

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

17 February 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, 23 FEBRUARY 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 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 5 January 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. 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.

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

Personal Interests

- (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. 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.

6. MONITORING REPORT

Members to receive the monitoring report for Godalming Town Council up to 31 January 2011.

This report gives an indication of the actual income and expenditure as at 31 January 2011 compared to the revised budget agreed at Full Council 19 January 2012.

As a basic monitoring calculation, the profile for each budget should increase by one twelfth each month and the corresponding income and expenditure relating to each budget should reflect this. Most budgets at the current time should, therefore, reflect just over three quarters of the annual budget. However, some budgets have different profiles and are paid

at different times, these can be quarterly, or annually and therefore the income and expenditure will reflect this.

Comments are only made where the budget is not performing as expected or it is anticipated that Members would find it helpful to have further information.

Income

As already seen through the year the income is on track. A journal transfer still needs to be completed for the Administration fee for the Joint Burial Committee. However, currently, the income for both the Pepperpot and Wilfrid Noyce centres appears lower than anticipated.

Expenditure

Most expenditure is behaving as expected. The crude indication is that one quarter of the budget remains unspent at the 9-10 month stage.

However, there are still some budgets that remain unspent. Invoices are awaited for Office Facilities Management £12,000 and Godalming Coordinator £10,000, both from Waverley Borough Council and a journal transfer still needs to be completed for the second half of the Precept for the Joint Burial Committee.

The cost of the Christmas Lights is currently under the anticipated budget at the nine-month stage. However, this year the project has included putting additional lights up in Farncombe for the first time and having further lights restrung. There are still two bills to come for this budget, but the outstanding amounts will be contained within the overall budget.

The computer budget reflects a credit at the current time, however, as the computer equipment needs updating this will be utilised before the end of the financial year.

The invoice has now been received for the cost of the election at the commencement of the year. The amount of £9,188 has therefore been transferred from the Ear-marked reserve to cover the cost.

All other budgets appear to be on track at the current time. The income exceeds expenditure by £96,725 with only the final quarter of the year remaining, which indicates that the finances are following expectations.

7. AMENDMENT TO FINANCIAL REGULATIONS

Members to note that the Council's Financial Regulations (attached for the information of Members) need to be updated to reflect that all references to the Accounts and Audit regulations 2003 should now read Accounts and Audit regulations 2011.

Additionally it is recommended that the words, "*and review the effectiveness of the Internal and external Audit*" should be inserted after "*The RFO shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting,*" in paragraph 4.4.

Members are asked to agree the amendments above and to recommend the amended Financial Regulations to Full Council.

8. CRINKLE CRANKLE WALL – BROADWATER PARK COMMUNITY CENTRE

Members to consider a report from Conisbee Consulting Structural Engineers (copy attached as a confidential annexe for the information of Members) on the proposed repair methods for the Grade II listed Crinkle Crankle Wall at Broadwater Park.

Members also to approve the appointment of Drake & Kannemeyer at a fee of £5,725 to provide Building Surveying Consultancy Services for the preparation of detailed drawings and works specifications for the repairs based on the Conisbee report. This cost to include the preparation of tender documents, securing competitive tenders, preparing the necessary contract documentation and administering the building contract on behalf of the Town Council. Drake & Kannemeyer's fees to include engaging Conisbee to provide the necessary structural engineering consultancy services and securing approval of the Conservation Officer for repairs to the listed wall (it is not anticipated that formal listed building consent will be required for the scope of works to be undertaken). These fees can be accommodated from within the reserve set aside for the Crinkle Crankle Wall, however, the remaining reserve will not be sufficient to fund any necessary repairs to the wall. There will be some difficult funding issues to consider at the point at which the costs are quantified.

Additionally Members will note from the Conisbee report (paragraph 4.2) that tree roots have caused damage to the brickwork and that the report (paragraph 8.2) recommends that all trees within 4-5 metres of the wall are removed. A quote for this work has been obtained, i.e. to remove seven trees within the community centre garden to ground level only and removal of all arisings, for a cost of £980. Further, Officers recommend that in addition to the removal of the trees the root bowls are ground out in order to turf the area thus increasing the useable lawned area in the Community Centre garden, this work would be at an addition cost of £380. A second quote will be obtained. Members are asked to approve this work, at a total cost of £1,360 to be funded from Broadwater Park Community Centre general maintenance fund reserves.

