

# GODALMING TOWN COUNCIL

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Municipal Buildings  
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30 September 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, 6 OCTOBER 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 15 September 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.

#### Personal Interests

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

- (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. GODALMING FAIRTRADE TOWN APPLICATION

Members to receive a brief presentation from Mr Nick Pinches, Chairman of the Godalming Fairtrade Town Steering Group.

#### 6. APPLICATIONS FOR GRANT AID

Information:		£
	2011/2012 Grants Budget	60,000.00
	Allocations this year to date	43,212.00 *
	Balance available for allocation	16,788.00
	Applications this meeting	4,654.00
	Balance unallocated if applications agreed	12,134.00

\* Allocations this year to date:

The Cellar Café	800.00
Citizens Advice Waverley	26,040.00
Northbourne Action Group	3,500.00
Our Community Street Team (Farncombe Community Centre)	5,000.00
Relate SW Surrey	1,000.00
Vitalise	372.00
Waverley Hoppa Community Transport	5,000.00
Godalming & Villages Lions Club	1,000.00
Safer Waverley Partnership – Junior Citizen Event	500.00
	43,212.00

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.

#### **Godalming Trust**

£1370 is applied for to provide publicity for the town's Heritage Open Days.

Previous grants: £621 in 2010, £400 in 2009, £400 in 2008, £400 in 2007, £250 in 2006

#### **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: £500 in 2010, £250 in 2009, £300 in 2008, £250 in 2007, £250 in 2006.

#### **Cruse Bereavement Care (SW Surrey Area)**

£500 applied for to cover the travelling expenses for volunteers to visit clients in the Godalming area for 2011.

No previous grants received.

#### **Godalming Together CIC**

£500 applied for to assist with costs of providing a special celebrity guest at the Christmas Festival.

No previous grants received though £10,000 has been committed from the New Initiatives Fund as matched funded to a different project.

#### **Sport Godalming**

£500 applied for to assist with the operating costs of the charity.

Previous grants: £500 in 2010; £500 in 2009; £500 in 2008; £1,500 in 2007, £500 in 2006

#### **Godalming & District Scouts**

£234 is applied for the purchase of a Town Badge for the 2nd Godalming Scout Group.

No previous grants received.

### **Surrey Crimestoppers**

An unspecified donation is requested towards the work of the charity.

### **Godalming Museum**

£950 is applied for as a contribution to the "Happy Museum" project ([www.happy-museumproject.org.uk](http://www.happy-museumproject.org.uk)) which aims to demonstrate the positive contribution museums make to their community. Godalming Museum has a commitment of £7,000 from the Happy Museum project, which is dependent on raising local matched funding.

Previous grants: £4,600 in 2011, £4,000 in 2010, £4,000 in 2009, £4,000 in 2008, £4,000 in 2007, £4,000 in 2006.

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

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.

## 8. EXTERNAL AUDIT REPORT FOR GODALMING TOWN COUNCIL

Members to receive an oral report from the Responsible Finance Officer and the report of the Audit Sub-Committee.

## 9. PROVISION OF HANGING POINT FOR A CROSS-STREET BANNER

A number of community organisations used to be able to advertise town events by way of cross-street banners on the High Street. These banners were fixed to the eyebolts installed for Godalming's previous cross-street Christmas Lights. However, investigations highlighted that the infrastructure had deteriorated and the fixings did not meet Surrey Highways current regulations for minimum vehicular clearance. As such, Godalming community organisations lost an effective advertising asset.

There is only one point currently in the Town centre where the fixtures are sound and regularly tested, and the wires meet the regulatory requirements for vehicular clearance; that is across Wharf Street where the "Merry Christmas Godalming" light hangs for the Christmas period. Recent attempts by community groups to display a banner on these wires have been thwarted because a hi-lift platform is required to hang a banner and remove it on completion and this is cost prohibitive.

Following representations made by a number of community organisations, the Facilities Manager has spoken to the owners of the properties to which the Wharf Street cross-wires are attached. Both property owners have indicated their willingness for alterations to be made to the existing cross-wires that would allow a 'mesh' banner to be hung across Wharf Street without requiring the use of a hi-lift vehicle. The Christmas Lights contractors have indicated that they would be able to make necessary alterations to the cross-wires whilst installing the Christmas lights in November, thereby eliminating the cost of separately hiring a hi-lift vehicle.

The contractor is still calculating the exact cost however, it is not anticipated that this cost will exceed £1,000.

Members are asked if they are minded to facilitate an opportunity for community organisations to be able to advertise town events by way of a cross-street banner across Wharf Street.

If Members are so minded then they are asked to authorise the Facilities Manager to proceed to instruct the Christmas Lights contractor to do the additional work, provided that the cost does not exceed £1,000. Members are further asked to agree the allocation of £1,000 from the New Initiatives Fund to fund the work.

Suggested criteria for allowing organisations to use this facility and suggested fees would be subject of a separate report to this committee.

