

# GODALMING TOWN COUNCIL

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Municipal Buildings  
Bridge Street  
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14 February 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, 20 FEBRUARY 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 Wheatley – Chairman  
Councillor Poulter – Vice Chairman

Councillor P Martin  
Councillor Thomson  
Councillor C Gordon-Smith  
Councillor Reynolds  
Councillor Woodham  
Councillor S Bott  
Councillor Noyce  
Councillor Thornton  
Councillor Williams

Councillor R Gordon-Smith  
Councillor Cosser  
Councillor Lister  
Councillor Wilson  
Councillor A Bott  
Councillor Hunter  
Councillor Robinson  
Councillor Welland

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the meeting held on the 9 January 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. COMMUNITY NAVIGATOR

Members to consider a report (attached for the information of Members) from an officer of Waverley Borough Council. It is hoped that the officer will be present at the meeting to answer Members' questions.

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

6. COMMITTEE WORK PROGRAMME

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

7. 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.

8. REPORT OF STAFFING SUB-COMMITTEE – EQUALITY & DIVERSITY STATEMENT

Members to consider a report from the Chairman of the Staffing Sub-Committee and specifically to consider the revised Equality and Diversity Statement which is recommended to this Committee for onward recommendation to, and adoption by, Full Council. The Equality and Diversity Statement is attached for the information of Members.

9. CLEARANCE AT BURYS ALLOTMENTS

Members are asked to note that officers will be instructing the Council's ground maintenance contractors to clear one of the allotments at the Burys Allotments with a view to re-letting that allotment with effect from 1 April 2014. The Facilities Manager will report further orally at the meeting.

10. COMMUNICATIONS WORKING GROUP

Following informal discussions with Members the Town Clerk believes that it is now necessary set up once again a Communications Working Group to consider issues of detail regarding the Town Council's branding and use of Social Media. The group would make recommendations to this Committee.

Members are asked to agree to the setting up of a Communications Working Group and to agree the membership of that group.

11. PROJECTS TO BE FUNDED BY APPLICATION TO SCC LOCAL COMMITTEE

Members to consider a report from the Town Clerk on three projects to be funded or part-funded by application to Surrey County Council's Local Committee and the Members Allocations of County Councillor Peter Martin and County Councillor Steve Cosser. Report attached for the information of Members.

12. 2014 SPRING FESTIVAL

Members will recall that on 6 June 2013 this Committee agreed to bring the Christmas and Spring Festivals under the direct management of the Town Council (Minute 67-2013 refers).

Plans for the Spring Festival on 19 April 2014 are progressing well and Members are asked to approve the budget (attached for the information of Members) noting that the budget does not include the cost to the Town Council of its directly employed staff and their time taken on the Festival. With this caveat Members are asked to note that the Festival will take place at no additional cost to the Town Council with the first £750 of any surplus being due to the Godalming Together Community Interest Company (in accordance with Minute No 67-13).

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERLEY CITIZENS ADVICE BUREAU

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

14. HEALTH ISSUES

Members to receive a report from Councillor Cathy Gordon-Smith – report 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, 13 March 2014 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 SENSITIVE MATTERS.

17. THE SQUARE

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

18. ALLOTMENT LAND AT GEORGE ROAD

Members to receive a confidential oral update from the Town Clerk.

## 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.