

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 13 JULY 2017**

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

0	Councillor P Martin	*	Councillor Gordon-Smith
0	Councillor Poulter	*	Councillor Cosser
*	Councillor Wheatley	0	Councillor T Martin
*	Councillor Hunter	*	Councillor S Bott
0	Councillor Noyce	L	Councillor Welland
*	Councillor Williams	*	Councillor Pinches
*	Councillor Bolton	*	Councillor Gray
0	Councillor Walden	0	Councillor Purkiss
*	Councillor Wainwright		

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

82. MINUTES

The Minutes of the meeting held on 25 May 2017, having been previously circulated, were signed by the Chairman as a true record.

83. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

84. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

Mr David Kingsmill representing Sport Godalming had asked to be able to make a statement in support of the Sport Godalming’s grant application in accordance with Standing Order No 4. The Chairman elected to hear the statements at the relevant agenda item and moved that item to be considered before the work programme.

85. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Reynolds declared a disclosable pecuniary interest in Agenda Item 11 on the grounds that his business had tendered for the contract and left the chamber whilst that item was debated. Councillor A Bott took the chair for that item.

Councillor Cosser declared a non-pecuniary interest in Agenda Item 19 in relation to Hambledon Football Club due to his son having a playing and coaching association with the club and stayed in the Chamber while that item was discussed.

Councillor S Bott declared a non-pecuniary interest in Agenda Item 12 on the grounds that he is Godalming Town Council’s representative for Godalming Museum and stayed in the Chamber while that item was discussed.

Councillor S Bott declared a non-pecuniary interest in Agenda Item 19 in relation to Citizens Advice Waverley on the grounds that he is the Godalming Town Council’s representative for that organisation and stayed in the Chamber while that item was discussed.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 19 in relation to The Cellar Café on the grounds that the Trustees of the Warehouse Christian Trust are known to him and stayed in the Chamber while that item was discussed.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 19 in relation to Sport Godalming on the grounds that the Trustees of Sport Godalming are known to him and stayed in the Chamber while that item was discussed.

Councillor Gray declared a non-pecuniary interest in Agenda Item 19 in relation to Age Concern Farncombe (Farncombe day Centre) on the grounds that she is the Godalming Town Council's representative for that organisation and stayed in the Chamber while that item was discussed.

86. PLANNING MATTERS

Members agreed that an amendment to Standing Orders should be brought forward that allows the Town Clerk, after consultation with the Chairman of the Policy & Management Committee, and where appropriate the Chairman of the Joint Burial Committee, along with the appropriate Ward Members, to respond on behalf of Godalming Town Council/Godalming Joint Burial Committee to interested parties planning notification letters sent to Godalming Town Council or the Joint Burial Committee.

87. COMMITTEE WORK PROGRAMME

Members considered the work programme and noted the progress on the items therein.

88. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 24 May 2017	208,976.63
Receipts received since the 24 May 2017	54,534.54
Balance held in Current Account	
Balance at 13 July 2017	33,158.89
Balance held in the Business Deposit Account	
Balance at 13 July 2017	628,744.54

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. 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.

89. BUDGET MONITORING REPORT

Members considered a budget monitoring report for the first three months of the current financial year 2017/18 (the year to 30 June 2017) and noted the current variance of £20,614 overspent. It was further noted that there were no projected variances for the year end.

The significant individual variances were noted and Members agreed the following:

The overspend of £15,520 against Head Office costs is to be reviewed as part of the revised estimates process.

The overspend of £2,878 against the Neighbourhood Plan to be funded from the Reserve for that purpose.

The sum of £1,850 for tree works to be funded from the Land & Property Maintenance Reserve established for that purpose.

90. INVESTMENT STRATEGY

Members consider a report relating to an investment strategy for Godalming Town Council. Members resolved that in consultation with the Chairmen's Group, Officers were to bring forward recommendations to this committee relating to:

- Minimum Credit Rating required of any investment vehicle
- The minimum level of funds to be retained in the deposit account
- Amount of funds to be invested
- Proportion of funds to be allocated to each investment type
- The process to be adopted for authorisation to place an investment

91. COMMUNITY BUILDINGS MONITORING

Members noted that the booking system for community buildings has been transferred to the RBS booking system, which directly links to the council's invoicing system.

