAMBER OF COMMERCE

Members noted a report from Councillor Poulter on the Godalming & District Chamber of Commerce an organisation on which Councillor Poulter represents the Town Council.

170. COMMUNICATIONS ARISING FROM THIS MEETING

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

Godalming Museum – If the Transfer is agreed by Full Council on 14 September,

- pre-transfer publicity to be released on all communication formats.
- Joint press release with WBC and Godalming Museum Trust following ceremonial transfer on 7 October.

171. DATE OF NEXT MEETING

Following the decision of Minute 161-17, an extraordinary meeting of the Policy & Management Committee is to be held on Thursday, 5 October 2017 at 7.00 pm in the Council Chamber.

172. ANNOUNCEMENTS

There were no announcements.