

GODALMING TOWN COUNCIL

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Municipal Buildings
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11 May 2012

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, 17 MAY 2012 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 Poulter – Vice Chairman

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

Councillor R Gordon-Smith
Councillor Cosser
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 5 April 2012, 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. 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.

6. GODALMING TOWN COUNCIL FINANCIAL REGULATIONS UPDATE

In order to satisfy audit requirements it is necessary to readopt financial regulations each financial year, therefore, Members are asked formally to adopt the Financial Regulations for the financial year 2012/13 (a copy of the Financial Regulations are attached for the information of Members).

Standing Order 76 specifically requires that this Committee decide the limits set out at paragraph 12.1(h) of the Financial Regulations. No amendments to paragraph 12.1(h) are proposed this year and Members are asked to agree the existing limits.

7. BROADWATER PARK COMMUNITY CENTRE – FLOODING OF CAR PARK

Members to consider a report from the Facilities Manager relating to the regular flooding of Broadwater Park Community Centre car park (report attached for the information of Members). Members are asked to agree the three recommendations contained in the report. It is RECOMMENDED that:

- drain clearance becomes a bi-annual maintenance item the costs of which are to be contained within the centre maintenance budget;
- Members approve the attempted repair of the collapsed drainage pipework from the inspection pit at a cost of £1,800 to be met from Broadwater Park Community Centre reserves (currently standing at £7,630); and
- in light of the costs already incurred in investigating the drains and possible repair solutions, Members agree to waive financial regulation 12.1 (h) (c) (requiring competitive quotes to be taken for the work) in order to allow the existing contractor to continue the work.

8. GODALMING MUSEUM - FUNDING

At the last meeting of this Committee, when considering a grant application from Godalming Museum, Members indicated that they wished the Town Clerk to explore options other than an annual grant application for the future funding of the museum's Volunteer Co-ordinator (Minute 423-011 refers).

The Town Clerk has met with the Museum Curator who confirms that on-going security of funding for this post would be very welcome. There are two ways of achieving this security of funding; this Committee might invite the Museum to apply for a grant for a longer period – say an annual sum over three years (this was the previous practice until this Committee agreed that it wished the Museum to apply annually). The second way would be to create a budget line within the Town Council's budget specifically for annual support to Godalming Museum. The simplest way of creating that budget line would be to top slice a sum (say £5,000) from the grants budget; however there are other options such as making a sum available from the new initiatives fund or adding the sum to the overall budget requirement.

Since funding has been granted to the Museum for 2012/13 then the detail of the two above options need not be implemented immediately. The first option would involve inviting a grant application in March 2013; the second would be addressed in the autumn budget process later this year. However, an early indication from Members of their preferred approach would be welcome.

9. ALLOCATION OF MAYORAL CHARITY MONEY

A year ago (at the Full Council meeting held on 28 April 2011) Members noted that a sum of £2,972.89, held in an account separate from the Town Council's accounts, was the residual sum of substantial charity monies raised by the late Maureen Nyazai when she was Town Mayor in 2000. At that time Members RESOLVED that Councillor Peter Martin should contact the late Mrs Nyazai's family and consult them as to how that sum should be allocated; those wishes to be conveyed to Mrs Crossman and Mr Steel the remaining signatories to the account so that they can disperse the funds by 21 July 2011.

Councillor Martin's efforts to engage Mrs Nyazai's family in this matter have not produced a response. It is appropriate to find another way of dispersing the money. Mrs Nyazai's mayoral charity was set up for the benefit of the young people of Godalming, and it is therefore proposed that, in the absence of any guidance from the family, the balance is split equally between three organisations which do a great deal for the town's young people: namely the Farncombe Community Street Team, the Trinity Trust and the Eashing Youffie.

Members are asked to agree this proposal and to agree that this Committee's wishes in this matter be communicated to Mrs Crossman and Mr Steel the remaining signatories to the account so that they can disperse the funds and close the account.

10. THE PEPPERPOT – SAFETY OF ACCESS TO THE UNDERCROFT

Members may be aware that until fairly recently the arches of the Pepperpot Undercroft were either enclosed or had a chain strung between them to prevent pedestrians walking out of the Undercroft into the flow of traffic. At that time traffic in the High Street used to flow on both sides of the Pepperpot and this arrangement was altered as part of the Town Centre enhancements following the opening of Flambards Way; the right hand side of the Pepperpot (the Phylis Tuckwell Charity Shop side) was pedestrianised.

As a consequence of the pedestrianisation of this area, entrance to and egress from the Undercroft has increased. However, Members may have also noted that the step up from the pedestrian area into the Undercroft and therefore importantly, the step down from the Undercroft, is awkwardly high on the three arches that face the Phylis Tuckwell shop. Two other arches would have also had high steps but have had an additional stone step laid to ease access and egress.

The potential for injury resulting from a fall due to the awkwardly high steps on these three arches has been identified as a high risk. The option of replacing chains has been dismissed on the grounds that the potential for people to sit on or swing on the chains and fall backwards increases the risk of injury. The recommended solution would be to incorporate an additional step on two of the arches and to fit a balustrade within the smaller archway (where an additional step cannot be incorporated because of the location of a drain inspection pit cover).

This work would require planning approval and listed building consent. Therefore, Members are requested to authorise the preparation and submission of the relevant applications to the planning authority. All fees to be met from within the Pepperpot maintenance budget.

11. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING MUSEUM TRUST

Members are asked to note a report from Councillor C Gordon-Smith on the Godalming Museum Trust (report to be tabled at the meeting) an organisation on which Councillor Gordon-Smith represents the Town Council.

12. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 28 June 2012 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

13. 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.

14. THE SQUARE

Members to consider a letter from one of the head leaseholders of The Square (letter attached as a confidential annex for the information of Members).

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S.81 Local Government Act 2000 and the adopted Godalming Town Council Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest]² [a prejudicial interest]³ in⁴ the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest. If you have a prejudicial interest in an item, please indicate whether you wish to speak (refer to Godalming Town Council’s Code of Conduct paragraph 12(2)).

Agenda No.	Subject	Personal	Prejudicial	Reason	Speak?	
					Yes	No

Signed _____

Dated _____

¹ “Member” includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

² A personal interest includes:

Any matter registered in the register of interests

Any decision which affects the well-being or financial position of a member or a friend or relative to a greater extent than others.

³ A prejudicial interest is a personal interest so significant that it is likely to prejudice the member’s judgment of the public interest.

⁴ State item under consideration.