

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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13 February 2015

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 FEBRUARY 2015 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 8 January 2015, 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. REPORT & RECOMMENDATIONS FROM THE STAFFING SUB-COMMITTEE

There are three recommendations from the Staffing Sub-Committee to this Committee – two are detailed below and the third is included as a confidential item towards the end of this agenda.

Restructuring: Recruitment of a Finance Administrator

This matter was the subject of a recommendation from the Audit Committee to Full Council and subsequently referred back to this committee and from there to the work programme of the Staffing Sub-Committee.

The Staffing Sub-Committee recommends that a Finance Administrator be recruited on the terms and to the timetable proposed in the report attached for the information of Members. The resource implications of this report – the annual salary and on-costs of the post and the advertising costs may be met from within existing budgets.

Members are asked to agree that a Finance Administrator be recruited on the terms and to the timetable proposed in the report.

Absence Policy

Upon the recommendation of the Staffing Sub-Committee, Members are asked to agree an amendment to the Absence Policy (amended policy with the recommended amendment shown by underlining attached for the information of Members) and to recommend the amended policy to Full Council for adoption.

8. RECRUITMENT OF A TEMPORARY ADMINISTRATOR

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

9. COMMUNICATIONS – QUARTERLY NEWSLETTERS & OTHER PUBLICITY MATERIAL

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

10. ELECTRONIC AGENDAS

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

11. QUALITY COUNCIL SCHEME

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

12. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERLEY CAB

Members are asked to note a report from Councillor Wilson on Waverley Citizens Advice Bureau (report attached for the information of Members) an organisation on which Councillor Wilson represents the Town Council.

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARKS COMMUNITY CENTRE MANAGEMENT COMMITTEE

Members are asked to note a report from Councillor Robinson on St Marks Community Centre Management Committee (report to be tabled at the meeting) an organisation on which Councillor Robinson represents the Town Council.

14. NALC MATTERS

Members to note that on 20 January 2015 the Town Clerk was co-opted again on to the National Association of Local Council's (NALC) Larger Council's Committee (Minute 277-14 refers). A short report on issues of interest arising from the Town Clerk's work with NALC is 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 April 2015 at 7.15 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. WILFRID NOYCE COMMUNITY CENTRE IMPROVEMENT PROJECT

Members to receive a confidential report from the Deputy Town Clerk (report attached for the information of Members).

18. THE SQUARE

Members to consider confidential correspondence attached for the information of Members and a confidential oral report from the Town Clerk.

19. REPORT & RECOMMENDATION FROM THE STAFFING SUB-COMMITTEE

Members to consider a confidential report from the Staffing Sub-Committee (report attached for the information of Members).

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a non-pecuniary interest]³ 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 _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² 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

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