

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 28 JULY 2011**

\* Councillor T Martin – Chairman  
\* Councillor Wheatley – Vice Chairman

0	Councillor P Martin	*	Councillor R Gordon-Smith
0	Councillor Poulter	*	Councillor Thomson
*	Councillor C Gordon-Smith	*	Councillor Lister
*	Councillor Reynolds	*	Councillor Wilson
*	Councillor Woodham	*	Councillor A Bott
*	Councillor S Bott	*	Councillor Hunter
*	Councillor Noyce	*	Councillor Robinson
0	Councillor Thornton	#	Councillor Welland
*	Councillor Williams		

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

122. MINUTES

The Minutes of the meeting held on 23 June 2011, having been previously circulated, were signed by the Chairman as a true record.

123. 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 80.

124. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Councillor RA Gordon-Smith declared a personal interest in Agenda Item 12 on the grounds that he anticipates being Mayor of Waverley during the celebrations to mark the Diamond Jubilee of HM Queen Elizabeth II. Councillor Gordon-Smith remained in the Chamber when that agenda item was debated.

Councillor RA Gordon-Smith declared a further personal interest in Agenda Item 15 - the grant aid in kind application from the Godalming Trust – on the grounds that he is a committee member of the Godalming Trust. Councillor Gordon-Smith remained in the Chamber when that agenda item was debated.

Councillor RA Gordon-Smith declared a further personal interest in Agenda Item 15 - the grant aid in kind application from the Go Godalming Association – on the grounds that he is the Godalming Town Council representative on the Go Godalming committee. Councillor Gordon-Smith remained in the Chamber when that agenda item was debated.

Councillor C Gordon-Smith declared a personal interest in Agenda Item 15 - the grant aid in kind application from the Go Godalming Association – on the grounds that she is a committee member of Go Godalming. Councillor Gordon-Smith remained in the Chamber when that agenda item was debated.

Councillor Reynolds declared a personal interest in Agenda Item 15 - the grant aid in kind application from the Go Godalming Association – on the grounds that his company is a member of the Go Godalming. Councillor Reynolds remained in the Chamber when that agenda item was debated.

Councillor Reynolds declared a further personal interest in Agenda Item 15 - the grant aid in kind application from the Godalming Trust – on the grounds that he is helping out on Heritage Weekend for the Godalming Trust. Councillor Reynolds remained in the Chamber when that agenda item was debated.

Councillor Wheatley declared a personal interest in Agenda Item 7 on the grounds that she is vice-Chairman of DisCASS, which has offices in the Wilfrid Noyce Centre. Councillor Wheatley remained in the Chamber when that agenda item was debated.

Councillor Wheatley declared a personal & prejudicial interest in Agenda Item 15 - the grant aid in kind application from DisCASS – on the grounds that she is Vice-Chairman and Treasurer of DisCASS. Councillor Wheatley left the Chamber when that agenda item was debated.

Councillor Williams declared a personal & prejudicial interest in Agenda Item 15 - the grant aid in kind application from DisCASS – on the grounds that he is a trustee of DisCASS. Councillor Williams exercised his right to speak on that item, answered some questions from his colleagues and left the Chamber before the item was debated.

125. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 23 June 2011	31,829.66
Balance held in Business Deposit Account Balance at 30 June 2011	394,587.71
Balance held in the Current Account bank Balance at 30 June 2011	28,725.01

A schedule of the accounts paid was tabled for the information of Members. 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.

126. BANDSTAND GRAFFITI

Members noted that the bandstand had recently become a victim of repeated vandalism through graffiti. Officers asked for guidance on the way in which the Town Council required graffiti attacks on its property to be managed and offered three options for guidance, reminding Members that a graffiti clean costs approximately £100 on each occasion and that there was no budget provision for this activity. Members considered the following options:

- a. Clean the graffiti off as quickly as possibly irrespective of it contents;
- b. Clean offensive graffiti (allowing the Town Clerk to use her discretion in this subjective area) as quickly as possible with non-offensive graffiti being cleaned once sufficient has accumulated to contract a day or half day of contractors time; and
- c. Blank out offensive graffiti using black spray until removal of non-offensive graffiti as detailed above.

Members resolved to adopt option a. above to clean off all graffiti as quickly as possible and where the costs of this could not be met from within property maintenance budgets to meet the costs from reserves.

127. WILFRID NOYCE COMMUNITY CENTRE REPAIR, MAINTENANCE & RENOVATION

Members considered a report from the Facilities Manager. Members agreed that the office roof should be repaired immediately and that the redundant central heating header tank enclosure above the boiler room should be removed/repared to reduce the risk of failure of that section of the roof. It was further agreed that the electrical immersion tank should be moved to an internal area of the centre and the cold water system be converted from a cistern feed system to a mains water system. The estimated cost of these repairs (c. £3,000) to be taken from reserves.

