

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 19 FEBRUARY 2015**

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

0	Councillor P Martin	*	Councillor R Gordon-Smith
*	Councillor Poulter	*	Councillor Thomson
*	Councillor Cosser	*	Councillor Wheatley
0	Councillor T Martin	*	Councillor C Gordon-Smith
*	Councillor Lister	*	Councillor Woodham
*	Councillor S Bott	*	Councillor Hunter
*	Councillor Noyce	*	Councillor Robinson
*	Councillor Thornton	#	Councillor Welland
*	Councillor Williams		

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

376. MINUTES

The Minutes of the meeting held on 8 January 2015, having been previously circulated, were signed by the Chairman as a true record.

377. 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.

378. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Reynolds declared a disclosable pecuniary interest in Agenda Item 9 on the grounds that his business is one of those involved and left the Chair and the Chamber when that agenda item was debated. Councillor A Bott took the Chair for that item.

The Deputy Town Clerk left the Chamber when Agenda Item 19 was announced, the Town Clerk remained to take any questions as to fact and then left the Chamber when the item was debated.

379. COMMITTEE WORK PROGRAMME

Members considered the Committee’s work programme and noted the progress on the items not otherwise covered on the agenda for the meeting.

380. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 8 January 2015	85,402.00
Balance held in Current Account Balance at 19 February 2015	45,024.63
Balance held in the Business Deposit Account Balance at 19 February 2015	522,568.03

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.

381. REPORT & RECOMMENDATIONS FROM THE STAFFING SUB-COMMITTEE

Members agreed two recommendations from the Staffing Sub-Committee:

Restructuring: Recruitment of a Finance Administrator

Members agreed to establish a full-time Finance Administrator post and to recruit to that post as soon as possible. The post will be established at a pay grade covering the spinal column points 32 to 35 (£27,924 to £30,178) and the job description and person specification for the post was agreed.

The time table for recruitment was agreed as follows:

Advert	wef Friday, 27 February 2015
Deadline for receipt of Applications	Midday Monday, 30 March 2015
Shortlisting	Wednesday, 1 April 2015
Interviews	Tuesday, 14 April 2015

And, the interview panel was agreed as the Town Clerk, the Deputy Town Clerk and the Chairman of the Staffing Sub-Committee.

Members further delegated to the Town Clerk authority to offer the position of Finance Administrator to the candidate that the interview panels deems to be the most suitable for the position (subject to references and occupational health clearance).

Absence Policy

Members agreed an amendment to the Absence Policy and recommended the amended policy to Full Council for adoption.

382. RECRUITMENT OF A TEMPORARY ADMINISTRATOR

Members authorised the Town Clerk to recruit a temporary, part-time administrator to cover the time between now and the start of a new Finance Administrator (ie. 23 February or as soon as possible thereafter until 1 May or later). The costs of approx. £336 a week to be met from within the existing staffing budget.

383. COMMUNICATIONS – QUARTERLY NEWSLETTERS & OTHER PUBLICITY MATERIAL

Members considered a report from the Town Clerk and noted that the current contract for the publication of the Council's quarterly newsletters and other publicity material (for Staycation and each of the Easter and Christmas Festivals) has come to an end and needs to be re-let.

Members noted that a request for a quote, covering the Town Council's requirements for the next two years, was sent to the publishers of both publications with a monthly circulation to all Godalming households.

Members further noted that Financial Regulation 10.3 says that “All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers....”. Members agreed that in obtaining just two quotes the Town Clerk had taken reasonable steps to comply with regulation 10.3 because there are only two appropriate suppliers. However, the Town Clerk was asked to satisfy herself that it would not be cheaper for the Council to circulate a newsletter directly to all households.

In answer to a question the Town Clerk confirmed that neither company had sight of the other’s quote before preparing their own.

Subject to the outcome of the Town Clerk’s costing of the option of the Town Council direct mailing all households, Members considered the two quotes received and agree that a two-year contract for the publication of the Town Council’s newsletters be awarded to Publisher A at a total cost of £13,000 over the two years.

Upon that agreement Publisher A was revealed to be Vantage Publishing.

384. ELECTRONIC AGENDAS

Members considered a report from the Town Clerk and in the course of discussion gave some very clear indications of how they would see the use of electronic agendas at Godalming Town Council. The Town Clerk agreed to consult her colleagues and to bring a firm proposal back to the first meeting of the Committee in the new civic year (11 June 2015).

385. QUALITY COUNCIL SCHEME

Members considered a report from the Town Clerk and agreed to defer a decision on whether to apply to the Local Council Award Scheme (and which level of award) until after May 2015.

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

Members noted with thanks a report from Councillor Wilson on Waverley Citizens Advice Bureau an organisation on which Councillor Wilson represents the Town Council.

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

Members noted with thanks a report from Councillor Robinson on St Marks Community Centre Management Committee (report tabled at the meeting and attached to the record minutes) an organisation on which Councillor Robinson represents the Town Council.

388. NALC MATTERS

Members noted 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 was also noted.

389. 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.

390. ANNOUNCEMENTS

There were no announcements.

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. COMMERCIALY CONFIDENTIAL AND STAFFING MATTERS.

391. WILFRID NOYCE COMMUNITY CENTRE IMPROVEMENT PROJECT

Members received a confidential report from the Deputy Town Clerk.

392. THE SQUARE

Members noted confidential correspondence and a confidential oral report from the Town Clerk.

393. REPORT & RECOMMENDATION FROM THE STAFFING SUB-COMMITTEE

Members considered a confidential report from the Staffing Sub-Committee and resolved to recommend to Full Council that with effect from 1 April 2015 the Town Clerk's post be graded at the lower range of LC4 (SCP 52 – 55) and the Deputy Town Clerk's post be graded at the middle of LC3 (SCP 43 – 47).