

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 17 OCTOBER 2013**

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

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

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

213. MINUTES

The Minutes of the meeting held on 5 September 2013, having been previously circulated, were signed by the Chairman as a true record.

214. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

Mr Angus Palmer of Summerhouse Close, Godalming had asked to make a statement in accordance with Standing Order No 4. The statement was in support of the Godalming Trust application for Grant Aid (Agenda Item 14) and the Chairman determined to deal with Agenda Item 14 immediately after the disclosures of interest and heard Mr Palmer's statement at that time.

215. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Wheatley declared a non-pecuniary interest in Agenda Item 14 (the Grant Application from the Charterhouse Club) on the grounds that she is a member of the Charterhouse Club Cedar Group. Councillor Wheatley remained in the Chamber and in the Chair when that agenda item was debated.

Councillor Poulter declared a non-pecuniary interest in Agenda Item 14 (the Grant Application from the Charterhouse Club) on the grounds that she is a member of the Charterhouse Club. Councillor Poulter remained in the Chamber when that agenda item was debated.

Councillor Reynolds declared a disclosable pecuniary interest in Agenda Item 8 on the grounds that his business is being used to advertise the Christmas Festival. Councillor Reynolds left in the Chamber when that agenda item was debated.

Councillor Wilson declared a non-pecuniary interest in Agenda Item 14 (the Grant Application from the Godalming Trust) on the grounds that he is a member of the Godalming Trust. Councillor Wilson remained in the Chamber when that agenda item was debated.

Councillor A Bott declared a disclosable pecuniary interest in Agenda Item 13 on the grounds that the Surrey Association of Local Council is her employer. Councillor Bott left in the Chamber when that agenda item was debated.

Councillor S Bott declared a non-pecuniary interest in Agenda Item 14 (the Grant Application from the Charterhouse Club) on the grounds that he is a member of the Charterhouse Club. Councillor Bott remained in the Chamber when that agenda item was debated.

216. COMMITTEE WORK PROGRAMME

Members considered the Committee's work programme noted the oral updates given

217. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 31 August 2013	36,505.45
Balance held in Current Account Balance at 30 September 2013	243,657.40
Balance held in the Business Deposit Account Balance at 30 September 2013	377,064.90

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.

218. STAFFING SUB COMMITTEE

The following recommendations from the Staffing Sub-Committee were agreed:

Code of Conduct – IT Facilities

Members were asked to consider the redrafted Code of Conduct – IT Facilities code and to provide their comments and any suggested amendments to the Town Clerk by Thursday 14 November. Members noted that the code is concurrently the subject of consultation with the Town Council's staff and agreed that a further draft of the code would be brought back to the meeting of this Committee scheduled for 28 November 2013.

Training Statement of Intent

The Training Statement of Intent adopted in 2009 was agreed without amendment.

Review of Health & Safety Policy Statement

An amended Health & Safety Policy Statement was agreed and recommended to Full Council for adoption.

Review of Fire Safety Policy Statement

The Fire Safety Policy Statement was agreed and recommended to Full Council for adoption.

219. CHRISTMAS FESTIVAL

Members approved the budget for the Christmas Festival 2013 noting that the Festival will take place at no net cost to the Town Council with the first £750 of any surplus being paid to the Godalming Together Community Interest Company (in accordance with Minute No 67-13).

Members further noted that, in consultation with the Chairman of this Committee, the Town Clerk had exercised her delegated authority on grounds of urgency in order to enter a contract for the supply of a celebrity guest to the Christmas Festival. The costs of the contract are included within the budget.

220. FARMERS' MARKETS IN GODALMING HIGH STREET

Members agreed to a request from the Chair of the South West Surrey Farmers' Market Co-operative Ltd to extend the number of Farmers' Markets in Godalming High Street to eight a year. Members noted that staff from Godalming Town Council supervise each of the road closures required with a recharge being made to the co-operative.

221. STANDING ORDERS

Members agreed amended Standing Orders and recommended them to Full Council for adoption.

222. NEIGHBOURHOOD PLAN

Members considered a report from the Town Clerk (attached to the record minutes) and agreed to promote and resource the Neighbourhood Planning process for Godalming by:

- Agreeing the outline processes and milestones
- Committing £28,000 (net) of the Town Council's resources to the project over three years (£7,000 from the New Initiatives Fund in 2013/14; £13,000 in the 2014/15 budget and £8,000 in 2015/16)
- Appointing Navigus Planning as consultants to the process (subject to a satisfactory outcome from a market testing exercise)

223. FARNCOMBE INITIATIVE

Members considered correspondence received from Councillor Cosser in his role as Surrey County Councillor for Godalming North and agreed to support the initiative.

224. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SALC

Members noted, with thanks, a report from Councillor Wilson on the Surrey Association of Local Councils an organisation on which Councillor Wilson represents the Town Council.

225. APPLICATIONS FOR GRANT AID

Members considered the following applications for grant aid and decided upon them as indicated.

**Godalming Trust** - £994.40 was granted to assist with the production and distribution of Heritage Open Days brochure.

**Churches Together in Godalming & District** - £600 was granted to help fund entertainment, refreshments and publicity including a PA system for Christmas Together in Godalming.

**Charterhouse Club** - £850 was granted (£1200 was applied for) to extend the Zumba programme at Broadwater School for the next two terms Autumn 2013 and Spring 2014.

226. NALC LARGER COUNCILS COMMITTEE

Members noted that on 15 October 2013 the Town Clerk had attended her third meeting of the NALC Larger Council's Committee in her role as a co-opted clerk. Members received a brief report from the Town Clerk about what she had learnt in that role.

227. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 28 November 2013 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

228. ANNOUNCEMENTS

There were no announcements.

THE COMMITTEE MAY WISH 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.

229. LEGAL ADVICE FROM NALC

Members noted legal advice sought and obtained from the National Association of Local Councils (NALC).

230. STAFFING MATTERS

Members considered a confidential report from the Town Clerk setting out a recommendation from the Staffing Sub-Committee. Members agreed to grant the Mayor's Secretary & Town Clerk's PA the option of six months unpaid leave of absence with effect from May 2014.