10. CRINKLE CRANKLE WALL – SURVEYORS REPORT & STRUCTURAL ENGINEER TERMS OF CONTRACT

Members will recall that they had previously agreed that a surveyor be instructed to report on the material condition of the Broadwater Park Crinkle Crankle Wall (Minute No. 47-11 refers). The surveyor's report (confidential copy attached for Members information – colour photographs will be tabled) indicates a high level of defective brickwork and a number of areas where the lean of the wall is considered excessive. Having consulted Waverley Borough Council's Historic Buildings Officer, the surveyor does make a number of suggestions regarding possible solutions; however, he also highlights the need to appoint a structural engineer to provide the necessary structural advice.

The cost of appointing the structural engineer on the terms outlined in the attached report (confidential report attached for the information of Members) is £2,745 inclusive of reasonable expenses. This sum may be met from within existing budgets. Financial regulation 12.1 (c) normally requires two quotes to be obtained for the indicated cost, however, financial regulation 12. 1 (a) (ii) provides for the waiving of this requirement for contracts for the supply of specialist services. Officers suggest that appointing a structural engineer counts as the supply of specialist services and the recommended engineer is certainly a specialist having been previously the head engineer for English Heritage and comes recommended by the Historic Buildings Officer and the surveyor. Members are asked to approve the appointment of the structural engineer on the terms indicated and to waive financial regulation 12.1 (c) on the ground that this is a specialist service.

11. PEPPERPOT PERIODIC ELECTRICAL INSPECTION

As Members will be aware all of the Town Council's community buildings were required to have an electrical safety inspection during this financial year. As a result the Peppercot was inspected in August, Members will be pleased to note that there were only two significant defects reported: the kitchen hob, which has now been isolated and it is recommended that the hob not be replaced; and the wiring for the Undercroft lighting which has deteriorated and needs replacing. This lighting has been isolated and as a temporary measure the 'nativity' spotlights are being used instead and have been put on the timer.

Members to note that replacement of the Undercroft lighting together with correction of the minor defects has been scheduled for the beginning of October and costs will be contained within the in-year maintenance budget.

12. WILFRID NOYCE COMMUNITY CENTRE PERIODIC ELECTRICAL INSPECTION

The periodic electrical inspection of the Wilfrid Noyce Community Centre was completed on the 5 August 2011. Members will recall that this inspection highlighted electrical issues of an emergency nature that required immediate action in order to keep the centre open for public use (Minute No. 127-11). This work, which involved the re-wiring of the small hall, has now been completed at a cost of £1,500 (£500 less than estimated). However, the full

electrical report has now been received and a substantial amount of electrical work remains outstanding.

The full report will be tabled at the meeting (and is available in the office for Members to inspect beforehand). In summary a total of 37 electrical defects exist, within the main hall, lavatories and Centre Manager's office. The main areas of concern relate to the ballast control system of the main hall lighting, poor earth potential on lighting and power circuits caused by corrosion of the metal conduits that provide the earthing system (current regulations no longer allow conduit trunking to be used for providing a route to earth).

The electrician reports that it is possible to rectify all the electrical defects without undertaking a complete re-wiring for a cost of £4,695. However, Members are to note that rectification without re-wiring will result in the electrical inspection safety certificate only being valid for twelve months as opposed to the standard five years. Therefore the centre will have to be retested on an annual basis of £600-£800 per annum implying a total cost over the five years of £7,895. There would remain the risk that the system would fail one of those annual inspections such that full re-wiring would be the only option. The alternative is to have the centre re-wired now, at a cost of £7,590, which will ensure that the WNCC meets all the regulatory requirements.

There is provision of £13,746 (of which £4,500 is already committed to roof repairs and re-wiring the small hall leaving an unallocated balance of £9,246) within the Wilfrid Noyce reserve and therefore either option can be funded. Members are asked which option they would wish to pursue (temporary rectification or full re-wiring).

Having agreed their preferred option Members are further requested to authorise the Facilities Manager to take competitive quotes for the work and to proceed to instruct the electrician providing the cheapest quote (bringing the matter back to this Committee should the Facilities Manager wish to recommend awarding the contract to anyone other than the lowest quote).

13. PARLIAMENT WEEK

Parliament Week runs from 31 October to 6 November 2011 and is a brand new national initiative that aims to build greater awareness and engagement with parliamentary democracy in the UK. The theme for Parliament Week 2011 is 'Stories of Democracy' - from the past to the present, from local to national; raising awareness about how democracy affects people and how they can participate in it.

Members to note that the Town Clerk has discussed a small measure of participation in Parliament Week with Godalming Museum. A small project is proposed using the oral history equipment that the Museum owns, interviewing local people about their experience of democracy in Godalming.

14. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE FRIENDS OF THE PEPPERPOT

Members are asked to note a report from Councillor Lister on the Friends of The Pepperpot (report attached for the information of Members) an organisation on which Councillor Lister represents the Town Council.

15. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 17 November 2011 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

16. ANNOUNCEMENTS

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

**GODALMING TOWN COUNCIL**

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> 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** \_\_\_\_\_

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

<sup>2</sup> 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.

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

<sup>4</sup> State item under consideration.