

## GODALMING TOWN COUNCIL

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Municipal Buildings  
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Godalming  
Surrey GU7 1HT

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, 21 FEBRUARY 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 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 10 January 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 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. COMMITTEE WORK PROGRAMME

A draft work programme is attached for the information of Members. Members are asked to discuss whether the work programme is an accurate reflection of the Committee's work and to propose items for inclusion or deletion from the programme.

Where items are listed on the programme the detail of those items (i.e. the work itself) may only be discussed if it is included elsewhere on this agenda.

6. 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.

7. REPORT FROM THE AUDIT SUB COMMITTEE

Members to receive a report from the Chairman of the Audit Sub-Committee following the meeting of Sub-Committee held on 24 January 2013. The Sub-Committee Chairman's written report is attached for the information of Members. Members will also have received the Minutes & attachments of the Audit Sub-Committee meeting held on 24 January 2013 (distributed on 1 February 2013) and are advised to bring these to this meeting.

The Audit Sub-Committee made four recommendations to the Policy & Management Committee (Minute 318-12 refers).

"Standing Orders Review Recommendations

- That Policy & Management Committee, as part of its work programme, will need to decide when it wishes to receive amended draft Standing Orders for its full consideration and may wish to comment on the Working Group's observations regarding Full Council.
- Policy & Management Committee, as part of its work programme, may wish to consider undertaking a review of the existing 'Business Plan' and the relevant Member training that may ensue.

Health & Safety Compliance Recommendations

- That a video lock system be fitted to the main entrance of the Council Offices to provide security, especially when it is manned by a single member of staff.
- That a ramp be provided for the rear back steps of the Wilfrid Noyce Community Centre to allow egress for wheelchair users should they need to be evacuated."

8. CONSULTATION - REVIEW OF WAVERLEY BOROUGH COUNCIL'S STATEMENT OF LICENSING POLICY

Members are asked to note that the Licensing Act 2003 requires Waverley Borough Council to have a Statement of Licensing Policy, that it keeps this under review, and that it must completely review the policy within every five-year period. The current Waverley policy has been in place since January 2011, and requires updating following changes in Live Music

Act 2012, Police Reform and Social Responsibility Act 2011 and revised licensing Guidance October 2012. The policy will be reviewed over the next few months, this will lead up to a new policy being in place by August 2013 for a five-year period, unless amended earlier.

In the first instance, Waverley's Officers have looked at the policy, and made some necessary changes to it as a result, before the formal consultation began. Waverley Borough Council is now formally seeking views on its Statement of Licensing Policy. The policy itself, as amended can be found on the Waverley website at:

[www.waverley.gov.uk/draftlicensingpolicy](http://www.waverley.gov.uk/draftlicensingpolicy)

The deadline for responses on this consultation is 6 May 2013 and Members are asked whether they wish the Town Clerk to draft a response from Godalming Town Council (suggested date for completion of that response the planned meeting of this Committee on 25 April 2013).

## 9. FEES & CHARGES

Members are asked to consider the Council's fees and charges for the year commencing 1 April 2013.

### Community Buildings

Charges for the Town Council's community buildings have not been increased since April 2010. However, utility and other costs associated with running the community buildings have increased year on year. Officers recommend that Members choose between increasing charges by £1 an hour across the board or continue to freeze charges at the 2010/11 rate, but reduce the level of discount offered to users. Currently there is an administratively cumbersome sliding scale of discounts offering regular users discounts from 5% (for 10 bookings year) to 15% (for 50+ bookings a year). A flat rate discount of 10% for users booking 12 or more sessions per annum is now proposed. Two schedules of charges are attached for the information of Members.

Both options will generate more income. The hardest hit would be a commercial regular user making more than 50 booking a year. For those users (using the large hall at either community centre) charges will increase by either 85p or £1.05 an hour depending on the option chosen. Using the same comparator for voluntary organisations (using the large hall at either community centre) charges would increase by either 85p or 35p an hour.

Members are asked to choose between the options and are asked to note that officers favour option 2 (simplifying the regular user discount).

### Allotments

Fees and Charges for both the Farncombe & District Working Men's Allotment Association and the Council's directly managed allotments have been set for the period 2012–2015 (Minutes 364-11 and 117–11 refer).

## 10. REGULATED ENTERTAINMENT LICENCE FOR THE BURYS FIELD

Members are asked to agree that the Town Clerk should apply to Waverley Borough Council to license the Burys Field for regulated entertainment; live and recorded music, performance of dance and plays and the showing of films in pursuance of the Licensing Act 2003. The number of events to be limited to a maximum of 10 per year between the hours of 10.00 and 22.00 Monday to Friday, 10.00 to 22.30 on Saturdays and 10.00 to 20.00 on Sundays.

Members may be aware that the licensing laws allow for the granting of a Temporary Event Notice (TEN) for regulated entertainment such as amplified music (live or recorded) for events limited to 499 attendees (including performers and staff). However, any event that has an expectation of more than this number attending is required to have a premises licence granted under the Licensing Act 2003. Experience indicates that some events held on the Burys Field may exceed the limits of a TEN.

