

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 13 MARCH 2014**

* Councillor Wheatley – Chairman
* Councillor Poulter – Vice Chairman

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

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

398. MINUTES

The Minutes of the meeting held on 20 February 2014, having been previously circulated, were signed by the Chairman as a true record.

399. 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.

400. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Robinson declared a non-pecuniary interest in Agenda Item 10 on the grounds that he owns and rides a bicycle, he sits (as the Town Council's representative) on the Waverley Cycle Forum and is a member of the Godalming Cycle Campaign. Councillor Robinson remained in the chamber while that agenda item was considered and presented his report to the Committee.

401. COMMITTEE WORK PROGRAMME

Members considered the work programme and oral updates to those items not included elsewhere on the agenda. A revised work programme is attached to the record minutes.

402. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

The Town Clerk apologised to the Committee and reported that she was not in a position to report upon the accounts paid since the last meeting nor to table a schedule of the accounts paid for the information of Members.

Members agreed that matter should be deferred until the next meeting of the Committee.

403. ANNUAL REVIEW OF FINANCIAL REGULATIONS

Members heard the Town Clerk's reasons for advising that no review of Financial Regulations was necessary at the current time, these were:

- Council undertook a detailed review of Financial Regulations in September 2013 and on 12 September 2013 Council adopted a revised set of Financial Regulations;

- No amendments to the financial limits set in paragraphs 3.4, 6.4 and 12.1 were proposed;
- The current Financial Regulations are fit for purpose at the time of the meeting; and
- Imminent changes will require a full review of Financial Regulation within the next three months. A Financial Briefing issued by the National Association of Local Councils (NALC) on 11 February 2014 indicates that it will soon be lawful to move away from making all the Council's payments by cheque. This long awaited change will facilitate the use of electronic banking by the Council. However, before the Council can move away from "two signatures" the Council will need to review its internal systems of control and its Financial Regulations.

Members agreed that no changes to the Council's Financial Regulations were required until NALC issued new model regulations (provided such model regulations were issued in the next three months) and the Committee agreed to make that specific recommendation to Full Council.

404. ALLOTMENT LAND AT GEORGE ROAD

Members considered a report from the Town Clerk and agreed that the Town Clerk should proceed to complete a Deed of Release for the land with Waverley Borough Council, seek to register the Town Council's interest in the land, and enter into a lease of the same to Southern & Scottish Electricity Ltd.

405. EMERGENCY PLANNING

Members considered an oral report from the Town Clerk about the issue of whether there was a role for Godalming Town Council in emergency planning. Members agreed that the Town Clerk should undertake discussions with the principal authorities, Waverley Borough Council and Surrey County Council about whether the Town Council could offer support to them in the event of a local emergency and, if so, what form that support might take.

The matter to be added to the Committee's work programme and a further report anticipated in June/July 2014.

406. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERLEY CYCLE FORUM

Members noted a report from Councillor Robinson on the Waverley Cycle Forum (report attached for the information of Members) an organisation on which Councillor Robinson represents the Town Council.

Members considered a proposal contained within Councillor Robinson's report, namely that: *"Godalming Town Council thanks the Waverley Cycling Forum for its work, and supports each of the four initiatives currently underway for improving cycling safety within Godalming and Farncombe."* This proposal failed for want of a seconder.

An amended proposal that: *"Godalming Town Council thanks the Waverley Cycling Forum for its work"* was agreed.

407. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 24 April 2014 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

408. ANNOUNCEMENTS

There were no announcements.