

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 9 JUNE 2016**

\* Councillor Reynolds – Chairman  
\* Councillor A Bott – Vice Chairman

*	Councillor P Martin	0	Councillor R Gordon-Smith
*	Councillor Poulter	0	Councillor Cosser
*	Councillor Wheatley	*	Councillor T Martin
*	Councillor S Bott	0	Councillor Noyce
*	Councillor Thornton	*	Councillor Welland
*	Councillor Williams	*	Councillor Pinches
*	Councillor Bolton	*	Councillor Gray
0	Councillor Walden	0	Councillor Young
*	Councillor Purkiss		

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

104. MINUTES

The Minutes of the meeting held on 19 May 2016, having been previously circulated, were signed by the Chairman as a true record.

105. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

106. 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.

107. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Poulter declared a non-pecuniary interest in Agenda Item 14 (the grant in kind “application” from the Go Godalming Association) on the grounds that she is the Vice Chairman of the Association. Councillor Poulter remained in the Chamber when that agenda item was debated.

Councillor A Bott declared a non-pecuniary interest in Agenda Item 10 on the grounds that she has an indirect working link with the proposed contractor through her employers SSALC. Councillor Bott remained 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 Waverley CAB) on the grounds that he is the Town Council representative on Waverley CAB. Councillor Bott remained in the Chamber when that agenda item was debated.

Councillor Williams declared a non-pecuniary interest in Agenda Item 14 (the grant application from Age Concern) on the grounds that he is the Waverley representative on Age Concern. Councillor Williams remained in the Chamber when that agenda item was debated.

Councillor Williams declared a further non-pecuniary interest in Agenda Item 14 (the grant application from Waverley CAB) on the grounds that he is the Waverley representative on Waverley CAB. Councillor Williams remained in the Chamber when that agenda item was debated.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 14 (the grant application from the Cellar Cafe) on the grounds that he knows some of the trustees. Councillor Bolton remained in the Chamber when that agenda item was debated.

Councillor Gray declared a non-pecuniary interest in Agenda Item 14 (the grant application from the Farncombe Day Centre) on the grounds that she is the Town Council representative for Farncombe Day Centre. Councillor Gray remained in the Chamber when that agenda item was debated.

108. CHRISTMAS LIGHTS

Members received a presentation from Mr Simon Drewery of Springfield Decorations & Display Ltd and considered a report from the Deputy Town Clerk.

Members noted that the Godalming & District Chamber of Commerce had agreed to continue their support for the Christmas lights by contributing £3,200 per annum towards the cost of the lights for the financial years 2017, 2018 & 2019.

Members agreed to continue with the main elements of the present scheme and extend the existing arrangements with Springfield Decorations for a further three years. Members also agreed to enhance the icicle lights by the addition of lights within significant town centre trees and providing a mix of Hanging Lanterns, Antares Stars and Christmas Trees to be hung from the existing infrastructure. Members agreed that the lanterns should be placed in Bridge Street with the Antares Stars and Christmas Trees being displayed in alternate brackets along full length of the High Street. Church Street, Queen Street and Wharf Street wall brackets to be used to display Christmas Trees.

Members further agreed that 25% of the cost of the replacement wall hung decorations should be funded from the Christmas Lights revenue budget with the remaining 75% funded from the Christmas Lights reserve. Members noted that having chosen an enhanced scheme, which would be required to be contained within both the Christmas lights revenue budget and 75% of the Christmas lights reserve, officers would identify the quantity of each type of required decoration in order to complete contract arrangements, informing Members of the cost details at the next meeting of this Committee.

Additionally members agreed for Christmas decorations at the Wilfrid Noyce Centre to be funded from the Wilfrid Noyce revenue budget.

109. COMMITTEE WORK PROGRAMME

Members considered the Committee's work programme and noted the comments therein.

110. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 20 May 2016	57,894.55
Receipts received since the 20 May 2016	31,670.82
Balance held in Current Account	
Balance at 9 June 2016	20,268.32
Balance held in the Business Deposit Account	
Balance at 9 June 2016	500,503.52

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. 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.

111. BUDGET MONITORING REPORT

Members received a tabled budget monitoring report for the first two months of the financial year 2016/17 1 April to 31 May 2016. The report is attached to the record minutes.

