

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 10 JANUARY 2013**

* Councillor T Martin – 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
* Councillor Noyce	* Councillor Robinson
0 Councillor Thornton	# Councillor Welland
* Councillor Williams	

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

287. MINUTES

The Minutes of the meeting held on 29 November 2012, having been previously circulated, were signed by the Chairman as a true record.

288. 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 80.

289. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Thomson declared a non-pecuniary interest in three of the grant applications made under Agenda Item 12: in the application from Waverley CAB on the grounds that she is a patron of the CAB; in the application from Godalming Together CIC on the grounds that she is a Board member of the CIC; and, in the application from Godalming Town Council on the grounds that she is a member of the Town Council and the Joint Burial Committee. Councillor Thomson remained in the Chamber when each of those agenda items was debated.

Councillor Cosser declared a non-pecuniary interest in Agenda Item 12, the grant application from Godalming Together CIC on the grounds that he is a Director of the CIC. Councillor Cosser remained in the Chamber when that agenda item was debated.

Councillor Wilson declared a non-pecuniary interest in Agenda Item 12, the grant application from Waverley CAB on the grounds that he is the Town Council's representative on the CAB. Councillor Wilson remained in the Chamber when that agenda item was debated.

Councillor A Bott declared a non-pecuniary interest in Agenda Item 12, the grant application from Godalming Together CIC on the grounds that she is a Director of the CIC. Councillor Bott remained in the Chamber when that agenda item was debated.

290. COMMITTEE WORK PROGRAMME

Members agreed to the inclusion of a standing item (setting out the Committee's known work programme and progress against those items included on the programme) on all future agendas for this Committee starting with effect from 21 February 2013.

291. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

£

Godalming Town Council Accounts paid since the 31 October 2012	95,670.24
Balance held in Current Account Balance at 31 December 2012	26,441.35
Balance held in the Business Deposit Account Balance at 31 December 2012	466,195.94

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.

292. FIFTY WAYS TO SAVE

Members noted the document: "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. Members agreed that a working group consisting of Councillors S Bott, Cosser and Williams should review the document and report back to a further meeting of this Committee. The item to be included on the Committee's work programme.

293. REVISED ESTIMATES 2012/13 AND BUDGET 2013/14

Members considered the draft revised Estimates for 2012/13 and the Budget for 2013/14 and took the opportunity to ask officers questions.

294. INTERNAL AUDIT REVIEW, AUDIT WORKPLAN AND LETTER OF ENGAGEMENT

Members received and considered the report of the interim Internal Audit, conducted on 27 November 2012, by Mark Mulberry. Members also received, considered and approved the Internal Audit Workplan for the year 2013/14 (copy of the audit report and work plan attached to the record minutes).

Members further agreed that the Chairman should sign the Letter of Engagement for the ensuing year (copy of the signed Letter of Engagement is attached to record minutes).

295. GODALMING TOWN RUN

Members noted that, in order to create a sporting legacy for the town from the very successful Godalming Jubilee Run held in June 2012, Sport Godalming wished to hold an annual Town Run, with the 2013 run planned for 19 May. Members agreed to make Town Council staff resources available to support the Godalming Town Run on the understanding that Sport Godalming would acknowledge the Town Council's support on Town Run publicity.

296. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING & DISTRICT CHAMBER OF COMMERCE

Members noted a report from Councillor Poulter on the Godalming & District Chamber of Commerce (report attached to the record minutes) an organisation on which Councillor Poulter represents the Town Council.

297. APPLICATIONS FOR GRANT AID

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

Burys Scout & Guide Headquarters

£435 was granted to assist with the purchase of 25 replacement chairs.

Citizens Advice Waverley

An application for £30,000 to provide a locally available, independent, high quality advice service for Godalming residents was deferred until the first grants meeting of the next financial year.

Godalming Together CIC

£720 was granted to support the work of the Transport Sub Group by means of a review and report on Godalming High Street looking at ways of decluttering the streetscene and improving safety.

Godalming Town Council – Ancestral Tourism Project

£5,000 was granted for towards an ancestral tourism project for Godalming. Members indicated that none of the funds could be spent until a full project plan had been considered and agreed by this Committee.

Godalming Town Football Club

£1,000 was granted towards fencing for the club boundary.

Waverley Hoppa Community Transport - £5,000 was granted to assist in providing an accessible door-to-door, non-emergency patient transport service for the residents of Godalming and the surrounding villages.

298. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 21 February 2013 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

299. ANNOUNCEMENTS

The Mayor announced that a concert was being held on 26 January 2013 in aid of her Mayoral charity – Waverley CAB.

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.

300. REPORT OF THE STAFFING SUB-COMMITTEE

Members received a confidential oral report from the Chairman of the Staffing Sub-Committee following the meeting of Sub-Committee held on 13 December 2012.