

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 15 MAY 2014**

* Councillor Reynolds – Chairman
* Councillor A Bott – Vice Chairman

0	Councillor P Martin	0	Councillor R Gordon-Smith
*	Councillor Poulter	*	Councillor Thomson
*	Councillor Cosser	*	Councillor Wheatley
*	Councillor T Martin	0	Councillor C Gordon-Smith
*	Councillor Lister	*	Councillor Woodham
*	Councillor S Bott	*	Councillor Hunter
*	Councillor Noyce	*	Councillor Robinson
*	Councillor Thornton	0	Councillor Welland
*	Councillor Williams		

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

32. MINUTES

The Minutes of the meeting held on 24 April 2014, having been previously circulated, were signed by the Chairman as a true record.

33. 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.

34. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

35. COMMITTEE WORK PROGRAMME

Members considered the work programme and noted progress on work to date.

36. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 24 April 2014	73,549.39
Balance held in Current Account Balance at 30 April 2014	43,422.43
Balance held in the Business Deposit Account Balance at 30 April 2014	596,259.35

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.

37. INTERNAL AUDIT

Members noted that the internal audit would be conducted on 2 June 2014 and that the outcome from the internal audit would be reported to the Audit Committee on 12 June 2014 (for onward recommendation to Full Council on the 26 June 2014).

38. EXTERNAL ORGANISATIONS – REPORTING ARRANGEMENTS

Members agreed a new timetable for the submission of Members' reports on the organisation upon which they represent the Town Council (timetable attached to the record minutes). Members noted that this year there is a small change and that four organisations are identified in bold (Godalming & District Chamber of Commerce, Godalming Museum Trust, Godalming Together CIC, Waverley Citizens Advice Bureau) and that it is anticipated that henceforth reports about those organisations will be received annually. When one of those reports is due to be received it is anticipated that a report from another organisation will also be received upon the same agenda.

39. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FAIRTRADE STEERING GROUP

Members noted with thanks a tabled report from Councillor Wheatley on the Fairtrade Steering Group (report attached to the record minutes) an organisation on which Councillor Wheatley represents the Town Council.

40. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – APPOINTMENT OF A REPRESENTATIVE TO THE WAVERLEY CYCLE FORUM

Nominations were invited for an individual to represent Godalming Town Council on the Waverley Cycle Forum, that position being currently vacant. Members agreed to consider the matter informally and that a nomination would be made for Full Council on 26 June 2014.

41. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 19 June 2014 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

42. ANNOUNCEMENTS

There were no announcements.

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.

43. STAFFING MATTERS

Members considered a confidential report from the Town Clerk to be tabled at the meeting and noted the following, note that although the item was considered in confidential session the resulting minute need not be considered confidential:

- That the Mayor's Secretary & PA to Town Clerk commences a six-month leave of absence on 16 May 2014 (Minute No 230-13 refers) and that a temporary replacement commences a six-month contract on 19 May 2014.

- Further to Minute No 364-13 an offer of employment as Godalming Community Navigator has been made subject to pre-employment health checks, references and enhanced DBS (Disclosure & Barring Service) and a provisional start date of 24 June has been discussed.
- The Responsible Finance Officer has given notice of her intention to retire and that her last working day will be Friday, 4 July 2014. The RFO's 15 year service with the Council will be marked formally at Full Council on 26 June 2014.

Members agreed that, following the death of the last postholder, the Town Clerk should proceed to advertise and recruit a new Sergeant-at-Mace at an honorarium of £700 p.a. (calculated as 96 hours pa at SCP10).