In Godalming, the Town Council holds premises licence for both the High Street and the Bandstand, however the Burys Field, which holds community events that have elements that require an entertainment licence, is not a licensed premise. Therefore in order to hold events such as the Town Show on the basis of previous years i.e with live bands playing and recorded music being used between bands, without the risk of breaching the limits imposed by a TEN the Burys Field needs to become a licensed premise for regulated entertainment.

Discussions have been held with Waverley Borough Council officers regarding this issue and Waverley have no objections to the Burys Field being licensed. However, in common with the other Waverley communities, it would be for the Town Council to apply for the necessary licence. The cost of licensing the Burys Field would be £347, which includes the cost of placing the required statutory notice and the licence fee itself.

As a beneficiary of the licence Godalming Round Table are prepared to meet the cost of the application, however, they would like the Town Council to make the application. As such, the licence would be applied for on behalf of Godalming Town Council which would mean, if granted, the Town Council would be the licence holder for the public realm within the town centre i.e town centre, Phillips Memorial Park (Bandstand) and the Burys Field.

None of the above affects the TEN requirements for the sale of alcohol, which remains the same.

#### 11. CHRISTMAS LIGHTS ELECTRICAL INFRASTRUCTURE

This item is for the information of Members. Members will be aware that the contract for the installation of the Christmas lights in Godalming is based on the contractor installing the lights on a provided infrastructure. The current electrical infrastructure was upgraded by this Council in November 2007 with the electrical installation certificate being issued in March 2008. Electrical safety regulations require five yearly inspection of the electrical infrastructure.

The electrical system used for the Christmas lights is sourced from a mix of public and private supplies and involves numerous timers and switches. Irrespective of where the supply is sourced, as the responsible authority for the provision of the lights Godalming Town Council has a legal duty to ensure that the electrical infrastructure is safe. Visual inspections are conducted annually as the lights are installed and failed components are replaced. However, a full electrical safety inspection is required before installing the lights in November 2013. To this end the arrangements are being made to conduct the required safety inspection during April 2013, with the report being brought to this committee if substantive works are required. Those costs of the required safety inspection will be met from within existing budgets.

Members may also wish to note that negotiations are also underway with contractors regarding the installation and take down of the Christmas Lights for the period 2013 to 2015, it is anticipated that a report will be brought to this committee on 6 June 2013 and Members may wish to include this item on the Committee's work programme.

## 12. DRAFT STANDING ORDERS

On 23 February 2012 this Committee agreed to appoint a working party to undertake a full review of the NALC model Standing Orders against Godalming Town Council's Standing Orders and membership of that group was agreed as Councillor Anne Bott, Councillor Cathy Gordon-Smith, Councillor Thornton, Councillor Williams and the Town Clerk (Minute 368-11 refers).

The Town Clerk convened that working group on 14 November 2012. The working group reviewed the Standing Orders and asked the Town Clerk to take their observations and to draft some new Standing Orders. Those draft Standing Orders are attached for the information of Members.

The Town Clerk has undertaken some further work since the working group met and has consulted NALC (the National Association of Local Councils) about a number of queries arising from their model Standing Orders. The Town Clerk has also consulted the Staffing Sub-Committee about Section Twenty of the draft document. The draft Standing Orders reflect the advice offered by NALC and the Staffing Sub-Committee.

The working group also wished this Committee to consider the status of the Audit Sub-Committee. Since a number of key pieces of work undertaken by the Audit Sub-Committee need now to be considered and agreed by Full Council (specifically the review of systems of internal control and agreeing the annual accounts and annual return) it is administratively cumbersome to have those items come via this Committee before Full Council. The working group recommends that consideration be given to making the Audit Sub-Committee a Standing Committee of the Council rather than a Sub-Committee of Policy & Management Committee. (Note that the draft Standing Orders in front of Members presume that the existing committee and sub-committee structure will continue – and will need further re-drafting to give effect to the changed status of the Audit Committee if Members are minded to agree the recommendation.)

Subject to their views on the status of the Audit Sub-Committee Members are asked to consider the draft Standing Orders and to recommend them to Full Council for adoption.

Members to note that two further items for the work programme follow from the re-drafting of Standing Orders – a detailed review of Financial Regulations must be undertaken before the end of the financial year (i.e for the planned meeting of this Committee on 14 March 2013) and the Council needs to do more work on the Code of Conduct and how and what sanctions will be applied for breaches of the code (suggested timescale for this piece of work is for the planned meeting of this Committee on 25 July 2013).

## 13. ANCESTRAL TOURISM PROJECT

On 10 January 2013 Members agreed to grant £5,000 towards an ancestral tourism project for Godalming. Members indicated that none of the funds could be spent until a full project plan had been considered and agreed by this Committee (Minute 297-12 refers).

A project plan for that project is attached for the information of Members and Members are asked to note that an additional £5,000 will be applied for from Surrey County Council – from Councillor Steve Cosser's allocation.

Members are asked to agree that, subject to the agreement of funds from Surrey County Council, the project may now commence.

14. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE JOIGNY FRIENDSHIP ASSOCIATION

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

15. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 14 March 2013 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.

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.

17. THE SQUARE

Members to consider a confidential report from the Town Clerk (to be tabled).

18. THE WILFRID NOYCE CENTRE

Members to consider a confidential oral report from the Town Clerk.

## 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.