

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 26 MAY 2011**

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

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

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

34. MINUTES

The Minutes of the meeting held on 31 March 2011, having been previously circulated, were signed by the Chairman as a true record.

35. 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.

36. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Councillor Thomson declared a personal interest in Agenda Item 8 on the grounds that she lives nearby in Shadyhanger. Councillor Thomson remained in the Chamber when that agenda item was debated.

Councillor Thomson declared a personal & prejudicial interest in Agenda Item 13 on the grounds that she is a committee member of the 20's Plenty for Godalming group. Councillor Thomson left the Chamber when that agenda item was debated.

Councillor Reynolds declared a personal & prejudicial interest in Agenda Item 11 on the grounds that his business was one of the four proposals to be considered within the item. Councillor Reynolds left the Chamber when that agenda item was debated. Councillor Reynolds also left the Chamber during the announcements.

37. PURPOSE AND FUNCTIONS OF THE POLICY & MANAGEMENT COMMITTEE

Members noted the purpose and functions of this Committee as defined by Standing Order 45 and to considered oral reports from the Town Clerk and the Chairman as to what this means in practice and how the Committee normally operates.

38. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 31 March 2011	103,560.98
Balance held in Business Deposit Account Balance at 28 April 2011	489,331.34
Balance held in the Current Account bank Balance at 28 April 2011	19,666.85

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.

39. AWARDING OF CLEANING CONTRACTS IN COMMUNITY BUILDINGS

Members received a report on the recent tendering exercise for cleaning contracts in the Town Council's community buildings. Members resolved to award the contract(s) to the lowest bidder – Cara Services Limited.

40. NIGHTINGALE CEMETERY STEPS

Members considered the amenity provided to Godalming residents by the Nightingale Cemetery steps. Members noted that a petition of some 26 signatures had been received saying:

*"We understand that consideration is being given to closing the steps providing access to the cemetery on its northern side and express the hope that a way can be found to keep the route open. This is used by local people both for quiet walks and as access to the cemetery itself, and we call for an imaginative approach to retain it for the use of the public."*

Members discussed the possibility of meeting some of the costs of keeping the steps open but indicated that they would like further information on the potential costs before making a decision. Members also decided that they would like more clarity about alternative footpaths in the locality. Accordingly Members asked that, if the Joint Burial Committee decides it would like the Town Council's financial assistance in keeping the steps open, the JBC should take quotes for work necessary to repair the steps and report back to this Committee with that information and further data (including maps) of the location of other footpaths.

41. BROADWATER PARK COMMUNITY CENTRE - ELECTRICAL SAFETY INSPECTION

Members noted that the 5-yearly periodic test and inspection of Broadwater Park Community Centre conducted on 31 March 2011 had highlighted a number of issues that required rectification. Members resolved that the Facilities Manager should obtain two competitive quotations to undertake all the work detailed in the electrical safety inspection; the costs expected to be in the region of £3,500 to be met from within reserves set aside for the maintenance of the Community Centre. The Facilities Manager was authorised to proceed to accept the lower quote and issue instructions for the work to be done – should the Facilities Manager wish to proceed with the higher quote then a further report to this Committee would be necessary.

42. TOWN COUNCIL PHOTOCOPIER

Members noted that the lease on the Town Council's photocopier expires in June 2011; the Facilities Manager had investigated a number of options for a replacement machine and Members agreed to a 5-year contract with Ricoh (through Kent County Supplies) for the Ricoh R245B Eco machine.

43. TOWN COUNCIL NEWSLETTER

Members noted that Waverley Borough Council had announced changes to "Making Waves" that make that publication less suitable a vehicle for the Town Council's quarterly newsletter. Accordingly Members considered a report that set out four options for producing the Town Council's newsletter and resolved to place the newsletter with Round and About Magazine because that publication provided circulation to all Godalming's residents at a lower cost than the other providers who also accessed all of Godalming's residents.

44. WAVERLEY DESIGN AWARDS 2011

Members agreed that the Town Clerk should enter The Pepperpot into the Conversions, Alterations & Refurbishment category of the Waverley Design Awards 2011.

The Town Clerk was also asked to ascertain if the Godalming Trust would nominate the Godalming Bandstand.

45. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REQUEST FOR REPRESENTATION

Members considered a request received from the 20's Plenty for Godalming campaign for a Town Council representative on that campaign. Members declined to recommend that Full Council appoint a representative to this campaign on the grounds that it was a single-issue pressure group.

46. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORTING ARRANGEMENTS

Members received a list of the reports anticipated for the year ahead and noted that the next report anticipated by this Committee, on 23 June 2011, would be that by Councillor Woodham on DisCASS.

47. CRINKLE CRANKLE WALL

Members noted that as a result of recent vegetation clearance works at Broadwater Park Community Centre two potentially serious cracks had been discovered on the Grade 2 listed Crinkle Crankle wall. Additionally, a visual inspection of the entire wall, from both the Community Centre side and from the Broadwater Park side and the gardens of the adjoining neighbours, had identified a number of issues relating to the overall maintenance of the wall.

Members agreed that the Council's Building Surveyors should be instructed to produce a report detailing the required repair works and the priority order of such works; the report to be considered by this Committee prior to the commissioning of any repair works. The cost of the surveyor's report (to a maximum of £1,500) to be met from the reserve set aside for the Crinkle Crankle Wall (which, as at 31 March, stood at £7,000).

48. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 23 June 2011 at 7.15 pm in the Council Chamber or at the conclusion of the Joint Burial Committee, whichever is the later.

49. ANNOUNCEMENTS

The Town Clerk announced, that having consulted the Chairman, she was minded to exercise her delegated authority, on grounds of urgency, to authorise £2,000 expenditure on placing the 16-page programme for Godalming Staycation in Round and About magazine's July edition; this £2,000 to be met from the £3,000 already earmarked by this Committee for Godalming Staycation 2011.

The Town Clerk also informed Members that the application date for the Town Centre license application (Minute 10-383 refers) was Friday, 27 May 2011 and that the public notices would appear in the Surrey Advertiser and throughout the Town Centre. The Town Clerk reminded Members of their important role in reassuring members of the public about the application.

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.

50. CRINKLE CRANKLE WALL

Members received a confidential oral report from the Town Clerk.