Members received the Year to Date income and expenditure for the Wilfrid Noyce Centre, Broadwater Park Community Centre and the Pepperpot, noting that all three centres are performing better than budget for the first quarter.

92. DEVOLVED SERVICES

Godalming Museum

Having considered the negotiated Heads of Terms (attached to the record minutes) and associated reports, Members resolved to:

- Accept the Heads of Terms for transfer of the Godalming Museum from Waverley Borough Council to Godalming Town Council;
- Instruct the Council's solicitors to prepare the required legal transactions with a target date of 1 October 2017;
- Instruct the Council's HR providers to review TUPE arrangements;
- Direct Officers to bring forward a Management Agreement between Godalming Town Council and Godalming Museum Trust;
- Direct Officers to manage the Revenue Support Agreement and the pro-rata financial requirements of a mid-year transfer.

Public Toilets

Members expressed disappointment at the lack of meaningful engagement by Waverley Borough Council with Godalming Town Council prior to the closure of the Public Toilets at Crown Court Godalming and North Street Farncombe.

Members resolved that the Acting Town Clerk should:

- Write to WBC to seek a meeting with WBC Officers and the appropriate Portfolio Holder, and Cllr Reynolds, Cllr Cosser and the Acting Town Clerk in order to have, open and positive discussions to investigate possible options to finding a solution to the loss of provision of public conveniences in Godalming and Farncombe.
- Write to the Leader of WBC and the local MP to represent the views of local residents on this issue.

- Continue to seek detailed financial information relating to the operation and management of the facilities.
- Not pursue the opening of the facilities on a temporary basis, GTC seeks a sustainable permanent solution.

93. NEW INITIATIVE – GODALMING TOWN COUNCIL BRANDED MINI MARQUEES

Having considered proposals to procure Godalming Town Council branded mini marquees, Members resolved to allocate £4,298 from the New Initiatives Fund for the purchase of GTC branded mini marquees for use at GTC events and to support other community events within the town. Additionally, Members approved the proposed scale of charges for use of the mini marquees by external organisations (detailed below):

Item	Type of event	Hire Only (Collection from GTC store)	Hire, Delivery, Set Up & Take Down
4 x 4 metre Marquee as standalone unit	GTC Supported Community Event	FOC	N/A
	Godalming Based Community event ie. schools, churches, etc.	FOC	N/A
	Private Event GU7 resident	£50 each unit	Hire charge plus £50 delivery, collection, set up and take down**
	Commercial Event	£80 each unit	Hire charge plus £50 delivery, collection, set up and take down**
Linked 4 x 4 metre Marquee for use as 8 x 4 unit	GTC Supported Community Event	FOC	FOC
	Godalming Based Community event ie. schools, churches etc.	FOC Hire, requires booking of delivery, set up & take down	£50 delivery, collection, set up and take down**
	Private Event GU7 resident	£110 two units, requires booking of delivery, set up & take down	Hire charge plus £60 delivery, collection, set up and take down**
	Commercial Event	£170 two units, requires booking of delivery, set up & take down	Hire charge plus £60 delivery, collection, set up and take down**
8 x 4 metre Marquee	GTC Supported Community Event	FOC	FOC
	Godalming Based Community event ie. schools, churches etc.	FOC Hire, requires booking of delivery, set up & take down	£50 delivery, collection, set up and take down**
	Private Event GU7 resident	£120	Hire charge plus £60 delivery, collection, set up and take down**

	Commercial Event	£180	Hire charge plus £60 delivery, collection, set up and take down**
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N/A – Option Not Available

*Delivery and setup/take down service not provided

**Organiser to provide a fit able bodied person to assist in set up/take down, if linked 4x4m and 8x4m are booked together the total delivery, set up & take down charge is £90

All prices inclusive of VAT

GTC Supported events include St John's Spring Fair, Town Show, Proms in the Park, Farncombe Fete.

Other Godalming based organisations may apply, prior to the event, to GTC for consideration at Grant Funding meetings for GTC supported status.

94. BURYS ALLOTMENTS

Members noted a report regarding the upkeep of part of The Burys allotments and resolved to allocate £3,000 from the Land & Property Maintenance reserve in order to bring the allotments to an acceptable standard for tenanting.