Members also noted that the small hall had failed its electrical safety inspection because of the absence of an electrical earth at any of its appliance points. The Electrical Safety Council's Best Practice Guidelines Issue 2a states that where, during the course of an inspection or testing, a real and immediate danger was found to be present in an installation immediate action would be necessary to make it safe. Therefore, on 20 July 2011, the Town Clerk, in consultation with the Committee Chairman, exercised her delegated authority to authorise remedial work to provide the small hall with an electrically safe lighting and power supply. The estimated cost of the work was in the region of £2,000 and would be funded from the reserve set aside for maintenance of the Wilfrid Noyce Centre (currently £11,000).

128. STAYCATION LIVE – MANAGEMENT PLAN

Members noted the management plan for Staycation Live to be held at the Godalming Bandstand on 6 August 2011.

Members further noted that the planning of Staycation Live, had fully explored the roles and responsibilities of the various organisations within Godalming and the wider Waverley community and had clearly established a framework of management for events based around the Bandstand requiring licensing of entertainment, street collections and the retail of alcohol. Staycation Live would showcase a number of up and coming local bands whilst providing an opportunity for the Council's partners to raise funds for poverty relief work for Oxfam (under the OXJAM banner).

129. STAYCATION 2011 – BUDGET POSITION

Members noted the up to date budget statement for Staycation (copy attached to the record minutes).

130. NIGHTINGALE CEMETERY STEPS

This item was deferred because the Facilities & Cemeteries Manager had not yet received the data to present costed options for the renovation of Nightingale Cemetery Steps. However, Members did take the opportunity to indicate their availability for a site visit.

131. BROADWATER PARK ELECTRICAL SAFETY WORKS

Members noted that electrical safety and renovation works at Broadwater Park Community Centre authorised by this committee (Minute reference 41-11) had now been completed.

132. HM QUEEN ELIZABETH II DIAMOND JUBILEE CELEBRATIONS 2–5 JUNE 2012

Members considered a report from the Facilities Manager and agreed to allocate £6,000 from the New Initiative Fund to part fund four days of celebrations for the Queen's Diamond Jubilee.

133. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE FAIRTRADE STEERING GROUP

Members noted a report from Councillor Wheatley on The Fairtrade Steering Group (report attached to the record minutes) an organisation on which Councillor Wheatley represents the Town Council.

134. APPLICATIONS FOR GRANT AID

Members considered grant applications from the following organisations and decided upon them as follows.

**Waverley Hoppa Community Transport**

£5,000 was awarded towards the cost of providing Hospital Hoppa a service providing a door-to-door, non-emergency patient transport service for the residents of Godalming & Haslemere and the surrounding villages to the Royal Surrey County Hospital, all other health facilities in the Guildford area and all other health facilities between Haslemere and Guildford.

**Godalming & Villages Lions Club**

£1,000 was awarded as a contribution to the annual Lions Bonfire and Firework Display (specifically to fund the Guy competition, loos, band and PA system).

**Safer Waverley Partnership – Junior Citizen Event**

£500 was awarded towards the cost of transporting Year 6 children from schools in Godalming to Farnham Fire Station to participate in the Junior Citizen event.

135. APPLICATIONS FOR GRANT AID IN KIND

Members considered applications for grant aid in kind from the following organisations and decided upon them as follows.

**The Godalming Trust**

Free use of the Pepperpot Undercroft and Upper Room over the weekend of 10 & 11 September (Heritage Open Days) was awarded - a total of 16 hours at a total value of £208.

**GO Godalming Association**

Free use of the Pepperpot Upper Room for the association's quarterly committee meetings was awarded - a total of 12 hours a year at a total value of £84 a year (though the application covered six meetings up to and including October 2012 – a total value of £126).

**DisCASS**

An application for free use of exclusive office accommodation at the Wilfrid Noyce Centre (total value of the accommodation £3,120 a year) was dealt with by awarding 50% of the use requested – i.e. free use of the accommodation until 30 September 2011. Consideration of the remaining 50% was deferred to the next meeting of the Committee so that a representative of DisCASS could attend to answer Members' questions.

Members indicated that the questions that they would like DisCASS to answer would include details as to their fixed running costs (telephone, broadband, public liability insurance, employers liability insurance etc.); the number of their currently active clients and the numbers of clients helped in previous years (2008, 2009, 2010); the number of active volunteers; details of the training of volunteers; what quality assurance mechanisms exist; the organisation's management arrangements and the relationship between the trustees and the management team.

### **Trinity Trust Team**

An application for free use of accommodation at the Wilfrid Noyce Centre during term time was granted in part. The use granted was seven hours use per week of the Small Hall, and two hours use per week of the meeting room. The requested use of four hours use per week of the whole centre in order to open "as a café for teenage Christians" on Sunday evenings was declined because Members felt it inappropriate to subsidise exclusively Christian youthwork. The total value of the free use granted is £2,142.

#### 136. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 15 September 2011 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

#### 137. ANNOUNCEMENTS

The Town Clerk announced that the Town Council's application for a Premises License for Godalming Town Centre had been granted on 1 July 2011.