

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 11 JUNE 2015**

* Councillor Reynolds – Chairman
0 Councillor Thornton – Vice Chairman

<p>* Councillor P Martin * Councillor Poulter 0 Councillor Wheatley 0 Councillor Woodham * Councillor Hunter L Councillor Welland * Councillor Pinches * Councillor Gray 0 Councillor Young</p>	<p>* Councillor R Gordon-Smith * Councillor Cosser * Councillor T Martin * Councillor S Bott 0 Councillor Noyce * Councillor Williams * Councillor Bolton * Councillor Walden</p>
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* Present # Absent & no apology received 0 Apology L Late

68. TO ELECT A CHAIRMAN

It was resolved unanimously that Councillor Reynolds be elected as Chairman of the Policy & Management Committee for the local government year 2015/2016.

69. TO ELECT A VICE CHAIRMAN

It was resolved unanimously that Councillor Thornton be elected as Vice-Chairman of the Policy & Management Committee for the local government year 2015/2016.

70. MINUTES

The Minutes of the meeting held on 9 April 2015, having been previously circulated, were signed by the Chairman as a true record.

71. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

72. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

Mrs Jacky Beale of Mary Vale, Godalming had applied to make a statement in accordance with Standing Order No 4 about the grant application from The Cellar (Agenda Item 15). The Chairman determined to take that statement at the relevant point of the agenda and moved item 15 to before Agenda Item 7.

73. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Reynolds declared a non-pecuniary interest in Agenda Item 15 (the grant application from Waverley Borough Council) on the grounds that he is a Waverley Councillor. Councillor Reynolds stayed in the Chamber when that item was debated.

Councillor P Martin declared a non-pecuniary interest in Agenda Item 15 (the grant application from Waverley Borough Council) on the grounds that he is a Waverley Councillor. Councillor Martin stayed in the Chamber when that item was debated.

Councillor Gordon-Smith declared a non-pecuniary interest in Agenda Item 15 (the grant application from Waverley Borough Council) on the grounds that he is a Waverley Councillor. Councillor Gordon-Smith stayed in the Chamber when that item was debated.

Councillor T Martin declared a non-pecuniary interest in Agenda Item 15 (the grant application from Waverley Borough Council) on the grounds that he is a Waverley Councillor. Councillor Martin stayed in the Chamber when that item was debated.

Councillor Hunter declared a non-pecuniary interest in Agenda Item 15 (the grant application from Waverley Borough Council) on the grounds that he is a Waverley Councillor. Councillor Hunter stayed in the Chamber when that item was debated.

Councillor Welland declared a non-pecuniary interest in Agenda Item 15 (the grant application from Waverley Borough Council) on the grounds that he is a Waverley Councillor. Councillor Welland stayed in the Chamber when that item was debated.

Councillor Williams declared a non-pecuniary interest in Agenda Item 15 (the grant application from Waverley Borough Council) on the grounds that he is a Waverley Councillor. Councillor Williams stayed in the Chamber when that item was debated.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 15 (the grant application from Waverley Borough Council) on the grounds that he is a Waverley Councillor. Councillor Bolton stayed in the Chamber when that item was debated.

74. COMMITTEE WORK PROGRAMME

Members considered the Committee's work programme and heard oral updates from The Deputy Town Clerk on the Wilfrid Noyce Centre project and from the Town Clerk on Flood Alleviation.

75. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 10 April 2015	236,298.37
Balance held in Current Account Balance at 11 June 2015	170,974.53
Balance held in the Business Deposit Account Balance at 11 June 2015	482,872.06

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.

76. CLERK'S EXERCISE OF DELEGATED AUTHORITY

Members considered two reports (one confidential) detailing occasions where the Town Clerk had exercised her delegated authority, in consultation with the Chairman of this Committee. Members noted that the Town Clerk had ordered new hats for male Councillors and had given an indicative answer to an enquiry from the head leaseholders of The Square.

77. BUDGET MONITORING REPORT

Members considered a budget monitoring report for the first two months of the Financial Year 2015/16 together with a schedule identifying and explaining the material variances. The Town Clerk as Responsible Finance Officer reported that there was nothing at this time that gave her any cause for concern.

Members noted that for the first time the budget monitoring report was generated directly from the Council's financial information system and not via a spreadsheet. There was some discussion about how the format of the monitoring report might be developed for the future.

78. PHOTOCOPIER

Members received a tabled report from the Facilities Manager (report attached to the record minutes) and agreed that the Town Clerk should enter into a five-year lease hire contract with Kent County Supplies for the provision of a photocopier and support services as outlined in the report.

79. REPEATING DIRECT DEBIT – INFORMATION COMMISSIONER'S OFFICE

Members agreed to set up a repeating annual direct debit (for £35 in the first year) in order to facilitate the annual renewal of the Town Council's data protection registration. The direct debit mandate to be signed by two Councillors authorised to sign the Council's cheques.

80. WORKING PARTIES

Membership of the Committee's two working parties was agreed as follows:

Wilfrid Noyce Working Party: Councillor T Martin
Councillor Reynolds
Councillor Hunter
Councillor Thornton
Councillor S Bott
Councillor Young
Deputy Town Clerk

Communications Working Party: Councillor Cosser
Councillor T Martin
Councillor Reynolds
Councillor Thornton
Councillor Walden
Town Clerk

81. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORTING ARRANGEMENTS

Members agreed a new timetable for the submission of Members' reports on the organisation upon which they represent the Town Council (copy attached to record minutes). That timetable will be reflected in the revised Committee work programme.

Members were asked to submit their report to the Town Clerk one week before the date of the relevant meeting of this Committee to enable it to be included on the agenda for that meeting.

82. APPLICATIONS FOR GRANT AID

Members heard a statement from Mrs Jacky Beale about the grant application from The Cellar and took the opportunity to ask questions.

Members considered the following applications for grant aid and decided upon them as indicated:

The Cellar Café

£800 was granted to assist with the costs of providing 1-2 trips by coach or train to the coast for Cellar customers and their families who cannot afford a holiday, including a simple meal.

The National Autistic Society

£2,500 was granted for to assist with providing a sensory room at the Old Mill Day Service in Godalming to support 15 adults.

Waverley Borough Council

£2,000 was granted to provide event infrastructure for a variety of local organisations in coming together to showcase exhibitions and activities commemorating aspects of West Surrey's involvement in the Great War.

83. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 23 July 2015 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

84. ANNOUNCEMENTS

There were no announcements.