

# GODALMING TOWN COUNCIL

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12 October 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, 18 OCTOBER 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 6 September 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. 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.

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

5. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

The Responsible Finance Officer 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. REPORT FROM THE AUDIT SUB COMMITTEE – EXTERNAL AUDIT

Members to receive the report of the Audit Sub Committee held on the 4 October 2012 and to consider the following recommendations:

External Audits

That the Policy & Management Committee receive the reports of the External Auditor BDO Stoy Hayward relating to both Godalming Town Council and the Joint Burial Committee (copies attached for the information of Members).

Members are asked to make a specific report or recommendation to Full Council upon this matter.

Work Programme

That it was agreed that as the regulations surrounding making payments within Local Government are imminently about to change the Responsible Finance Officer should continue investigating the best and most economic way to make payments by BACS.

That the Policy and Management Committee, acknowledging the pressures on staff time this Jubilee year, should now require the nominated working party to be convened Financial Regulations and Standing Orders in depth; and should confirm a date for training on Localism so that all Members could be briefed.

7. CRINKLE CRANKLE WALL

In May 2011 Members were informed of the deteriorating condition of the Grade II listed Crinkle Crankle Wall, which surrounds the Broadwater Park Community Centre (Minute No. 47-11 refers). Members were informed of the potential risk, if remedial action was not taken, of sections of the wall collapsing. Members agreed to commission a surveyors report to ascertain the work required to maintain and refurbish the wall. Following this initial survey Members appointed a specialist structural engineering contractor to identify repair options (Minute 220-11 refers) and considered the resulting report in February 2012 (Minute 362-11 refers). Members subsequently requested the Town Clerk obtain competitive tenders for the required works.

Four companies were invited to tender for the work, two of which failed to return a bid. The Town Clerk and Councillor Wilson opened the two sealed tenders on 10 July 2012. The surveyors considered the tender documents and their report and recommendations are contained in a confidential annex attached for Members' information. Members will notice that there appears to be a considerable difference in the bid prices indicated at Section 2.0 of the attached report. The reason for this is related to the first contractor including a provisional quantity for 75 linear metres of reinforcing rods, whereas the second contractor provided a cost per linear metre but had assumed the required amount would be established on site. However, by applying the same provisional quantity to both tenders,

then, as stated in paragraph 3.2 of the report, the second tender bid increases by £5,925. The surveyors have confirmed that this provisional quantity is sufficient to meet requirements and the second contractor has confirmed this adjustment.

Based on the submitted tender bids and subsequent clarification of costs, it is recommended that if Members are minded to authorise the repairs to the Crinkle Crankle Wall then the second named contractor be engaged to conduct the required work. However, as the repairs require the use of lime mortar cement, and in order to avoid possible difficulties of the lime mortar not curing properly, it is highly recommended that the work is best undertaken in late spring/early summer and as such start of the work should be delayed until April 2013. This delay would mean that there may be an increase in costs equal to the rate of inflation between now and the start of the works, which at 5% would amount to £858, therefore the repair costs could be £18,011. Members may also wish to consider that the tender bid costs do not include any contingency for unforeseen expenses; Officers recommend that if Members authorise the repairs that they also allocate an additional 15% contingency fund. Therefore, the funds required for the repairs plus contingency are £20,711.

£1,360 was spent last year from Broadwater Park General Maintenance Reserves to remove seven trees, which due to their proximity to the wall, were considered by the structural engineers to have the potential to undermine the foundations of the wall. The cost of the surveyor's and structural engineer's reports totalled £4,245 and the professional fees for the production of drawings, managing the tender process and the subsequent management of the contract are £5,725, Members have already allocated these sums from the reserves set aside for the Crinkle Crankle Wall.

After the above allocations the combined reserves for both the Crinkle Crankle Wall and Broadwater Park Maintenance are calculated to be £14,340. Leaving a shortfall of £6,371 required to fund the tender costs (and contingency sum) of £20,711. Revised estimates are due to be prepared in November and currently there is every indication that the Broadwater Park Community Centre budget is likely to produce some savings by overachievement against income targets. It is hoped that this anticipated additional income could be applied to this project.

