

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 25 JULY 2013**

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

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

120. MINUTES

The Minutes of the meeting held on 20 June 2013, having been previously circulated, were signed by the Chairman as a true record.

121. 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.

122. 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.

123. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and noted some oral updates received at the meeting which are reflected in the revised work programme attached (copy attached for the information of Members and to record minutes).

124. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since 19 June 2013	19,490.68
Balance held in Current Account Balance at 30 June 2013	6,947.29
Balance held in the Business Deposit Account Balance at 30 June 2013	451,782.16

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.

125. DETAILED REVIEW OF FINANCIAL REGULATIONS

Members considered a draft new set of Financial Regulations, suggested some further amendments to the document and agreed to consider the matter again on 5 September 2013.

126. CODE OF CONDUCT FOR MEMBERS – SANCTIONS TO BE APPLIED FOR BREACHES OF THE CODE

Members considered a document setting out the sanctions to be applied for breaches of the Members' Code of Conduct. Members agreed that the document should be attached as an annex to the Code of Conduct and that as such it was recommended to Full Council for adoption.

127. FIFTY WAYS TO SAVE

Members considered a document prepared by Councillors S Bott, Cosser and Williams looking at the publication: "50 ways to save: examples of sensible savings in local government. Practical tips and guidance for councils" published by the Department for Communities and Local Government on 19 December 2012.

It was agreed that Members' document should be passed to officers for them to investigate possible options for saving during the budget-setting process during the autumn.

128. STAFF PAY AWARD 2013

Members noted that the National Joint Council (NJC) for Local Government Services has reached agreement on the pay scales for 2013-14 and that consequently the National Association of Local Councils and the Society of Local Council Clerks jointly recommended that revised salary scales (revised pay scales attached to the record minutes).

Members agreed that the revised pay scales should be implemented for all Town Council staff. It was noted that the pay increase of 1% was dated from 1 April 2013 and that provision for the costs of this increase was made in the current year's budget.

129. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARK'S COMMUNITY CENTRE MANAGEMENT COMMITTEE

Members noted a report from Councillor Robinson on the St Mark's Community Centre Management Committee, an organisation on which Councillor Robinson represents the Town Council. The Chairman thanked Councillor Robinson for his report.

130. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 5 September 2013 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

131. ANNOUNCEMENTS

Councillor P Martin asked that Godalming Town Council should be thanked for its part in organising a very successful concert at the bandstand (the Band of HM Royal Marines) on 21 July 2013.