

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 21 FEBRUARY 2013**

\* Councillor T Martin – Chairman  
\* Councillor Poulter – Vice Chairman

*	Councillor P Martin	0	Councillor R Gordon-Smith
*	Councillor Thomson	0	Councillor Cosser
0	Councillor C Gordon-Smith	*	Councillor Lister
0	Councillor Reynolds	*	Councillor Wilson
*	Councillor Woodham	*	Councillor A Bott
*	Councillor S Bott	*	Councillor Hunter
0	Councillor Noyce	*	Councillor Robinson
*	Councillor Thornton	0	Councillor Welland
*	Councillor Williams		

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

358. MINUTES

The Minutes of the meeting held on 10 January 2013, having been previously circulated, were amended by the Chairman at Minute Number 292-12 to alter the words “the next meeting’ to read “a further meeting” they were then signed by the Chairman as a true record.

359. 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 80.

360. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Thornton declared a disclosable pecuniary interest in Agenda Item 10 on the grounds that he runs a food concession at the Town Show held on the Bury's Field and left the Chamber when that agenda item was debated.

361. COMMITTEE WORK PROGRAMME

Members considered the draft works programme and felt that the format was appropriate. Members requested that the following items be added to the programme:

- Broadwater Park Community Centre car park licence agreement with Waverley Borough Council
- General Power of Competence
- Review of business strategy plan
- Website protocols and e-communications
- Christmas lights infrastructure and contracts

(the amended programme is attached to the record minutes).

362. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 31 December 2012	39,162.84
Balance held in Current Account Balance at 31 January 2013	13,125.28
Balance held in the Business Deposit Account Balance at 31 January 2013	456,195.94

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.

363. REPORT FROM THE AUDIT SUB COMMITTEE

Members received a report from the Chairman of the Audit Sub-Committee following the meeting of the Sub-Committee held on the 24 January 2013. The Sub-Committee Chairman had submitted a written report outlining the work of the Audit Sub-Committee and made an oral report regarding its recommendations to the Policy & Management Committee (Minute No 318-12 refers).

Standing Orders Review Recommendations

- That Policy & Management Committee, as part of its work programme, will need to decide when it wishes to receive amended draft Standing Orders for its full consideration and may wish to comment on the Working Group's observations regarding Full Council.

The first part of this recommendation was considered under separate agenda item 12. Members debated the Working Group's observations regarding Full Council; no decision was reached on this matter. Members to consider this matter in full on 14 March 2013 alongside its considerations regarding the adoption of new Standing Orders.

- Policy & Management Committee, as part of its work programme, may wish to consider undertaking a review of the existing 'Business Plan' and the relevant Member training that may ensue.

Members considered this recommendation and highlighted that the last review of the business plan was undertaken during the previous administration. It was noted that the business plan would best be reviewed within the first year of a new administration. As the current administration is now about to commence its third year, it was decided the best course of action would be to review the existing business plan with the intention of a full business strategy review to be undertaken by the next administration. Members agreed for the review of the existing business strategy plan to be added to the Policy & Management work programme.

Health & Safety Compliance Recommendations

- That a video lock system be fitted to the main entrance of the Council Offices to provide security, especially when it is manned by a single member of staff.

Members requested that the views of the Town Council staff be sought on this matter, the Facilities Manager stated that staff views had been sought prior to this recommendation being made and that, if Members agreed, staff would wish for this recommendation to be taken forward. The feasibility of installing such a system was being investigated and a report, including costs would be brought to this committee.

- That a ramp be provided for the rear back steps of the Wilfrid Noyce Community Centre to allow egress for wheelchair users should they need to be evacuated.

The Facilities Manager indicated that a report would be submitted for the next meeting of this committee.

364. CONSULTATION - REVIEW OF WAVERLEY BOROUGH COUNCIL'S STATEMENT OF LICENSING POLICY

Members agreed that the Town Clerk should draft a response from Godalming Town Council, to Waverley Borough Council's amended Statement of Licensing Policy, for consideration by this Committee at its planned meeting on 25 April 2013.

365. FEES & CHARGES

Community Buildings

Members agreed that the charges for the Town Council's community buildings should remain at the current rate, which has been in force since April 2010. However, in recognising that utility and other costs associated with running the community buildings have increased year on year, Members accepted Officers recommendation to alter the level of discount offered to users to a flat rate discount of 10% for users booking 12 or more sessions per annum.