However, pending revised estimates, officers RECOMMEND that the Committee commit to a contract for this work now with the works to be undertaken as soon as practicable; and that the outstanding balance to fund the works be allocated from general reserves with any necessary adjustments taking place within the revised estimate process.

#### 8. REPORT OF STAFFING SUB-COMMITTEE

The Staffing Sub-Committee met on 20 September 2012 and agreed the following recommendation to this Committee – that all staff salaries should be paid by direct credit rather than cheque.

#### 9. RENAMING OF THE SURREY COUNTY ASSOCIATION OF PARISH & TOWN COUNCILS (SCAPTC)

Members are asked to note that, it was agreed at the annual general meeting of SCAPTC held on 27 September 2012 at Dorking, the Association would henceforth be known as the Surrey Association of Local Councils (SALC).

#### 10. LOCALISM ACT 2011

Members are invited to consider the Plain English guide to the Localism Act published by the Department for Communities and Local Government, a copy is attached for the information of Members.

The guide gives a brief, clear summary of the Act and what the Government intends to achieve through the Act. Not all the provisions of the Act apply to Town and Parish Councils.

Members are asked to note that on 8 November 2012, immediately after the Planning & Environment Committee scheduled for that date, Mr Trevor Leggo Director of the Surrey & Sussex Associations of Local Councils has agreed to speak to Members of Godalming Town Council about the Localism Act and its implications for Town & Parish Councils.

Two specific issues have already been discussed by this Town Council, the Council has already indicated that it intends to adopt the General Power of Competence and the Council has already responded to the Abolition of the Standards Board by adopting a new Code of Conduct.

Godalming Town Council may only adopt the General Power of Competence once the Town Clerk has attended an accredited training course and submitted 200 words for assessment (the words are already drafted and the training course booked for 9 November 2012). It is hoped that Mr Leggo will clarify the Town Council's opportunities for the use of that Power.

11. COMMUNITY CENTRES REGULAR USERS

Members to consider an oral report from the Town Clerk and to agree that henceforth regular users of the Town Council's Community Centres be required to submit booking forms (in addition to the standard hire agreement) in the format specified by the Town Council. A draft booking form is attached for Members' consideration.

12. DRAFT SCHEDULE OF MEETINGS 2013/14

Members are asked to agree the draft schedule of meetings for the Civic Year 2013/14 (copy attached for the information of Members) and to recommend it to Full Council for adoption.

13. TOWN COUNCIL OFFICES - CHRISTMAS AND NEW YEAR OPENING HOURS

It is proposed that Godalming Town Council Offices should open during the Christmas and New Year period as shown below:

Monday, 24 December 2012 – Normal working hours with the possibility of early closure  
Tuesday, 25 December 2012 – Closed – Public Holiday  
Wednesday, 26 December 2012 – Closed – Public Holiday  
Thursday, 27 December 2012 – Closed – Extra statutory day  
Friday, 28 December 2012 – Closed – proposed "goodwill" day  
Saturday, 29 December 2012 – Closed  
Sunday, 30 December 2012 – Closed  
Monday, 31 December 2012 – Closed – proposed annual leave day  
Tuesday, 1 January 2012 – Closed – Public Holiday  
Wednesday, 2 January 2012 – Normal working hours

This is similar to the arrangements for the last three years and matches Waverley Borough Council's plans for the holiday therefore avoiding the practical difficulties that arise should the Town Council office be open when Waverley is shut.

It is proposed that this Committee grant Town Council staff an additional leave day, as a one-off goodwill gesture, to be taken on 28 December and that staff be required to take annual leave or "time off in lieu" on 31 December. Members to note that for Waverley Borough Council staff the "goodwill" day is now part of their terms and conditions of

employment and that, having transferred from Waverley, one member of the Godalming Town Council team is entitled to a day's leave on 28 December anyway.

