

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 15 SEPTEMBER 2011**

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

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

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

162. MINUTES

The Minutes of the meeting held on 28 July 2011, having been previously circulated, were signed by the Chairman as a true record.

163. 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.

164. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Councillor Thomson declared a personal & prejudicial interest in Agenda Item 10 on the grounds that she is a resident of Shadyhanger. Councillor Thomson left the Chamber when that agenda item was debated.

Councillor A Bott declared a personal interest in Agenda Items 14 & 15 on the grounds that she is an employee of SCAPTC. Councillor Bott remained in the Chamber when that agenda item was debated.

Councillor Williams declared a personal & prejudicial interest in Agenda Item 7 on the grounds that he is a Trustee of DisCASS. Councillor Williams left the Chamber when that agenda item was debated.

165. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

|   |            |
|---|------------|
|   | £          |
| Godalming Town Council<br>Accounts paid since the 22 July 2011        | 48,298.85  |
| Balance held in the Current Account bank<br>Balance at 31 August 2011 | 4,438.08   |
| Balance held in Business Deposit Account<br>Balance at 31 August 2011 | 374,846.87 |

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.

166. REPORT OF THE STAFFING SUB-COMMITTEE

Members considered the report of the Staffing Sub-Committee and agreed the following recommendations to Full Council:

1. A new Equal Opportunities Statement was recommended.
2. A new Bullying & Harassment Policy was recommended.

167. DISCASS

Members noted that subsequent to their decisions of 28 July 2011 (Minute 135-11 refers a letter has been received from the Chairman of the Trustees of DisCASS confirming that the Trustees had decided to close the charity.

Members' noted that in consultation with the Chairman of this Committee the Town Clerk has exercised her delegated authority to allow DisCASS exclusive, free use of their accommodation at the Wilfrid Noyce Centre for a month over and above the period already agreed by this Committee. DisCASS have agreed to vacate the premises by 31 October 2011 and in consideration of its free use of the premises have agreed to leave all the new office furniture in the newly refurbished office. The Town Clerk also agreed to help DisCASS clear any remaining materials and equipment stored in the outbuilding at the rear of the Wilfrid Noyce Centre provided that DisCASS meet the costs of skip hire etc. Members endorsed this use of the Town Clerk's delegated authority.

168. TITLES OF DIGNITY

Members considered a report from the Town Clerk and resolved to create a working group of Members to consider the issue further and to bring recommendations back to this committee. Membership of the working group was agreed as Councillors A Bott, Poulter, Reynolds & Thomson under the chairmanship of Councillor Cosser.

169. ECONOMIC DEVELOPMENT

Members considered a report from the Town Clerk and noted that a further report would be forthcoming on 6 October 2011.

170. NIGHTINGALE STEPS

Members considered a report from the Facilities & Cemeteries Manager and agreed that they did not wish to spend any money on the repair of Nightingale Cemetery Steps. Members noted that their decision meant it was likely that the Joint Burial Committee would resolve to close the steps.

171. WILFRID NOYCE COMMUNITY CENTRE

Members noted the Facilities Manager's report on the recent maintenance work at the Wilfrid Noyce and Broadwater Park Community.

172. DIAMOND JUBILEE UPDATE – OUTLINE PROGRAMME

Members considered a proposed outline programme for celebratory events to be held in Godalming for Her Majesty Queen Elizabeth II's Diamond Jubilee (copy attached to record minutes). Members were approved the proposed programme (subject to partner organisations' participation and commitment) and authorised officers to engage with community groups in order to manage the detailed planning requirements.

173. APPOINTMENT OF TOWN & PARISH COUNCILLORS TO THE STANDARDS COMMITTEE

Members considered the nominations to Waverley Borough Council's Standards Committee and indicated how the Town Council's ballot paper should be completed.

Members noted that more detailed information had not yet been received from Waverley Borough Council and therefore resolved to ask the Town Clerk to vote on their behalf, in consultation with the Chairman.

174. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – APPOINTMENT OF A NEW REPRESENTATIVE TO SCAPTC

Councillor Wilson was nominated as the new representative to SCAPTC (the Surrey County Association of Parish & Town Councils) and to recommend that appointment to Full Council on 22 September 2011.

175. SCAPTC AGM & CONFERENCE 27 SEPTEMBER 2011

Members noted that the above meeting and conference was open to all Members but that only the duly appointed representative may vote at the AGM on behalf of the Town Council.

176. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FARNCOMBE DAY CENTRE

Members noted a report from Councillor Woodham on the Farncombe Day Centre an organisation on which Councillor Woodham represents the Town Council. Members thanked Councillor Woodham for her report.

177. ALLOTMENT FEES – FARNCOMBE & DISTRICT WORKINGMEN'S ALLOTMENT ASSOCIATION

Members agreed to extend the current lease of the Council's statutory allotments to the Farncombe & District Workingmen's Allotment Association. The lease to be extended indefinitely or until either party wishes to trigger the 12-month notice clause contained within the agreement.

Members also agreed that rental charges to the Farncombe & District Workingmen's Allotment Association would increase by 5% per annum or by the rate of inflation (RPI) as of the September immediately prior to the rental due date, i.e. September 2011 for rent increase due in April 2012, whichever is the higher. The table below gives the recommended increase for 2012/13 and the minimum assumed increases for 2013 to 2015 based on a 5% increase.

| Rental p.a.<br>(Agreed by Minute 354-10) | Proposed<br>Rental p.a. | Assumed<br>Rental p.a. @5%<br>increase | Assumed<br>Rental p.a. @ 5%<br>increase |
|--|-------------------------|--|---|
| <b>Current year 2011/12</b>              | <b>2012/13</b>          | <b>2013/14</b>                         | <b>2014/15</b>                          |
| £1,300*                                  | £1,365                  | £1,433                                 | £1,505                                  |

178. TOWN GUIDE/MAP

Members considered a report from the Town Clerk and agreed the development of a street map of Godalming that the Town Council may reproduce freely and to the allocation of £1,000 from the New Initiatives Fund for this purpose.

Members noted that the price quoted is just £1 above the threshold below which financial regulations do not require competitive quotes; the company concerned is a specialist company based in Godalming; has a national reputation and has an existing relationship with the Town Council having designed the traders' map. Therefore Members agreed that no further competitive quote would be necessary.

179. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 6 October 2011 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

180. ANNOUNCEMENTS

There were no announcements.