112. COMMUNITY CENTRES – PERFORMANCE MONITORING

Members considered a report from the Town Clerk and agreed the basis of the performance monitoring of Community Centres – to include data on occupancy, income and unmet demand and, in respect of the Wilfrid Noyce Centre, to include comparative data – pre-refurbishment versus post-refurbishment.

113. REPORT OF THE STAFFING SUB-COMMITTEE

Members considered an oral report from the Vice-Chairman of the Staffing Sub Committee following an extraordinary meeting of that sub-committee held on 8 June 2016. In accordance with the authority delegated to the sub-committee by this Committee (Minute No. 57-16 refers), Staffing Sub Committee resolved to appoint HR Services Partnership on the specification as amended subject to the fee being capped at or below £3,000.

114. 2016 – 2018 NATIONAL SALARY AWARD

Members considered a joint briefing from the National Association of Local Councils and the Society of Local Council Clerks and the recommendations therein concerning salary scales for the current year and for the financial year 2017/18.

Members noted that all Town Council staff are employed under NJC (National Joint Council for Local Government Services) terms and conditions and that, therefore, the pay award applies to all of them. At 1% the pay award for the current year is exactly what was provided for in the budget and therefore will cause no pressure on the Town Council's finances. The certainty (1% again) that this award provides for budgeting for 2017/18 is welcome.

Members agreed that:

- a. the new pay scales for 2016/17 should be implemented immediately and backdated to 1 April 2016; and
- b. the new pay scales for 2017/18 should be implemented from 1 April 2017.

115. CHURCH STREET ENVIRONMENTAL IMPROVEMENTS

Members received, with thanks, a report from the Deputy Town Clerk. Members endorsed the Deputy Town Clerk's actions in applying to Waverley Borough Council for S106 funding for the scheme and agreed that, subject to successful S106 funding, a BX2090 bench and BX 1504 bollards be installed in Church Street as detailed in the report. The total cost anticipated as £4,473 to be funded from the SCC Community Pride Scheme (via County Councillor Cosser) and S106 funding. Ongoing maintenance costs to be funded from the Town Council's budget for the maintenance of land and other property.

116. GRANTS – OBLIGATIONS FOR SUCCESSFUL APPLICANTS

Members considered a report from the Town Clerk and agreed the proposals therein adding that applicants for new grants should be invited to present their application to the Committee.

## 117. APPLICATIONS FOR GRANT AID

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

### **Age Concern Farncombe (Farncombe Day Centre)**

£5,000 was agreed to assist with the refurbishment of the commercial kitchen within the day centre.

### **Citizens' Advice Waverley**

£28,000 was agreed to assist with the continuance of a locally available, independent, high quality advice service for Godalming residents.

### **Guildford & Godalming Croquet Club**

£1,000 was agreed to assist with Phase 2 of a project to fit out the clubhouse with a mini kitchen area, wheelchair accessible toilet connection to water and sewers.

### **Roots for the Future**

£1,015 was agreed for to provide tree-planting workshops with residents of two areas of Godalming (Northbourne and Ockford Ridge/Aaron's Hill).

### **SERFCA & Princess of Wales' Royal Regiment Museum Fund**

£250 was agreed for to support the 1 July 2016 commemorative event for the Battle of The Somme.

### **The Cellar Cafe**

£825 was agreed to help fund one or two trips (depending on numbers) by coach to the coast for Cellar customers and their families and individuals who cannot afford a holiday or a day out, including a simple meal such as fish and chips and ice cream.

### **Waverley Borough Council**

£300 was agreed to assist with the costs of a 'FREE' fun skate day whereby young people (all levels and abilities) aged 7-18 years can participate in a morning workshop of skating/bmx and scootering and learning tips from the pros. This will be followed by an afternoon of practicing skills and applying them in an all-inclusive competition. Professional riders will organise and judge the three disciplines by age and ability. The day will end with a prizegiving.

### Grant Aid in Kind

Members noted that the following organisations were omitted from the list of "applications" for grant aid in kind considered on 24 March 2016; both are regular users of The Pepperpot for meetings. There was no actual application but the award of grant aid in kind was sought by officers in order to regularise the position of these two regular users.

### **Farncombe & District Allotment Association**

£21 was awarded as grant aid in kind in the form of three hours use of the Pepperpot for two meetings of the Allotment Association.

### **Go Godalming Association**

£42 was awarded as grant aid in kind in the form of six hours use of the Pepperpot for three meetings of the Go Godalming Association.

118. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 21 July 2016 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

119. ANNOUNCEMENTS

There were no announcements.