

# GODALMING TOWN COUNCIL

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

19 July 2013

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, 25 JULY 2013 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 Wheatley – 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 20 June 2013, 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 4.

4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

5. COMMITTEE WORK PROGRAMME

The Committee's work programme is attached for the information of Members.

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

The Finance Officer reports (as at 18 July 2013) that:

	£
Accounts paid since 19 June 2013	19,490.68
Balance held in Current Account as at 30 June 2013	6,947.29
Balance held in Business Deposit Account as at 30 June 2013	451,782.16

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. DETAILED REVIEW OF FINANCIAL REGULATIONS

A draft set of Financial Regulations is attached for the consideration of Members.

8. CODE OF CONDUCT FOR MEMBERS – SANCTIONS TO BE APPLIED FOR BREACHES OF THE CODE

On 26 July 2013 Godalming Town Council resolved to exercise its powers under S27 (3) of the Localism Act 2011 and adopted the same code of conduct for Members as the principal authority – Waverley Borough Council (Minute 113-12 refers).

In the discussions that preceded that decision Members indicated that they wished to defer any decisions about sanctions to be applied for breaches of the codes and the matter was placed on this Committee's work programme to be considered at this meeting.

Any alleged breach of the code of conduct will be investigated by the Monitoring Officer and Waverley Borough Council's Standard's panel. However, it will be for Godalming Town Council to impose any sanction for the breach of the code.

The following is an extract from Waverley Borough Council's arrangements for the application of sanctions:

*"The Council has delegated to the Hearings Panel such of its powers to take action in respect of individual Waverley members as may be necessary to promote and maintain high standards of conduct. Accordingly the Hearings Panel may:*

- 8.1 *publish its findings in respect of the member's conduct;*
- 8.2 *report its findings to Council or to the Parish Council for information;*
- 8.3 *recommend to the member's Group Leader (or in the case of un-grouped members, recommend to Council or to Committees) that he/she be removed from any or all Committees or Sub-Committees of the Council;*
- 8.4 *recommend to the Leader of the Council that the member be removed from the Executive, or removed from particular Portfolio responsibilities;*

- 8.5 *instruct the Monitoring Officer to, arrange training for the member;*
- 8.6 *remove, the Member from all outside appointments to which he/she has been appointed or nominated by the authority or by the Parish Council;*
- 8.7 *withdraw, facilities provided to the member by the Council, such as a computer, website and/or email and Internet access; or*
- 8.8 *exclude, the member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.*

*The Hearings Panel has no power to suspend or disqualify the member or to withdraw members' allowances or special responsibility allowances.*

*In the case of Town or Parish complaints, the conclusion will be referred to that Town or Parish Council for such action they consider appropriate."*

The Town Clerk recommends that the Town Council's sanctions should mirror as closely as possible Waverley Borough Council's; further that as a matter of routine the Hearings Panel should (in the event of having to hear an allegation of breach of the code by a Godalming Town Councillor) be asked to make a recommendation to Godalming Town Council as to any sanction to be applied. (The risk inherent in not having a recommendation from the Hearings Panel is that the Town Council might have to duplicate the work of the Panel in hearing the matter so as to decide which sanction to apply).

According the Town Clerk recommends that Members consider the document attached as a possible annex to the Code of Conduct. If Members are so minded the document should be recommended to Full Council for adoption

## 9. FIFTY WAYS TO SAVE

On 10 January 2013 this Committee noted the document: "50 ways to save: examples of sensible savings in local government. Practical tips and guidance for councils" published by the Department for Communities and Local Government on 19 December 2012. Members agreed that a working group consisting of Councillors S Bott, Cosser and Williams should review the document and report back to a further meeting of this Committee (Minute 292-12 refers).

The working group has produced a report which is attached for the information of Members and this Committee is asked to consider the report and decide how it wishes to take the matter forward. The "50 ways to save" document is also attached for the information of Members for ease of cross reference.

## 10. STAFF PAY AWARD 2013

On 23 May 2013 the Staffing Sub-Committee noted the progress of current NJC (National Joint Council for Local Government Services) pay negotiations and agreed that should the 2013 pay award be settled in the terms that were, at that time, the subject of consultation (1% pay increase across the board) then the matter could be reported direct to the next available meeting of the Policy & Management Committee (Minute 40-13 refers).

On 15 July 2013 it was reported that settlement had been reached (see letter, attached for the information of Members, from the National Joint Council for Local Government Services) and on 17 July 2013 the National Association of Local Councils issued an Employment Briefing on the subject (E01-13 is attached as a confidential document for the information of Members). The NALC briefing indicates that confirmation of the award is still awaited from

NALC and the SLCC but this formality is expected to be complete by the date this Committee meets. This confirmation is significant because the national award only covers Spinal Column Points 4 to 49; all Godalming Town Council staff, except the Town Clerk, are paid within this scale (see page two of the letter from the NJC). SCP 50 and above will not be published until confirmed by NALC and the SLCC.

The Town Clerk seeks permission to implement the pay award for all Town Council staff, Members are asked to note that financial provision for this award was included in the Council's budget for 2013/14.

11. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARK'S COMMUNITY CENTRE MANAGEMENT COMMITTEE

Members are asked to note a report from Councillor Robinson on the St Mark's Community Centre Management Committee (report attached for the information of Members) an organisation on which Councillor Robinson represents the Town Council.

DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 5 September 2013 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

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. STAFFING MATTERS.

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> in the following matter:-

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2013/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.