

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 20 FEBRUARY 2014**

* Councillor Wheatley – Chairman
* Councillor Poulter – Vice Chairman

| | | |
|-----------------------------|---|---------------------------|
| * Councillor P Martin | 0 | Councillor R Gordon-Smith |
| 0 Councillor Thomson | * | Councillor Cosser |
| * Councillor C Gordon-Smith | * | Councillor Lister |
| 0 Councillor Reynolds | * | Councillor Wilson |
| 0 Councillor Woodham | * | Councillor A Bott |
| 0 Councillor S Bott | * | Councillor Hunter |
| 0 Councillor Noyce | * | Councillor Robinson |
| * Councillor Thornton | * | Councillor Welland |
| * Councillor Williams | | |

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

361. MINUTES

The Minutes of the meeting held on 9 January 2014, having been previously circulated, were signed by the Chairman as a true record.

362. 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.

363. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor P Martin declared a non-pecuniary interest in Agenda Item 11 on the grounds that he is a Surrey County Councillor and application to his member's allocation is being discussed and proposed. Councillor Martin remained in the Chamber when that agenda item was debated.

Councillor Cosser declared a non-pecuniary interest in Agenda Item 5 on the grounds that he has responsibility for Adult Social Care issues in the Surrey County Council cabinet and Adult Social Care is funding and promoting the Personalisation, Partnerships and Prevention Programme. Councillor Cosser remained in the Chamber when that agenda item was debated.

Councillor Cosser declared a further non-pecuniary interest in Agenda Item 11 on the grounds that the item concerns his County Council member's allocation. Councillor Cosser remained in the Chamber when that agenda item was debated.

364. COMMUNITY NAVIGATOR

Members considered a report from Daniel Brett from Waverley Borough Council and resolved to work in partnership with Waverley Borough Council to employ a locally based Community Navigator employed by the Town Council but funded by Waverley through Surrey County Council's Personalisation Partnerships and Prevention Fund. The post would foster connections and empower vulnerable adults to engage with their local community. The post would be for two years at a total cost of £35,000 per year (salary, oncosts, overheads including managerial time and a facilitation budget).

365. COMMITTEE WORK PROGRAMME

Members considered the Committee's work programme and agreed an amended programme (attached to the record minutes)

366. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

| | £ |
|--|------------|
| Godalming Town Council | |
| Accounts paid since the 9 January 2014 | 31,596.77 |
| Balance held in Current Account | |
| Balance at 31 January 2014 | 17,786.98 |
| Balance held in the Business Deposit Account | |
| Balance at 31 January 2014 | 507,342.19 |

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.

367. REPORT OF STAFFING SUB-COMMITTEE – EQUALITY & DIVERSITY STATEMENT

Members received a report from the Chairman of the Staffing Sub-Committee and agreed the revised Equality and Diversity Statement recommending it to Full Council for adoption.

368. CLEARANCE AT BURYS ALLOTMENTS

Members noted that officers will be instructing the Council's ground maintenance contractors to clear one of the allotments at the Burys Allotments with a view to re-letting that allotment with effect from 1 April 2014.

369. COMMUNICATIONS WORKING GROUP

Members resolved to set up a Communications Working Group to consider issues of detail regarding the Town Council's branding and use of Social Media. The group will make recommendations to this Committee.

Membership of the group was agreed as Councillors Cosser, T Martin, Reynolds, Robinson and Thornton and the Town Clerk.

370. PROJECTS TO BE FUNDED BY APPLICATION TO SCC LOCAL COMMITTEE

Members considered a report from the Town Clerk on three projects to be funded or part-funded by application to Surrey County Council's Local Committee and the Members' Allocations of County Councillor Peter Martin and County Councillor Steve Cosser.

Members endorsed officers' actions in applying for £1,600 from Councillor Cosser's allocation for the "Compete on the Street" project. Members further agreed that application could be made to Councillor Cosser's allocation for £4,195 to fund a project to provide business name boards in appropriate locations in Godalming Town Centre. A further application for £2,000 from Councillor Martin's allocation was agreed as a 50% contribution to a project to engage young people in the Neighbourhood Plan process (with the matched funding coming from GTC's noticeboard budget 2013/14 (£1,000) and the Neighbourhood Plan budget (£1,000).

371. 2014 SPRING FESTIVAL

Members recalled that on 6 June 2013 this Committee agreed to bring the Christmas and Spring Festivals under the direct management of the Town Council (Minute 67-2013 refers).

Members noted that plans for the Spring Festival on 19 April 2014 were progressing well and approved the budget for that Festival (budget attached to record minutes).

372. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERLEY CITIZENS ADVICE BUREAU

Members noted a tabled report from Councillor Wilson on the Waverley Citizens Advice Bureau (report attached to the record minutes) an organisation on which Councillor Wilson represents the Town Council. Members thanked Councillor Wilson for his report.

373. HEALTH ISSUES

Members received with thanks a report from Councillor Cathy Gordon-Smith.

374. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 13 March 2014 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

375. ANNOUNCEMENTS

There were no announcements

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. COMMERCIALY SENSITIVE MATTERS.

376. THE SQUARE

Members considered a confidential report from the Town Clerk and resolved to inform the head leaseholders that the Town Council did not wish to vary the lease of The Square at this time.

377. ALLOTMENT LAND AT GEORGE ROAD

Members received a confidential oral update from the Town Clerk.