Allotments

Members noted Fees and Charges for both the Farncombe & District Working Men's Allotment Association and the Council's directly managed allotments as set for the period 2012–2015 (Minutes 364-11 and 117-11 refer) and would increase by 5%.

366. REGULATED ENTERTAINMENT LICENCE FOR THE BURYS FIELD

Members agreed that the Town Clerk should apply to Waverley Borough Council to license the Burys Field for regulated entertainment; live and recorded music, performance of dance and plays and the showing of films in pursuance of the Licensing Act 2003. Members accepted the offer from the Godalming Round Table, as a beneficiary of such a licence in staging the Annual Town Show, to meet the cost of the application. Members agreed that the application should limit the number of events that could be held under the licence to a maximum of 10 per year between the hours of 10.00 and 22.00 Monday to Friday, 10.00 to 22.30 on Saturdays and 10.00 to 20.00 on Sundays.

Members noted that, if granted, the Town Council would be the licence holder for the public realm within the town centre i.e town centre, Phillips Memorial Park (Bandstand) and the Burys Field.

367. CHRISTMAS LIGHTS ELECTRICAL INFRASTRUCTURE

Members noted the report from the Facilities Manager regarding the requirement to conduct a safety inspection of the Christmas Lights electrical infrastructure before the 2013 Christmas Lights installation and that the cost of such an inspection would be met from

within the existing Christmas Lights budget. Members also noted that a report would be brought to this committee if the inspection found substantive works were required.

The Facilities Manager informed Members that negotiations were also underway with contractors regarding the installation and take down of the Christmas Lights for the period 2013 to 2015. Members requested that this item be added to the Committee's work programme.

368. DRAFT STANDING ORDERS

Having debated this item, Members agreed it should be brought back to this Committee on 14 March 2013 for the Town Clerk to report more fully on the scope of the changes to Standing Orders. Members requested either a report reflecting the significant changes or a marked copy of standing orders that indicated the changes. Members further agreed to defer any decision regarding the status of the Audit Sub-Committee to the same meeting.

Members noted that following on from the re-drafting of Standing Orders, the following items should be placed on the work programme; a detailed review of Financial Regulations which must be undertaken before the end of the financial year and the needs to clarify the Code of Conduct regarding how and what sanctions will be applied for breaches of the code. Members agreed that both items should be placed on the Committee's work programme.

Members further considered the need for training in the understanding and application of the Code of Conduct and agreed that the training requirement should be included in the review of standing orders.

369. ANCESTRAL TOURISM PROJECT

Following their initial decision regarding the Ancestral Tourism Project (Minute No 297-12 refers) Members considered the Ancestral Tourism project plan. Members agreed that, subject to the agreement of funds from Surrey County Council, the project may commence.

Councillor Cosser had agreed that he would fund Surrey Council Council's contribution from his Members' allowance, however, as this project is aimed at all Godalming residents, Councillor P Martin offered to share the county funding by allocating 50% of the cost from his allowance.

370. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE JOIGNY FRIENDSHIP ASSOCIATION

Members noted a report from Councillor Woodham on the Joigny Friendship Association an organisation on which Councillor Woodham represents the Town Council.

371. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 14 March 2013 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

372. ANNOUNCEMENTS

The Facilities Manager informed Members of an act of vandalism to the Town Councils 'Welcome to Godalming' sign located on Chalk Road roundabout. The sign had been recovered from where it was disposed of by the culprits. A member of the public reported this incident to the police and the police are actively investigating. Members were informed

that if the police investigation led to a successful prosecution the Town Council would seek a compensation order for the its costs in replacing the sign.

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 SENSITIVE MATTERS.

373. THE SQUARE

Due to the unforeseen absence of the Town Clerk, this item was deferred until the next meeting.

374. THE WILFRID NOYCE CENTRE

In the absence of the Town Clerk the Chairman gave an oral report on the progress of the work required to fulfil the requirement of Minute No 95-12. Members requested clarification regarding whether they would have an opportunity to debate the outcomes of this work. Neither the Chairman nor the Facilities Manager, acting as Clerk, was in a position to give an informed answer to this question. However, subsequent to the meeting, it can be confirmed that the outcomes would come before this Committee so that it might decide on actions it wished to pursue.