

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 12 JULY 2018**

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

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

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

78. MINUTES

The Minutes of the meeting held on 24 May 2018, having been previously circulated, were signed by the Chairman as a true record.

79. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

80. 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.

81. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Bolton declared a non-pecuniary interest in Agenda Item 5 in relation to the grant aid application for the Cellar Cafe on the grounds that he is knows some of the trustees of that organisation and stayed in the Chamber when that agenda item was debated.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 5 in relation to the grant aid application for the Godalming Good Neighbours on the grounds that he is knows some of the applicants of that organisation and stayed in the Chamber when that agenda item was debated.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 5 in relation to the grant aid application for Waverley Borough Council on the grounds that he is a Waverley Councillor and stayed in the Chamber when that agenda item was debated.

Councillor Purkiss declared a non-pecuniary interest in Agenda Item 5 in relation to the grant aid application for the Godalming Good Neighbours on the grounds that he is the Chairman of the organisations committee, Councillor Purkiss remained in the Chamber when that agenda item was debated but took no part in the debate.

82. **The Cellar Café**

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

Conservatoire Concerts (Tilford Bach Society)

£700 was applied for to assist with the costs of a one-day musical festival dedicated to JS Bach on the 1 December 2018, where around 20 musicians are expected to participate. Members declined to support this application.

Godalming Good Neighbours

£2,000 was granted to the Godalming Good Neighbour Scheme to assist with the setting up of the Godalming Good Neighbour Scheme for the Godalming area. It was further agreed that, utilising spare capacity, the occasional use of the council's meeting rooms would be made available and that the council's photocopying facilities would also be made available to the organisation.

Safe Drive Stay Alive

£500 was granted to assist with running the Safe Drive Stay Alive performances, which is a road safety initiative that aims to highlight to all young people their responsibilities whilst being in a car – as a driver or passenger – as well as the consequences should these responsibilities not be taken seriously.

Waverley Borough Council

£300 was granted to assist with the costs of a free fun Skate event in Godalming for young people aged 7-18 years where they can participate in a skating/bmx and scootering event.

83. PLANNING MATTERS

No planning applications were brought forward to this meeting.

The Town & Country Planning (General Permitted Development) (England) Order 2015 Section 4(1)

Members noted the response from the Head of Planning at Waverley Borough Council in relation to this Council's request for an Article 4 Direction.

Wharf Street Godalming

Members noted Surrey County Council's intention to conduct repair works to the carriageway of Wharf Street. Members understood the restraints imposed on undertaking works within Wharf Street but wished it to be noted that they would wish the same methods used in the main High Street area.

84. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and noted its contents (copy attached to record minutes).

85. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since 23 March 2018	313,075.06
Receipts received since 23 March 2018	436,952.17
Balance held in Current Account	
Balance at 12 July 2018	38,899.25
Balance held in the Business Deposit Account	
Balance at 12 July 2018	548,041.06

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.

86. BUDGET MONITORING

Members considered a budget monitoring report for the first three months of the current financial year 2018/19 and noted the current variance of £3,330 underspent against budget. It was further noted that there was a projected variance for the year end of £2,000 overspend.

87. WAVERLEY BOROUGH COUNCIL SERVICES RECHARGE

Members considered a report from the Town Clerk concerning the basis of calculating the recharge for services provided by Waverley Borough Council to Godalming Town Council and the arrangements between Godalming Town Council and Waverley Borough Council under the terms of Article 23 of the Local Authorities (England)(Property Etc.) Order 1973.

Members agreed that provision for use of The Borough Hall be removed from the recharge account and any future use of The Borough Hall is arranged on an as required basis.

Members approved for the Town Clerk to agree the basis of recharge from WBC on a per workspace basis plus additional charges for use of the Council Chamber, amounting to £15,610 from 2019/20 with CPI adjustment thereafter.

Members further agreed to authorise the Town Clerk to instruct the Council's Solicitors to support the Town Clerk in the preparation of proposed Heads of Terms and for the proposed Heads of Terms to be brought to the Council for approval by Members.

88. INVESTMENT STRATEGY

Members considered the Treasury and Investment Policy and resolved to recommend the policy for adoption by Full Council.

89. COMMUNITY CENTRE MONITORING

Members noted the occupancy rates of the Town Council's community buildings.

90. WILFRID NOYCE DEFECT RECTIFICATION – UPDATE

Members receive an oral update from the Town Clerk on the outstanding rectification of a latent defect at the Wilfrid Noyce Community Centre and noted the anticipated defect rectification start date of 18 July 2018. Members resolved to authorise the Town Clerk to take appropriate steps to ensure the defect rectification was completed in a professional and timely manner.

91. OUTSIDE WORKS & MAINTENANCE SERVICES

Members received a report from the Town Clerk relating to the employment of Outside Works & Maintenance Services Operatives.

Members agreed to consider the report at the Policy & Management meeting to be held on 6 September 2018.

92. BUSINESS IMPROVEMENT DISTRICTS

Members considered a report from the Town Clerk relating to Business Improvement Districts and resolved to agree that:

- Within the current limits of GTC staffing resources, GTC will engage with the feasibility study element of the BID process.

Members further agreed that if the outcomes of the feasibility study indicate that the Waverley BID should progress to the next stage that a further report be brought to this committee.

93. GODALMING WEEKLY COMMUNITY MARKET

In response to the Motion on Notice put forward on the 16 March 2018 by Councillor Bolton, Members considered an Officer's report relating to the provision of a weekly market in Godalming and resolved to agree that GTC should continue to try to identify potential traders for weekly market and for this matter be brought back to this committee in January 2019.

94. REVIEW OF STANDING ORDERS

Members considered the amendments proposed to Standing Orders resulting from the re-issue of NALC model Standing Orders and having approved all amendments bar the removal of Standing Order 14, resolved to recommend the updated Standing Orders for adoption by Full Council.

Members agreed that the Town Clerk should investigate the issue regarding approval of apologies, by resolution of the Council, for a Councillor's reason for prolonged absence and bring forward a recommendation for an appropriate Standing Order to allow for such approval in exception circumstances.

95. GODALMING REMEMBERS 1918 – REMEMBRANCE BADGES

As part of the 100 year commemoration of the end of the First World War, Members resolved to agree the gifting of a commemorative badge to youth organisations who participate in the annual Godalming Remembrance Parade. Members expressed a wish to gift every child member of those organisations with the commemorative badge, and requested that Officers determine the numbers enrolled in each organisation to ensure sufficient badges are made available. Members resolved to approve the provision of 750 badges at a cost of £3,035 with a delegated authority for the Town Clerk, in consultation with the Chairman of the Committee, to increase the provision if required.

96. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARKS COMMUNITY CENTRE MANAGEMENT COMMITTEE

Members noted a report from Councillor Pinches on the St Marks Community Centre Management Committee, an organisation on which Councillor Pinches represents the Town Council.

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

Members noted a report from Councillor Gray on the Farncombe Day Centre, an organisation on which Councillor Gray represents the Town Council.

98. THE SQUARE

Members received an oral report from the Town Clerk regarding The Square.

99. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the following items from this meeting to be publicised and the type of publicity required:

- Grants – press release
- 1918 Commemorative Badges – press release

100. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 6 September 2018 at 7.00 pm in the Council Chamber.

101. ANNOUNCEMENTS

Members were informed that Godalming Town Council has been awarded the Gordon Devereux Rose Bowl for Civic Pride by the Go Godalming – Godalming in Bloom organisation in recognition of Floral Godalming and the community planting at the approach to the Boarden Bridge.