

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 4 DECEMBER 2014**

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

0	Councillor P Martin	*	Councillor R Gordon-Smith
*	Councillor Poulter	*	Councillor Thomson
0	Councillor Cosser	*	Councillor Wheatley
*	Councillor T Martin	*	Councillor C Gordon-Smith
*	Councillor Lister	*	Councillor Woodham
*	Councillor S Bott	*	Councillor Hunter
0	Councillor Noyce	0	Councillor Robinson
*	Councillor Thornton	0	Councillor Welland
*	Councillor Williams		

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

272. MINUTES

The Minutes of the meeting held on 23 October 2014, having been previously circulated, were signed by the Chairman as a true record.

273. 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.

274. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY 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.

275. COMMITTEE WORK PROGRAMME

Members considered the work programme and noted the information contained therein.

276. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 20 October 2014	77,063.58
Transfer made to Deposit Account 23 October 2014	200,000.00
Balance held in Current Account	
Balance at 4 December 2014	19,584.42
Balance held in the Business Deposit Account	
Balance at 4 December 2014	622,194.52

A schedule of the accounts paid was tabled for the information of Members. 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.

277. RECOMMENDATIONS FROM THE STAFFING SUB-COMMITTEE

Upon the recommendation of the Staffing Sub-Committee the Committee agreed the following, that:

Town Council Offices – Christmas and New Year Opening Hours

- The Town Council offices should open during the Christmas and New Year period as shown below:

Wednesday, 24 December 2014 – Half day Closing
Thursday 25 December 2014 – Closed – Public Holiday
Friday, 26 December 2014 – Closed – Public Holiday
Monday, 29 December 2014 – Closed – Extra statutory day
Tuesday, 30 December 2014 – Closed – proposed “goodwill” day
Wednesday, 31 December 2014 – Annual Leave Day
Thursday, 1 January 2015 – Closed – Public Holiday
Friday, 2 January 2015 – Normal working hours

- Town Council staff be granted an additional leave day, as a one-off goodwill gesture, to be taken on 30 December and that staff be required to take annual leave or “time off in lieu” on 31 December (this arrangement to match those at Waverley Borough Council where the “goodwill” day is now part of staff terms and conditions of employment).
- The arrangements set about above should become the norm – that the additional “goodwill” day should become part of staff terms and conditions of employment and that staff should be required to take one day’s annual leave or “time off in lieu” as part of a Christmas closure and that in future the dates of the Christmas closure will be reported to Members but no decision will be required.

Project Co-ordinator & Community Centres Manager

- A new post of Projects Co-ordinator & Community Centres Manager be created.
- The posts of Broadwater Park Community Centre Manager, Town Centre Community Buildings Manager and Projects Co-ordinator be deleted from the Town Council’s staffing establishment.
- The existing Godalming Projects Co-ordinator should be offered the new post on the terms set out in the Job Description (as amplified by the Town Council’s standard terms and conditions of appointment) and that, should she accept, then a new contract of employment should be issued. The offer would be made on the grounds that the substantial part of the post is already held by the individual and that postholder has already been covering the Community Centres part of the role successfully on a temporary basis for three months from 1 September 2014.

2014-16 Pay Award

- The pay award agreed by the National Joint Council for Local Government Services on 14 November 2014 and should be implemented with immediate effect.

Co-opted Clerk on the NALC Larger Councils Committee

- The Town Clerk’s application for a further two year term of co-option to the NALC Larger Council’s Committee (LCC) be supported (the current two-year co-option ends with the January 2015 meeting of the LCC).

Ex Gratia Payment to the Deputy Town Clerk

- An *ex gratia* payment of £700 be paid to the Deputy Town Clerk in acknowledgement of the Town Council's gratitude for all the additional work, over and above the call of duty, that he undertook during the period of the Town Clerk's absence (this payment to be in addition to those authorised by Minute No. 113-14).

Members noted that the Town Clerk returned to some work on 27 October 2014 and full-time on 20 November 2014. Members further noted that all the resolutions above may be contained within the existing staffing budget.

278. **MATTERS REFERRED TO COMMITTEE FROM FULL COUNCIL**

Members considered the following recommendations made to Full Council from the Audit Committee. These were referred back to this Committee because of their resource implications.

- It was recommended that an additional user licence to access the RBS finance management system with the associated training be purchased to allow staff to access up-to-date income and expenditure information; - it was agreed that the Town Clerk should implement this recommendation within existing budgets and using her delegated authority
- It was recommended that a full-time financial administrator be engaged as a matter of priority – it was agreed that this recommendation was part of the work programme of the Staffing Sub-Committee.
- It was recommended that Council should receive a report about the Town Council's website - it was agreed that this issue should form part of this Committee's work programme and be delegated to the Communications Working Group which meets next on 7 January 2014.

279. **BUDGET MONITORING REPORT**

Members noted the Budget Monitoring Report from the Town Clerk and thanked her for the clear presentation of the information therein. It was noted that there is a projected underspend in the current year of £16,452.

280. **DRAFT BUDGET 2015/16 & REVISED ESTIMATES 2014/15**

Members noted the draft Budget report from the Town Clerk and agreed that the Town Clerk should seek to present a balanced budget delivering a 0% increase in the precept at Band D to the next meeting of the Committee.

281. **CCTV**

Members considered a report from the Town Clerk and agreed to decline the opportunity to take full responsibility for the management and monitoring of CCTV in the public realm and fund the replacement of CCTV cameras in Godalming town centre. Members indicated their concerns about double taxation, i.e. the Council Tax payer pays for Surrey Police to undertake these functions and would be paying twice should Godalming Town Council take over responsibility.

282. SCHEDULE OF MEETINGS 2015/16

Members noted the schedule of meetings for the civic year 2015/16 (a revised copy was tabled at the meeting) and recommend the schedule to Full Council.

283. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GO GODALMING ASSOCIATION

Members noted with thanks a report from Councillor RA Gordon-Smith on the Go Godalming Association (tabled report attached to the record minutes) an organisation on which Councillor Gordon-Smith represents the Town Council.

284. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 8 January 2015 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

285. ANNOUNCEMENTS

There were no announcements.