

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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13 May 2016

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 19 MAY 2016 at 7.30 pm, or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

Louise P Goodfellow
Town Clerk

Committee Members:

Councillor P Martin
Councillor Poulter
Councillor Wheatley
Councillor A Bott
Councillor S Bott
Councillor Thornton
Councillor Williams
Councillor Bolton
Councillor Walden
Councillor Purkiss

Councillor Gordon-Smith
Councillor Cosser
Councillor T Martin
Councillor Reynolds
Councillor Noyce
Councillor Welland
Councillor Pinches
Councillor Gray
Councillor Young

AGENDA

1. TO ELECT A CHAIRMAN

To receive nominations for the Chairman of the Committee and to elect said Chairman.

2. TO ELECT A VICE-CHAIRMAN

To receive nominations for the Vice-Chairman of the Committee and to elect said Vice-Chairman.

3. MINUTES

To approve as a correct record the minutes of the meeting held on the 24 March 2016, a copy of which has been circulated previously.

4. APOLOGIES FOR ABSENCE

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

The Chairman to allow members of the public to ask the Council questions, make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

6. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

7. COMMITTEE WORK PROGRAMME

The Committee's work programme is attached for the information of Members.

Officers are currently working on these other areas and would ask that these be added to the work programme:

- Christmas Lights – with an expected report date of 9 June 2016;
- Devolution of services from principal authorities – with an expected report date within 3-6 months;
- WW1 2018 including the Godalming War Memorial - with an expected report date within 3-6 months;
- High Street roadworks & SCC – with an expected report date of 9 June 2016;
- Church Street environmental improvements – with an expected report date of 21 July 2016;
- Audit of GTC's Noticeboard – with an expected report date of 3-6 months;
- Receiving Payments by Card etc. - with an expected report date within 3-6 months.

8. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Town Clerk to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chairman should sign the schedule of accounts paid.

9. REPEATING DIRECT DEBIT – WAVERLEY BOROUGH COUNCIL NON DOMESTIC RATING BILLS

The Town Clerk as Responsible Finance Officer seeks Members' consent to set up three repeating monthly direct debits in order to facilitate the payment of rates for each of the Council's community buildings (Broadwater Park Community Centre, The Pepperpot and the Wilfrid Noyce Centre). Normally these rates are paid annually by cheque while taking up the opportunity to pay by direct debit will spread the payments over twelve months; the 2016/17 rates for Broadwater Park Community Centre and The Pepperpot have been paid so the proposal relates to payments from April 2017 onwards. At present there are no rate demands in respect of the Wilfrid Noyce Centre but the proposal would relate to any rate demand for that property received in the current financial year.

The direct debit mandate to be signed by two Councillors authorised to sign the Council's cheques.

10. TOWN TWINNING

Part of Minute 99-15 says the following:

- No civic invitation from Joigny or Mayen shall be accepted except by resolution of this Council or relevant standing Committee, which resolution shall also specify the budget available;

Two invitations have been received one from each of the Council's twin towns, Mayen and Joigny. The first on the occasion of the 725th anniversary of the town charter in Mayen over the weekend on 9 -11 September 2016 and the second to continue celebration of the 30th anniversary of the twinning between Joigny & Godalming in Joigny over the weekend of 15-16 October 2016.

The Mayor has indicated that he would like to accept the invitation from Mayen and that he would meet his own expenses of the trip and that therefore there would be no budget implications in accepting this invitation. The matter of the invitation from Joigny has not yet been discussed in detail with the Mayor.

Members are asked to decide whether these invitations should be accepted (at no cost to the Council's budget).

11. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

This item has been deferred from and delegated by the Annual Meeting of Council.

Members to elect Town Council representatives to outside bodies as shown on the annexe attached for the information of Members.

12. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORTING ARRANGEMENTS

Subject to the Committee's decision at Agenda Item 11 above, a new timetable for the submission of Members' reports on the organisation upon which they represent the Town Council is attached for the information of Members.

Members are asked to submit their report to the Town Clerk one week before the date of the relevant meeting of this Committee to enable it to be included on the agenda for that meeting.

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING/JOIGNY FRIENDSHIP ASSOCIATION

Members are asked to note a report from Councillor A Bott on the Godalming/Joigny Friendship Association (report to be tabled) an organisation on which Councillor Bott represented the Town Council while she was Mayor.

14. FARNCOMBE INITIATIVE

Members to consider a report from Councillor Cosser attached for the information of Members.

15. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 9 June 2016 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

16. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

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. COMMERCIALY CONFIDENTIAL AND STAFFING MATTERS.

17. THE SQUARE

Members to consider a confidential oral update from the Town Clerk.

18. REPORT OF THE STAFFING SUB COMMITTEE

Members to consider the confidential report of the Staffing Sub Committee and the written advice of the Town Clerk (attached for the information of Members).

7. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
THE SQUARE	Town Clerk		This matter is now a standing confidential item and appears on the agenda.	N/A		
THE WILFRID NOYCE CENTRE	Town Clerk	162-13 and 273-13 (95-12, 250-12, 337-12, 90-14 & 468-13 also refer)	Practical completion was on 21/03/16 however, some minor snagging remains and a 2½% retention of the contract sum remains until 21/03/17 It is recommended that this item is now removed from this work programme.	Interim Date 4/12/14 Original Contract completion date 31/10/15		21/03/16
ANNUAL REVIEW OF FINANCIAL REGULATIONS	Town Clerk & RFO	Annual Event	Completed with the adoption of Financial Regulations by Full Council on 31 March 2016. Rolls forward as a task to 2016/17 with a completion date of 31/03/17	31/03/16		31/03/16
FARNCOMBE INITIATIVE	Councillor Cosser	274-13	Report received on 15 October 2015. Further reports expected at approximately six-monthly intervals. Next full report due 19 May 2016 and included on the agenda for this meeting.	N/A		
FLOOD ALLEVIATION – formerly headed “EMERGENCY PLANNING”	Town Clerk	405-13 428-14	Full Council resolved to sign a Memorandum of Understanding with other agencies and to create a £25,000 earmarked reserve for a future Flood Alleviation scheme and, in principle to contribute land if necessary. Successful public consultation event in the Borough Hall on Thursday 21 January 2016. MoU signed on 4 March 2016. Nothing further to report at this meeting.	23/10/14	unknown	

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Working Group met on 1 October 2015, 2 December 2015 and 16 March 2016. Next meeting scheduled for 25 May. Town Clerk to provide an oral update on the new website at this meeting			
ELECTRONIC AGENDAS	Town Clerk	384-14 137-15	Report received 23 July 2015 – service of all agendas by post remains but incremental approach adopted to moving towards mixed service according to Members' needs	11/06/15	23/07/15	
REPRESENTATION ON EXTERNAL BODIES REPORTS:						
Godalming & District Chamber of Commerce	Cllr Poulter	81-15	Report received 23 July 2015	23/07/15		23/07/15
SCC – Tree Wardens	Cllr Williams	81-15	Report received 3 September 2015	3/09/15		3/09/15
Godalming Museum Trust	Cllr Gordon-Smith	81-15	Report received 3 September 2015	3/09/15		3/09/15
Sport Godalming	Cllr P Martin	81-15	Report received 15 October 2015	15/10/15		15/10/15
Godalming Together CIC	Cllr A Bott	81-15	Report received 17 December 2015	15/10/15		17/12/15
Waverley Cycle Forum	Cllr Walden	81-15	Report received 17 December 2015	26/11/15		17/12/15
SSALC (formerly SCAP&TC)	Cllr Cosser	81-15	Report received 17 December 2015	26/11/15		17/12/15
District Scout Council	Cllr Wheatley	81-15	Report received 7 January 2016	7/01/16		7/01/16
Fairtrade Steering Group	Cllr Wheatley	81-15	Report received 18 February 2016	18/02/16		18/02/16

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Waverley Citizens' Advice Bureau	Cllr S Bott	81-15	Report deferred	18/02/16		
Farncombe Day Centre	Cllr Gray	81-15	Report received 24 March 2016	24/03/16		24/03/16
Godalming/Joigny Friendship Association	Cllr A Bott	81-15	Report on the agenda for this meeting	19/05/16		

Key Dates for Members' Information (Town Events etc.)

Event	Date
Farmers' Market	Saturday, 28 May 2016
Town Show	Saturday, 4 June 2016
Queen's 90 th Birthday	Sunday 12 June 2016
Farmers' Market	Saturday, 25 June 2016
Summer Food Festival	Saturday, 2 July 2016
Farmers' Market	Saturday, 30 July 2016
Staycation	Saturday, 6–Sunday, 14 August 2016
Farmers' Market	Saturday, 27 August 2016
Farmers' Market	Saturday, 24 September 2016
Farmers' Market	Saturday, 29 October 2016
Remembrance Sunday	Sunday, 13 November 2016
Christmas Festival & Light Switch-On	Saturday, 26 November 2016
Blessing of Crib & Carol Service	Saturday, 10 December 2016 (TBC)

11. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

<u>EXTERNAL BODY</u>	<u>REPRESENTATIVES 2015/16</u>	<u>REPRESENTATIVES 2016/17</u>
District Scout Council	Cllr Wheatley	Cllr Wheatley
Fairtrade Steering Group	Cllr Wheatley	Cllr Wheatley
Farncombe Day Centre	Cllr Gray	Cllr Gray
Godalming & District Chamber of Commerce	Cllr Poulter	Cllr Poulter
Godalming/Joigny Friendship Association	Town Mayor (Ex Officio)	Town Mayor (Ex Officio)
Godalming/Mayen Association	Town Mayor (Ex Officio) Cllr Gray	Town Mayor (Ex Officio)
Godalming Museum Trust	Cllr Gordon-Smith	Cllr Gordon-Smith
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton	Cllr Walden Cllr Bolton
Go-Godalming Association	Town Mayor (Ex Officio) Cllr Gordon-Smith	Town Mayor (Ex Officio) Cllr Gordon-Smith
Holloway Hill Sports Association	Cllr T Martin	Cllr T Martin
St Mark's Community Centre Management Committee	Cllr Pinches	Cllr Pinches
St Mark's Community Initiative Group	Cllr Bolton	Cllr Bolton
SALC (formerly SCAP&TC)	Cllr Cosser	Cllr Cosser
SCC – Tree Wardens	Cllr Williams	Cllr Williams
Sport Godalming	Cllr P Martin	Cllr P Martin
Godalming Together CIC	Cllr A Bott	Cllr A Bott
Waverley Citizens Advice Bureau (observer)	Cllr S Bott	Cllr S Bott
Waverley Cycle Forum	Cllr Walden	Cllr Walden

12. EXTERNAL ORGANISATIONS – REPORTING ARRANGEMENTS

<u>EXTERNAL BODY</u>	<u>REPRESENTATIVE 2016/17</u>	<u>DATE REPORT EXPECTED</u>
Waverley Citizens Advice Bureau (observer)	Cllr S Bott	9 June 2016
Godalming/Mayen Association	Town Mayor (Ex Officio) Cllr Gray	9 June 2016
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton	21 July 2016
Godalming & District Chamber of Commerce	Cllr Poulter	21 July 2016
Go-Godalming Association	Town Mayor (Ex Officio) Cllr Gordon-Smith	1 September 2016
Holloway Hill Sports Association	Cllr T Martin	13 October 2016
Godalming Museum Trust	Cllr Gordon-Smith	13 October 2016
St Mark's Community Centre Management Committee	Cllr Pinches	15 December 2016
St Mark's Community Initiative Group	Cllr Bolton	12 January 2017
Godalming Together CIC	Cllr A Bott	12 January 2017
SCC – Tree Wardens	Cllr Williams	23 February 2017
Sport Godalming	Cllr P Martin	6 April 2017
Waverley Cycle Forum	Cllr Walden	18 May 2017
District Scout Council	Cllr Wheatley	TBC
Fairtrade Steering Group	Cllr Wheatley	TBC
Farncombe Day Centre	Cllr Gray	TBC
Godalming/Joigny Friendship Association	Town Mayor (Ex Officio)	TBC

Farncombe Initiative – Progress Report

Background

1. The Committee, at its meeting on 17 October 2013, agreed to support an initiative designed to engage with people, businesses and groups in the Farncombe/Binscombe area to gather community views and to help identify key improvements sought for the area. The Committee subsequently received a report from me setting out the key issues raised at a public meeting in the area and informing the Committee that a small group of local people had volunteered to come together and look at how these issues might be addressed and taken forward. I have subsequently provided written and oral reports to the Committee on the progress of the Initiative. This report reminds members of achievements to date and describes progress since the last meeting.

Resources

2. The principal resource available to the Initiative is the energy being supplied by local residents who have become involved with the Initiative through their attendance at meetings to discuss priorities and projects, the work they do to research and produces reports on a range of local needs (eg on where we might place extra public seating in the community) and the time they give to litter picks, planting bulbs etc. Finance to secure the improvements identified by the community as priorities is available as a result of a £14,000 fund which comprises £7,000 granted by the Town Council and £7,000 from my County Councillor local allocation. The other key resource available to the Initiative is the support provided by Town Council staff, especially the projects officer, in providing admin and project support. Currently £4928 of the £14,000 fund remains available.

Achievements

4. Main achievements to date can be summarised:-

- Provision of improved and additional litter bins.
- Resurfacing of pavements in Farncombe centre
- Clearance and planting of unsightly amenity area

- Planting of spring bulbs around the area
- Erection of a village sign
- Area litter picks
- Securing major staycation event for Farncombe
- The first Farncombe Aquathon
- Christmas lights provision and switch on event
- Provision of public seat at site prioritised by local people

5. Projects currently being worked on for delivery in the near future include:-

- A blue Plaque to commemorate Jack Philips
- Planter to be provided in Farncombe Street
- Further public seat provision to be considered.
- Expansion of community activities in connection with the second Aquathon
- Meeting with Network Rail on use of their land in the community.
- Possible bid to SCC fund for improvement of shopping parades.
- Renewed efforts to engage with local business community

6. The great strength of the Initiative is that its energy and direction is supplied by local people wanting to invest their time in a direct and practical way in improving their own community. It is encouraging that two members of the Initiative Group were recognised for their efforts in the recent Mayors' awards for volunteers.

Steve Cosser

May 2016