

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 29 NOVEMBER 2018**

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

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

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

254. MINUTES

The Minutes of the meeting held on 18 October 2018, having been previously circulated, were signed by the Chairman as a true record.

255. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

256. 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 5.

257. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Follows declared a non-pecuniary interest in Agenda Item 9 as he made the grant referral on behalf of the Wharf Nursery and remained in the Chamber when that agenda item was debated.

258. COMMITTEE WORK PROGRAMME

Members considered the draft work programme. Councillor Cosser requested that the Work Programme be amended to include any outstanding decisions of the Council which are still to be actioned.

259. PLANNING MATTERS

Neighbourhood Plan – Members received an update from the Town Clerk on the progress of the Godalming & Farncombe Neighbourhood Plan.

260. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 19 October 2018	153,978.59
Receipts received since the 19 October 2018	102,426.95
Balance held in Current Account	
Balance at 29 November 2018	£41,690.40
Balance held in the Business Deposit Account	
Balance at 29 November 2018	£769,209.85

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.

261. BUDGET MONITORING

Members considered a budget monitoring report 31 October 2018 and noted the following:

£80,000 was received from The Peter Caudle Memorial Trust for the capital works to be done on The Pepperpot (and Broadwater Park Community Centre should there be a balance remaining).

Members already advised of the pressure against our Professional Fees budget of £10,000 for the year (Min No 32-18 refers). Given the Council was unable to offset fees paid to our surveyors regarding the Wilfrid Noyce Centre roof defect (Min No 172-18 refers) and with other decisions made by the Council, the accounts now reflect a £5,000 overspend in this budget line.

Members already advised of the pressure against our Computing budget and the forecast of a £2,000 overspend for the provision of Councillor Emails addresses to comply with GDPR (Min No 86-18 refers).

Town Promotion overspend is largely in relation to Floral Godalming. The Council has an earmarked reserve of £8,000 to cover this cost, but the actual transfer will not be done until later in the year when total costs have been determined. Similarly, Neighbourhood Plan has a reserve of £5,651 which covers the over spend in this cost centre.

262. COMMUNITY SUPPORT GRANT

Members approved the application received on behalf of The Wharf Nursery for a Community Support Grant of £470 for materials to replace fencing around The Wharf Garden at the Eashing Building and to replace wood chippings with a grassed area. Members noted that the labour associated with the works is being provided on a self-help basis.

263. AUDIT OF TREES ON COUNCIL OWNED LAND

Members considered the outcomes of the recent ground-based survey of the Council's tree stock on GTC land (report for Joint Burial Committee land for information only).

Members approved the works on GTC land indicated within the summary report required within a 12 month timescale with costs of the works to be met from the appropriate revenue cost centres relating to the land use.

264. GODALMING FIREWORKS

Members noted that although a small loss deficit of £471.53 (against a budgeted deficit of £1,580.00) was incurred, the incalculable benefit to the town in providing such an event made it a successful and worthwhile venture.

Members considered the future of the event and agreed that Godalming Town Council should facilitate a similar event in November 2019. Members asked Officers to investigate using the Museum for the sale of tickets in 2019.

265. HEALTH & SAFETY RELATED POLICIES

Members considered the Health & Safety related policies listed below and following a minor amendment to paragraph 6 of the Health & Safety Policy resolved to pass them for adoption by Full Council.

- Health & Safety Statement
- Health & Safety Policy

266. FARNCOMBE INITIATIVE

Members received a report from the Chairman of the Farncombe Initiative on the work of the Initiative since the last report to this Committee of 24 May 2018.

267. GODALMING MUSEUM

Members resolved to agree that electrical works identified on the schedule of works for 2019/2020 be brought forward to coincide with works planned by the Museum Trust to upgrade the Local History Gallery in order to prevent unnecessary and repeated disruption to the operation of the Museum.

Members noted that the works to the Local History Gallery are being met by The Godalming Museum Trust, and resolved to approve the bringing forward of the electrical safety works to the current financial year and that these works should be met from GTC's Museum earmarked reserve.

268. BROADWATER PARK COMMUNITY CENTRE

Members noted the electrical installation condition report for Broadwater Park Community Centre and agreed the recommended timetable of works.

269. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SPORT GODALMING

Members noted the report from Councillor P Martin on Sport Godalming, an organisation upon which Councillor P Martin represents the Town Council.

270. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING TRANSPORTATION TASK GROUP

Members noted that this group has not met this year, therefore, nothing to report.

Members requested that the Town Clerk write to the group asking that the meetings be reconvened due to the importance of transportation issues within Godalming. Members further requested the Town Clerk write to Stagecoach regarding complaints that the #72 route frequently misses Ockford Ridge from its published route.

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

Members noted the report from Councillor Wainwright on the Godalming & District Chamber of Commerce, an organisation on which Councillor Wainwright represents the Town Council.

272. COMMUNICATIONS ARISING FROM THIS MEETING

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

- Press release on community support grant to The Wharf Nursery.

273. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 20 December 2018 at 7.00 pm in the Council Chamber.

274. ANNOUNCEMENTS

There were three announcements:

- Green Oaks Christmas Fair, 30 November 2018, 2.00 -4.00pm
- Farncombe Lights Switch-on, 7 December 2018, 5.00pm
- Blessing of the Crib, 8 December 2018, 3.00pm