

# GODALMING TOWN COUNCIL

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Municipal Buildings  
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20 May 2011

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 26 MAY 2011 at 7.15 pm, or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

Louise P Goodfellow  
Town Clerk

Committee Members: Councillor T Martin – Chairman  
Councillor Wheatley – Vice Chairman

Councillor P Martin  
Councillor Poulter  
Councillor C Gordon-Smith  
Councillor Reynolds  
Councillor Woodham  
Councillor S Bott  
Councillor Noyce  
Councillor Thornton  
Councillor Williams

Councillor R Gordon-Smith  
Councillor Thomson  
Councillor Lister  
Councillor Wilson  
Councillor A Bott  
Councillor Hunter  
Councillor Robinson  
Councillor Welland

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the meeting held on the 31 March 2011, a copy of which has been circulated previously.

### 2. APOLOGIES FOR ABSENCE

### 3. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman to allow members of the public to ask the Council questions, or make a statement or present a petition. This forum to be conducted in accordance with Standing Order 80.

### 4. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

To receive from Members, in relation to any items included on the agenda for this meeting, disclosure of any interests which are required to be disclosed by the Local Authorities (Model Code of Conduct) Order 2007 No.1159.

Members are requested to disclose, in accordance with the Code of Conduct, both the existence and nature of any "Personal" or "Prejudicial" interests that they may have in relation to matters for consideration on this agenda.

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

## Personal Interests

- (1) Subject to sub-paragraphs (2) to (5) below, where a Member has a personal interest in any business of the Town Council and attends a meeting of the Council at which the business is considered, the Member must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where the Member has a personal interest in any business of the Town Council which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa) of the Code of Conduct, the Member needs only disclose to the meeting the existence and nature of that interest when s/he addresses the meeting on that business.
- (3) Where the Member has a personal interest in any business of the Town Council of the type mentioned in paragraph 8(1)(a)(viii) of the Code of Conduct, the Member need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where the Member is aware or ought reasonably to be aware of the existence of the personal interest.
- (5) Where a Member has a personal interest but, by virtue of paragraph 14 of the Code of Conduct, sensitive information relating to it is not registered in the Town Council's register of members' interests, the Member must indicate to the meeting that s/he has a personal interest, but need not disclose the sensitive information to the meeting

## Prejudicial Interests

Where a Member has a personal interest in any business of the Town Council that Member also has a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice that Member's judgement of the public interest. Where a Member has a prejudicial interest that Member must withdraw from the room or chamber where a meeting considering the business is being held.

### 5. PURPOSE AND FUNCTIONS OF THE POLICY & MANAGEMENT COMMITTEE

Members to note the purpose and functions of this Committee as defined by Standing Order 45 (see annex attached for the information of Members) and to consider oral reports from the Town Clerk and the Chairman as to what this means in practice.

### 6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Town Clerk to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chairman should sign the schedule of accounts paid.

### 7. AWARDING OF CLEANING CONTRACTS IN COMMUNITY BUILDINGS

A report on the recent tendering exercise for cleaning contracts in the Town Council's community buildings is attached for the information of Members. Members are asked to determine the award of the contract(s).

8. NIGHTINGALE CEMETERY STEPS

The Joint Burial Committee considered a report on 14 April 2011 from the Cemeteries Manager (copy attached for the information of Members). Members of the Joint Burial Committee noted that although the Nightingale Cemetery steps were not a public right of way the closure of the steps could be considered as a loss of amenity. Therefore, Members of the Joint Burial Committee agreed that the views of Godalming Town Council's Policy & Management Committee should be sought prior to the Joint Burial Committee making its decision. The views of the Members of the Policy & Management Committee are sought.

9. BROADWATER PARK COMMUNITY CENTRE - ELECTRICAL SAFETY INSPECTION

The 5-yearly periodic test and inspection of Broadwater Park Community Centre conducted on 31 March 2011 highlighted a number of issues that require rectification. The issues to be considered by this committee in order to approve the scope of work to be carried out are contained in the report by the Facilities Manager (copy attached for the information of Members).

10. TOWN COUNCIL PHOTOCOPIER

The lease on the Town Council's photocopier expires in June 2011, the Facilities Manager has investigated a number of options for a replacement machine (report attached for the information of Members) and Members are asked to agree the recommendation.

11. TOWN COUNCIL NEWSLETTER

Members to consider a report from the Town Clerk (attached for the information of Members).

12. WAVERLEY DESIGN AWARDS 2011

Members are asked to approve the entry of The Pepperpot into the Conversions, Alterations & Refurbishment category of the Waverley Design Awards 2011.

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REQUEST FOR REPRESENTATION

Members are asked to consider a request received from the 20's Plenty for Godalming campaign for a Town Council representative on that campaign. Should Members agree the request then nominations for that representative should be sought for selection at the Full Council meeting to be held on 21 July 2011.

14. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORTING ARRANGEMENTS

A list of the reports anticipated this year is attached for the information of Members. Members are asked to note that the next report anticipated by this Committee, on 23 June 2011, will be that by Councillor Woodham on the Farncombe Day Centre.

15. CRINKLE CRANKLE WALL

As a result of recent vegetation clearance works at Broadwater Park Community Centre two potentially serious cracks have been discovered on the Grade 2 Listed Crinkle Crankle wall. Additionally, a visual inspection of the entire wall, from both the Community Centre side and from the Broadwater Park side and the gardens of the adjoining neighbours, has identified a number of issues relating to the overall maintenance of the wall. The Facilities

Manager has engaged with Waverley Borough Councils Historic Buildings Officer in order to understand the importance of only using contractors qualified for work involving historic brickworks.

Godalming Town Council sets aside funds each year into a reserve for the Crinkle Crankle Wall; as at 31 March 2011 this reserve stood at £7,000. Because of the historic significance and specialist nature of the work involved, Members are requested to approve funds (to a maximum of £1,500) from this reserve in order that the Council's Building Surveyors can be instructed to produce a report detailing the required works and the priority order of such works for this committee's further consideration prior to any commissioning of repair works. The Surveyors' report to be brought back to this Committee.

16. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 23 June 2011 at 7.15 pm in the Council Chamber or at the conclusion of the Joint Burial Committee, whichever is the later.

17. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

THE COMMITTEE MAY WISH 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.

18. CRINKLE CRANKLE WALL

Members to receive a confidential oral report from the Town Clerk.