

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 31 JULY 2014**

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

<p>* Councillor P Martin * Councillor Poulter * Councillor Cosser * Councillor T Martin * Councillor Lister * Councillor S Bott 0 Councillor Noyce * Councillor Thornton * Councillor Williams</p>	<p>* Councillor R Gordon-Smith 0 Councillor Thomson * Councillor Wheatley * Councillor C Gordon-Smith * Councillor Woodham * Councillor Hunter * Councillor Robinson * Councillor Welland</p>
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* Present # Absent & no apology received 0 Apology L Late

108. MINUTES

The Minutes of the meeting held on 19 June 2014, having been previously circulated, were signed by the Chairman as a true record.

109. 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.

110. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Thornton declared a non-pecuniary interest in Agenda Item 11, Broadwater Park management Plan 2014 - 2023, on the grounds that he is the Waverley Borough Council portfolio for this item. Councillor Thornton remained in the Chamber when that agenda item was debated.

111. COMMITTEE WORK PROGRAMME

Members considered the draft work programme

112. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Godalming Town Council	
Accounts paid since the 19 June 2014	£69,439.88
Balance held in Current Account	
Balance at 31 July 2014	£25,281.92
Balance held in the Business Deposit Account	
Balance at 31 July 2014	£476,558.51

Due to the absence of the Town Clerk and the Financial Assistant the Deputy Town Clerk was unable to table the schedule of the accounts. Members were informed that the schedule of accounts would be available for inspection at the Town Council Offices and would be attached to the minutes of this meeting. The vouchers relating to these payments would also be available for inspection at the Town Council offices. All payments made were in line with the agreed budget or other resolution of this Committee or Full Council.

113. TOWN CLERK'S EXERCISE OF DELEGATED AUTHORITY

Members received a written report from the Town Clerk and an oral report from the Chairman. Members noted that the Town Clerk had resumed the role as Responsible Finance Officer in accordance with a previous resolution of Full Council (Minute 350-08)

Members also noted the Town Clerks exercising of delegated authority in retaining the services of a local firm of accountants in order to provide a book keeping service pending a decision on when and how to structure the financial administration structures following the retirement of Mrs Crossman.

Members further noted the agreed additional payment(s) to the Deputy Town Clerk and the reasons for such payments.

Additionally members agreed that in accordance with Standing Order 30(ii) in the event of the Town Clerks absence for a week or more the Deputy Town Clerk is 'such other employee appointed by Council to undertake the role of Proper Officer during the Proper Officer's absence' and that in the case of such absence he may exercise delegated authority in accordance with Standing Order 128.

114. HELL DITCH MAINTENANCE

Members received a report from the Deputy Town Clerk regarding maintenance of Hell Ditch. Members approved to allocation of £6,963 for the maintenance works required to be undertaken in partnership with Waverley Borough Council, with £4,963 to be taken from the Hell Ditch reserve and £2,000 to be taken from the allotment reserve

115. POTENTIAL NEW ALLOTMENT

Members received a report from the Deputy Town Clerk outlining the possibility of acquiring additional allotment land from Waverley Borough Council. Members agreed that officers should explore this possibility with Waverley and report back to this committee once further details are known.

116. CHRISTMAS LIGHTS

Members considered a report regarding future provision of Christmas lights in Godalming Town Centre and Farncombe village. Members considered both areas separately. Having agreed that they wished to continue to support the provision of Christmas lights in Godalming and agreed that a provision should be incorporated into the 2015/16 budget process to enable a reserve to be established prior to the end of the current contract. The level of additional provision to be established as part of the budget process.

Members agreed that the installation of Christmas lights in Farncombe over the past two years has been positively received by residents. However, Members wished that further investigation on funding arrangements be explored. A meeting will be arranged between officers, Cllr Cosser and Godalming & District Chamber of Commerce to explore potential options and will report back to this committee.

117. BROADWATER PARK MANAGEMENT plan 2014 – 2023

Members considered Waverley Borough Council's draft Management Plan for Broadwater Park 2014 – 2023 and felt this was an encouraging plan. Cllr Welland agreed to represent Godalming Town Council as a park stakeholder at future discussions regarding the management plan, his contact details have been passed to appropriate Waverley Officer.

118. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING & DISTRICT CHAMBER OF COMMERCE

Members noted, with thanks a report, from Councillor Poulter on tGodalming & District Chamber of Commerce..

119. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING/JOIGNY FRIENDSHIP ASSOCIATION

Members noted, with thanks a report, from Councillor Woodham on the Godalming/Joigny Friendship Association.

120. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 11 September 2014 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

121. 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.

122. WIGGINS YARD

Members considered a report from the Town Clerk concerning the restoration of the cobbles in Wiggins Yard. Whilst broadly supportive of Waverley Borough Council's proposals, Members would wish to see greater detail to identify the boundaries of the area of Wiggins yard under discussion, the extent of the relaying of the cobbles along with any conditions regarding rights of way and/or easements over the land and a projection of the long term maintenance costs of the roadway.

Members also noted that Waverley might wish to seek a financial contribution from Godalming Town Council for the scheme but have as yet given no indication of the amount required, again Members would wish further detail before making a commitment.

123. THE SQUARE

Members considered a report from the Town Clerk based on the advice sought from the Town Councils Solicitors relating a request to alter clause 3(p) of the existing lease. After due consideration Members agreed that they were content with the wording of the existing clause and would not, at this time wish it to be altered. However, Members instructed that the Deputy Town Clerk, in consultation with the council's solicitors respond to the head leaseholder to indicate that although they are not minded to alter clause 3(p) at this time they may be minded to do so at a future date when presented with specific use.

In furtherance of the ongoing issues relating to The Square, the Deputy Town Clerk sought authority to continue to incur legal expenditure with the Town Council's legal advisors in respect of The Square. Members agreed an expenditure of up to £5,000 to be made available in consultation with the Chairman of this committee.