

# GODALMING TOWN COUNCIL

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

28 November 2014

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, 4 DECEMBER 2014 at 7.15 pm, or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

Louise P Goodfellow  
Town Clerk

Committee Members: Councillor Reynolds – Chairman  
Councillor A Bott – Vice Chairman

Councillor P Martin  
Councillor Poulter  
Councillor Cosser  
Councillor T Martin  
Councillor Lister  
Councillor S Bott  
Councillor Noyce  
Councillor Thornton  
Councillor Williams

Councillor R Gordon-Smith  
Councillor Thomson  
Councillor Wheatley  
Councillor C Gordon-Smith  
Councillor Woodham  
Councillor Hunter  
Councillor Robinson  
Councillor Welland

## AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 23 October 2014, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. 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.

4. 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.

5. COMMITTEE WORK PROGRAMME

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

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

## 6. 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.

## 7. RECOMMENDATIONS FROM THE STAFFING SUB-COMMITTEE

The Staffing Sub-Committee makes the following recommendation to the Committee, that:

### Town Council Offices – Christmas and New Year Opening Hours

- The Town Council offices should open during the Christmas and New Year period as shown below:

Wednesday, 24 December 2014 – Half day Closing  
Thursday 25 December 2014 – Closed – Public Holiday  
Friday, 26 December 2014 – Closed – Public Holiday  
Monday, 29 December 2014 – Closed – Extra statutory day  
Tuesday, 30 December 2014 – Closed – proposed “goodwill” day  
Wednesday, 31 December 2014 – Annual Leave Day  
Thursday, 1 January 2014 – Closed – Public Holiday  
Friday, 2 January 2014 – Normal working hours

- Town Council staff be granted an additional leave day, as a one-off goodwill gesture, to be taken on 30 December and that staff be required to take annual leave or “time off in lieu” on 31 December (this arrangement to watch those at Waverley Borough Council where the “goodwill” day is now part of staff terms and conditions of employment).

### Project Co-ordinator & Community Centres Manager

- A new post of Projects Co-ordinator & Community Centres Manager be created.
- The posts of Broadwater Park Community Centre Manager and Town Centre Community Buildings Manager be deleted from the Town Council’s staffing establishment.
- The existing Godalming Projects Co-ordinator should be offered the new post on the terms set out in the Job Description attached for the information of Members (as amplified by the Town Council’s standard terms and conditions of appointment) and that, should she accept, then a new contract of employment should be issued. The offer would be made on the grounds that the substantial part of the post is already held by the individual and that postholder has already been covering the Community Centres part of the role successfully on a temporary basis for three months from 1 September.

Members to note that the costs of the combined post can be contained within the existing staffing budget.

### **2014-16 Pay Award**

- The pay award agreed by the National Joint Council for Local Government Services on 14 November 2014 and set out in the document attached for the information of Members should be implemented with immediate effect.

Members to note that a 2.2% pay award is to be implemented with effect from 1 January 2015 - the current year's budget includes provision for a pay award effective from 1 April 2014 so this award can be afforded from the current year's budget. Further, it is included in the budget figures for 2015/16 elsewhere on this agenda and does not create any additional budgetary pressure next year or thereafter. At £100 per staff member (approx £520 in total including on costs) the December one-off payments are covered by the budget and the April payments at approx £150 in total are *de minimus*.

### **Co-opted Clerk on the NALC Larger Councils Committee**

- The Town Clerk's application for a further two year term of co-option to the NALC Larger Council's Committee (LCC) be supported (the current two-year co-option ends with the January 2015 meeting of the LCC Minute). The commitment required is for four meetings (five full days) a year and the Town Clerk is to provide more detail on the benefits to Godalming Town Council at this meeting.

### **Ex Gratia Payment to the Deputy Town Clerk**

- An *ex gratia* payment of £700 be paid to the Deputy Town Clerk in acknowledgement of the Town Council's gratitude for all the additional work, over and above the call of duty, that he undertook during the period of the Town Clerk's absence (this payment to be in addition to those authorised by Minute No. 113-14).

Members to note that the Town Clerk returned to some work on 27 October 2014 and full-time on 20 November 2014.

## 8. **MATTERS REFERRED TO COMMITTEE FROM FULL COUNCIL**

Members to consider the following recommendation to Full Council from the Audit Committee which are referred back to this Committee because of their resource implications, that:

- An additional user licence to access the RBS finance management system with the associated training be purchased to allow staff to access up-to-date income and expenditure information;
- A full-time financial administrator be engaged as a matter of priority; and
- Council should receive a report about the Town Council's website (report attached for the information of Members).

## 9. **BUDGET MONITORING REPORT**

Members to consider the Budget Monitoring Report from the Town Clerk (report attached for the information of Members).

## 10. **DRAFT BUDGET 2015/16 & REVISED ESTIMATES 2014/15**

Members to consider the draft Budget report from the Town Clerk (report attached for the information of Members).

11. CCTV

Members to consider a report from the Town Clerk (report attached for the information of Members).

12. SCHEDULE OF MEETINGS 2015/16

Members to note the schedule of meetings for the civic year 2015/16 (copy attached for the information of Members) and recommend the schedule to Full Council.

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GO GODALMING ASSOCIATION

Members are asked to note a report from Councillor RA Gordon-Smith on the Go Godalming Association (report to be tabled) an organisation on which Councillor Gordon-Smith represents the Town Council.

14. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 8 January 2015 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

15. ANNOUNCEMENTS

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

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> in the following matter:-

**COMMITTEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2014/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.