

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 6 JUNE 2013**

\* Councillor Wheatley – Chairman  
\* Councillor Poulter – Vice Chairman

0	Councillor P Martin	*	Councillor R Gordon-Smith
*	Councillor Thomson	0	Councillor Cosser
*	Councillor C Gordon-Smith	*	Councillor Lister
0	Councillor Reynolds	*	Councillor Wilson
*	Councillor Woodham	*	Councillor A Bott
*	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

53. MINUTES

The Minutes of the meeting held on 25 April 2013, having been previously circulated, were signed by the Chairman as a true record.

54. 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.

55. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Poulter declared a non-pecuniary interest in Agenda Item 16 on the grounds that her husband is Chairman of the CIC. Councillor Poulter remained in the Chamber when that agenda item was debated.

Councillor Thomson declared a non-pecuniary interest in Agenda Item 16 as a Director of the CIC. Councillor Thomson remained in the Chamber when that agenda item was debated.

Councillor Anne Bott declared a non-pecuniary interest in Agenda Item 16 as a Director of the CIC. Councillor Bott remained in the Chamber when that agenda item was debated.

Councillor Thornton declared a non-pecuniary interest in Agenda Item 11 as a member of The Chamber of Commerce. Councillor Thornton remained in the Chamber when that agenda item was debated.

56. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and a number of amendments were agreed – the amended work programme is attached to the record minutes.

57. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 31 March 2013	180,285.19
Balance held in Current Account Balance at 31 May 2013	14,373.39

Balance held in the Business Deposit Account  
Balance at 31 May 2013

471,782.16

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.

58. FINAL ACCOUNTS YEAR ENDING MARCH 2013

Members received and adopted the Annual Accounts for Godalming Town Council (incorporating Broadwater Centre Community Centre, Wilfrid Noyce Community Centre and the Pepperpot) for the year ended 31 March 2013.

59. INTERNAL AUDIT

Members noted that the internal audit was conducted on 20 May 2013 and that the outcome from the internal audit will be reported to the Audit Committee on 13 June 2013 (for onward recommendation to Full Council on the 27 June 2013).

60. MONITORING REPORT

Members received the financial monitoring report for Godalming Town Council up to 30 April 2013.

61. REPORT OF THE STAFFING SUB COMMITTEE

Members received, from the Chairman of the Staffing Sub-Committee, the report of the Sub-Committee meeting held on 23 May 2013. A number of recommendations to the Policy & Management Committee were considered at this point, others were considered in confidential session.

Members agreed:

- that for as long as payment of salaries by cheque continues then payday should be the 25th of the month or earlier such that staff receive cleared funds by the end of the month (this was not the case on 25 April 2013);
- An amended Disciplinary Procedure (amended Disciplinary Procedure attached to the record minutes);
- An amended Employee Code of Conduct (amended Employee Code of Conduct attached to the record minutes);
- A draft Management of Absence Policy for Godalming Town Council which was recommended to Full Council for adoption.

62. CHRISTMAS LIGHTS

Members considered a report from the Facilities Manager regarding the awarding of the Christmas Lights contract 2013-2015.

Members agreed that:

- expenditure of up to £3,375 was authorised for the required electrical safety testing of the Christmas Lights electrical infrastructure (to be funded from the Christmas Lights reserve);
- a three-year contract (2013-2015) for the installation, takedown and replacement (as required) of Godalming's Christmas Lights be awarded to Springfield Decorations and Display Ltd; and
- Future Christmas lights provision (2016-2021) should be included on the P&M Work Programme in order that officers may bring forward options for Members' consideration.

63. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORTING ARRANGEMENTS

Members agreed a new timetable for the submission of Members' reports on the organisation upon which they represent the Town Council. The detail is recorded in the Committee's work programme.

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

A report from Councillors Hunter/Thomson on the Godalming Transportation Task Group (SCC) was deferred until the next meeting of the Committee.

65. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 20 June 2013 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

66. 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. STAFFING MATTERS.

67. REPORT OF THE STAFFING SUB COMMITTEE

Members considered the confidential items from the Staffing Sub-Committee meeting held on 23 May 2013 and agreed the following (note that although the matters were considered in confidential session these resulting minutes need not be considered confidential):

- Future Easter and Christmas Festivals in Godalming should come under the direct management of the Town Council (and that the first £750 "profit" from each festival be paid to Godalming Together CIC).
- The proposal regarding the contract of a postholder should be referred back to the Staffing Sub-Committee for further discussion.  
*[Note that subsequent to the meeting, following consultation with the postholder, the Town Clerk withdrew the proposal negating the requirement for an extraordinary meeting of the Staffing Sub-Committee.]*
- That an honorarium of £200 be paid to an individual recognising the work he has done as a stand-in Sergeant-at-Mace (to be funded from within the existing staffing budget).