

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 23 JULY 2015**

0 Councillor Reynolds – Chairman  
0 Councillor Thornton – Vice Chairman

0	Councillor P Martin	*	Councillor R Gordon-Smith
0	Councillor Poulter	*	Councillor Cosser
*	Councillor Wheatley	*	Councillor T Martin
*	Councillor Woodham	*	Councillor S Bott
*	Councillor Hunter	*	Councillor Noyce
#	Councillor Welland	0	Councillor Williams
*	Councillor Pinches	*	Councillor Bolton
*	Councillor Gray	*	Councillor Walden
*	Councillor Young		

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

**127. ELECTION OF CHAIRMAN FOR THE MEETING**

In the absence of the Chairman and Vice Chairman, Councillor T Martin was elected as Chairman for the meeting.

**128. MINUTES**

The Minutes of the meeting held on 11 June 2015, having been previously circulated, were signed by the Chairman as a true record.

**129. APOLOGIES FOR ABSENCE**

Apologies for absence were received and recorded as above.

**130. 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.

**131. 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.

**132. TIME-BANKING**

Members received a presentation from Angela Butcher of the Surrey Time-Banking network and from Fiona Fyfe the Town Council's Community Navigator.

Members indicated their interest in and support for timebanking in principle and that if a community organisation took the idea forward they might be prepared to consider modest grant funding for set-up costs.

**133. COMMITTEE WORK PROGRAMME**

Members considered the Committee's work programme and received updates as appropriate – the agreed work programme is attached to the record minutes.

134. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 10 June 2015	102,557.11
Receipts since the 10 June 2015	61,913.60
Balance held in Current Account Balance at 23 July 2015	77,764.29
Balance held in the Business Deposit Account Balance at 23 July 2015	432,872.06

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.

135. BUDGET MONITORING

Members considered a budget monitoring report for the first three months of the Financial Year 2015/16 and a schedule identifying and explaining each of the material variances. Members noted that the overall net variance was an overspend of £21,231 which, in broad terms, was explained by the fact that the head leaseholder of The Square had not yet reimbursed the premises insurance premium and by some £11,000 of unbudgeted revenue expenditure at the Wilfrid Noyce Centre which was ancillary to the capital refurbishment scheme and should be funded from the reserve earmarked for that purpose.

136. NEW LOGO

The Communications Working Group recommended a new Town Council Logo to the Committee. Members noted that it is proposed that the logo be used in all Town Council publicity material and on new headed paper. It will be used alongside the town crest which will continue to be used on all civic material i.e. headed paper for the Mayor's Office, on Orders of Service for Civic Service, Remembrance Sunday etc.

Members approved the logo and recommended it to Full Council for adoption.

137. ELECTRONIC AGENDAS

Members considered a report from the Town Clerk. Members agreed that agendas would continue to be served by post, electronic agendas would also be sent, as soon as possible after the dispatch of the postal agendas. The Town Clerk committed to move to mixed system of service as soon as possible – with those Councillors who have elected to receive electronic agendas receiving just an electronic agenda.

138. LICENSING THE PEPPERPOT FOR THE SALE OF ALCOHOL

Members authorised the Town Clerk to approve an application by a named trader to the Licensing Authority to license the Pepperpot for Off Sale of Alcohol, the cost of any such application to be met by the applicant.

139. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members received an oral update on the project from the Facilities Manager.

Members also noted the project expenditure to the end of June.

140. WILFRID NOYCE REFURBISHMENT PROJECT – CHAMBER OF COMMERCE OFFER

Members considered a report from the Town Clerk on an offer for financial support from the Godalming & District Chamber of Commerce towards the refurbishment of the Wilfrid Noyce Centre. Members expressed their gratitude for the generous offer and in return agreed to make provision, subject to availability, for the Chamber of Commerce to use one of the Town Council's meeting rooms for its monthly management meeting free of charge and for use of the Wilfrid Noyce main hall, chargeable at the community rate, for its full members' meetings. Members further agreed that members of Godalming & District Chamber of Commerce may book a Town Council meeting room (Pepperpot meeting room, Wilfrid Noyce hall 2 and Broadwater Park hall 2) offering a 50% discount on the advertised commercial rates until 31 August 2017 and 33% discount thereafter.

The Godalming & District Chamber of Commerce support for the Wilfrid Noyce Centre is to be recognised by the installation of a plaque at the centre.

141. NALC MATTERS

Members noted a short report on issues of interest arising from the Town Clerk's work with NALC and a short presentation on the Larger Councils' Committee's recent good practice visit to Falmouth.

142. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – ROLE OF AND GUIDANCE TO THE REPRESENTATIVES

Members considered a report from the Town Clerk and agreed the following as being the role of the Council's representatives on external bodies, with the exception of the representatives on the Godalming Together CIC and the Surrey Association of Local Councils.

- The Town Council's representative on an external body is a representative of the Council on another body; no individual can be an external organisation's representative on the Town Council nor should any Councillor ever describe themselves as such.
- The role is to facilitate communication between the Council and the organisation concerned and it is expected that the representative will represent the Town Council accurately and honestly and seek at all times to protect and enhance the reputation of the Council. The representative will also have the opportunity to present the organisation's views to the Council and again it is expected that they will do so accurately and honestly.
- In this context Councillors were reminded that decisions of the Council are made in properly constituted (and minuted) meetings of the Council and/or its standing Committees and sub-Committees. Only discussions and decisions made in open sessions of those meetings should be presented as Council policy or decisions. To present discussion or decisions made elsewhere as Council policy is at best misleading and at worst unlawful and undermines other Councillors and Council officers who are not party to any such discussion or decision.
- It is understood that Councillors may wish to represent the Council on organisations with whose activities they have particular empathy but they must take care to avoid

any conflict of interest actual or perceived. Consequently the Council's representative should act as an observer and not take a voting role in any activity of the organisation. In particular the representative must not hold office within the organisation nor should they be appointed a trustee (except by specific resolution of the Council). For the avoidance of doubt Councillors are not able to commit the Council.

- There is an expectation that each representative will report back to this Committee and the current timetable forms part of this Committee's work programme at agenda item 6. Four representatives are required to report every year – those organisations are the Godalming & District Chamber of Commerce, the Godalming Museum Trust, the Godalming Together CIC and the Waverley Citizens Advice Bureau. The remaining twelve representatives should expect to report once every 18 months approximately.

Members deferred any decision about what action, if appropriate, might be taken if a Councillor breaches the agreed guidance until the meeting of this Committee to be held on 15 October 2015.

143. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GODALMING CHAMBER OF COMMERCE

Members noted with thanks a report from Councillor Poulter on the Godalming Chamber of Commerce an organisation on which Councillor Poulter represents the Town Council.

144. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 3 September 2015 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

145. ANNOUNCEMENTS

There were no announcements.