95. PROFESSIONAL SUBSCRIPTIONS

Members approved the payment of a professional subscription of £350 for 2017/18 in order for the Acting RFO to maintain professional qualification status.

Additionally, Members requested that the Staffing Committee review the payment of all professional subscriptions in order to make appropriate recommendations to this committee.

96. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members received an oral update on the project from the Facilities Manager noting that to date the project was on time and within budget.

97. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GODALMING/MAYEN ASSOCIATION

Members noted a report from Councillor Liz Wheatley, in her capacity as Chairman of the Godalming/Mayen Association, on the Association's activities over the last 12 months.

98. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON CITIZENS' ADVICE WAVERLEY

Members noted that the report on the Citizens' Advice Waverley, has been deferred until after the Annual Report of that organisation has been published.

99. APPLICATIONS FOR GRANT AID

A Statement from Mr David Kingsmill on behalf of Sport Godalming in support of their grant application were heard at this point. Members thanked Mr Kingsmill for his contribution to the meeting.

Members considered the following applications for grant aid and dealt with them as indicated.

Age Concern Farncombe (Farncombe Day Centre)

£3,000 was granted to assist with meeting the operating costs of the Centre's minibus.

The Cellar Café

£825 was granted to assist with costs for trips by coach to the coast for Cellar customers and their families and individuals who cannot afford a holiday or a day out.

Citizens Advice Waverley

In consideration that Citizens Advice Waverley's grant application represents over 50% of Godalming town Council's grant budget, Members resolved to defer the application for a grant of £30,000 to assist with the provision of a locally available, high quality advice service for Godalming residents and requested that the Acting Town Clerk write to Citizens Advice Waverly to invite that organisation to send an appropriate representative to the next grants meeting to enable Members to fully understand the value of the requested grant.

Hambledon Football Club

An application for £1,000 was declined.

Sport Godalming

£1,000 was granted to assist with funding Sport Godalming's general fund and operating costs for the charity.

Surrey Community Action (SCA)

An application for £4,000 was declined.

100. ACTING TOWN CLERK'S UPDATE

Members received an update on Town Council business from the Acting Town Clerk and noted that the transfer of data to the RBS booking system was progressing well and due to be complete by the end of the month.

101. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the outcomes of agenda items headed Devolved Services and Mini Marquees from this meeting to be further publicised.

102. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 7 September 2017 at 7.00 pm in the Council Chamber.

103. ANNOUNCEMENTS

Members were invited to sign up to the Mayors Cricket Match due to take place at 10.30am on Sunday, 13 August at the Holloway Hill Cricket Club.

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. STAFFING MATTERS.

104. STAFFING MATTERS – RFO

As previously authorised by Full Council (Minute 609-16 refers), Members resolved to extend the appointment of Mrs R Tong as Acting Responsible Finance Officer for a further two-month period. Members further agreed to recommend to Full Council that this appointment be extended until the conclusion of the Resources Working Group review and the adoption by the Council of a future permanent staffing structure.

105. STAFFING MATTERS – REMUNERATION

Members resolved to authorise the continued payment of the previously agreed acting allowances until the conclusion of the Resources Working Group review and the adoption by the Council of a future permanent staffing structure.

THE COMMITTEE RESOLVED TO RETURN TO THE OPEN AGENDA TO CONSIDER AGENDA ITEM 11 (COMMUNICATIONS – QUARTERLY NEWSLETTERS & OTHER PUBLICITY MATERIAL).

IN ORDER TO COMPLETE THE AGENDA BUSINESS, MEMBERS RESOLVED TO EXTEND THE MEETING BY 30 MINUTES IN ACCORDANCE WITH STANDING ORDER 19.

106. COMMUNICATIONS – QUARTERLY NEWSLETTERS & OTHER PUBLICITY MATERIAL

Members considered three tenders received for the provision of Godalming Town Council's quarterly newsletters and other publicity material.

Members noted that further information had been received from Tenderer A post the tender deadline and concluded that in the interests of the integrity of the process this further information could not form part of its considerations.

Members further considered the Acting Town Clerk's report on the evaluation of each tender.

Members concluded, following a detailed analysis of the three tenders, that Tender C provided the most comprehensive service to the Council.

The Council resolved to accept the Acting Town Clerk's recommendation to appoint Tender C which was subsequently advised to be VantagePoint Publications Limited.