The Town Clerk will make arrangements with local funeral directors to accommodate any requests for an interment in either of the Joint Burial Committee's Cemeteries should one arise and will be contactable by mobile 'phone during office hours on 28 & 31 December. Members are asked to agree the above proposals.

14. BROADWATER PARK – BASEBALLS

This item is for Members' information. Some Members will be already be aware that there is increasing tension in the vicinity of the Broadwater Park Community Centre because of the regular weekend use of parts of the playing fields at Broadwater School for baseball.

A number of baseballs have been collected within the Community Centre grounds (and these will be available for inspection by Members after the Full Council meeting to be held at the Centre on 25 October). The Town Clerk does not believe that these balls have damaged any person or property within the Town Council's premise but she does believe that the potential exists for future baseballs to inflict damage.

The Town Clerk has therefore agreed, without prejudice, that the Town Council will contribute one-seventh of the cost of an external risk assessment that the residential neighbours have suggested be conducted by the RoSPA Playing Field Risk Assessment Service. It is not yet known whether the risk assessment will proceed but if it does the Town Council's contribution would be £86.

A letter from the residential neighbours to the Headteacher of Broadwater School is attached for the information of Members.

15. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FARNCOMBE DAY CENTRE

Members are asked to note a report from Councillor Woodham on the Farncombe Day Centre (report attached for the information of Members) an organisation on which Councillor Woodham represents the Town Council.

16. APPLICATIONS FOR GRANT AID AND GRANT AID IN KIND

	£
Information: 2012/2013 Grants Budget	60,000.00
Allocations this year to date	35,960.80 *
Balance available for allocation	24,039.20
Applications this meeting	7,564.80
Balance unallocated if applications agreed	16,474.40

\* Allocations this year to date:

5 April 2012	Farncombe Youth Football Club	958.80
	Godalming District Scouts	700.00
	Godalming Museum Trust	4,600.00
	Rodborough School	300.00
	The Cellar Café	800.00
	Wey Valley Amateur Radio Group	500.00
	Godalming Round Table (Grant Aid in Kind)	100.00
	Godalming Together CIC (Grant Aid in Kind)	210.00
	The Godalming Trust (Grant Aid in Kind)	208.00
	Go Godalming Association (Grant Aid in Kind)	84.00
28 June 2012	Citizens Advice Waverley (Godalming Bureau)	26,250.00

Godalming Band	500.00
Godalming Olympic Torch Relay Community Games	750.00
	<u>35,960.80</u>

Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members.

**Churches Together in Godalming & District** - £600 is applied for to help fund entertainment, refreshments and publicity including a PA system for Christmas Together in Godalming.

Previous Grants: £250 in 2006/7, £250 in 2007/8, £300 in 2008/9, £250 in 2009/10, £500 in 2010/11 and £600 in 2011/12.

**Godalming Trust** - £964.80 is applied for to assist with the production and distribution of Heritage Open Days brochure.

Previous Grants: £250 in 2006/7, £400 in 2007/8, £400 in 2008/9, £400 in 2009/10, £621 in 2010/11 and £1,370 in 2011/12 plus £208 Grant Aid in Kind in 2011/12 and £208 Grant Aid in Kind in 2012/13

**Sport Godalming** - £1,000 is applied for to assist with operating costs of the charity.

Previous Grants: £500 in 2002/3, £500 in 2004/5, £500 in 2006/7, £1,500 in 2007/8, £500 in 2008/9, £500 in 2009/10, £500 in 2010/11 and £500 in 2011/12.

**Waverley Hoppa Community Transport** - £5,000 is applied for to assist in providing an accessible door-to-door, non-emergency patient transport service for the residents of Godalming and the surrounding villages.

Previous Grants: £1,000 in 2004/5, £5,000 in 2008/9, £5,000 in 2009/10, £5,000 in 2010/11 and £5,000 in 2011/12.

17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 29 November 2012 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

18. 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.

19. THE SQUARE

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

## 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 2012/1464 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.