9. CROSS-STREET BANNER

Members will have noticed that the infrastructure for the hanging of a cross-street banner utilising the securing points used for the Christmas lights cross-street motif is now in place. Town Council Officers have obtained approval from the Community Highways Officer (Waverley) to display community banners at this location, however, the height clearance requirements must be maintained at all times. Members are requested to approve the following policy for the display of community banners in Wharf Street.

Cross-Street Banner: Godalming Town Council has provided the infrastructure to allow approved community groups the opportunity to display a promotional banner across Wharf Street.

Local community organisations may apply to Godalming Town Council for consent to place a banner over the highway. A request to place a banner over the highway must be made to Godalming Town Council **not less than 4 weeks** before the date of the proposed installation. There will normally be a maximum display period of 2 weeks and each week will run from Sunday to Sunday. The normal banner size should be 1000mm x 7000mm and is to be of a vented or mesh type banner. An organisation wishing to display a banner of differing dimensions **must** contact the Town Council's Facilities Manager to confirm acceptability, the Council reserves the right to refuse to install a banner whose dimensions have not been approved in advance.

The Town Council is responsible for the administration of banner bookings as well as health and safety aspects of banner installation. Licences are issued by Surrey

County Council as the Highway Authority. Godalming Town Council will administer the following:

- Booking of dates for the placing of banners over the highway;
- Arranging for a Council's approved installer to put up and take down the banner;

Applicant organisations will need Public Liability Insurance to cover the adequacy of the structure of the banner. Applicants will need to make arrangements with the Town Council's Facilities Manager for the delivery and collection of banners.

Charges:
 Banner Installation - £75
 Rent per week - £ 12.50
 Plus VAT

The testing of the securing points is contained within the Christmas lights budget. However, the lanyards used for the banners have been procured using funds from the Initiatives budget (Minute No 219-11 refers), presently there is no budget line for the replacement of these lanyards, which it is advisable should be replaced every 2 years, therefore it is recommended that the rental income is accrued as a reserve in order to continue with this facility.

Officers suggest that in order to maintain their impact the use of cross-street banners is limited. Officers suggest the following organisations are designated approved community organisations in the first instance:

Godalming Music Festival
 Godalming Round Table – Carnival & Town Show
 Godalming & District Chamber of Commerce – Summer Food Festival
 Godalming Community Interest Company – Easter Festival
 Godalming Lions – Town Bonfire

Other organisations may be approved from time to time by this Committee.

10. FEES & CHARGES

Town Council Managed Allotments – The Bury's & Peperharow Road

In keeping with the fee structure adopted by this Committee in relation to the Farncombe & District Working Men's Allotment Association (Minute No. 117-11 refers) of a 5% per annum increase or by the rate of inflation (RPI) as of the September immediately prior to the rental due date, ie. September 2011 for rent due in April 2012, whichever is the higher, it is RECOMMENDED that the same fee structure is used for the Town Council's directly managed allotments. The table below gives the recommended increase for 2012/13 and the minimum assumed increases for 2013 to 2015 based on a 5% increase.

| Rental per rod p.a. (Agreed by Minute 354-10) | Proposed Rental per rod p.a | Assumed Rental per rod p.a. @ 5% increase | Assumed Rental per rod p.a. @ 5% increase |
|--|-----------------------------------|---|---|
| Current year 2011/12 | 2012/13 | 2013/14 | 2014/15 |
| £3.50 | £3.68 | £3.86 | £4.05 |
| Annual Income based on 116.8 rods | £429.82 | £450.84 | £473.04 |

Community Buildings

Members will have noted that the income generated for each of the Wilfrid Noyce Community Centre and the Pepperpot is below expectations. Many of the groups both commercial (such as dance classes and pre- & post-school activity clubs) and non-commercial (such as special interest clubs) operate on tight margins and are reliant on an individual's discretionary spend for membership. As such, any increase in their fixed costs may well result in a hall user having to look for an alternative venue or an activity ceasing altogether. Members may wish to note that there are a number of other venues locally competing for the same group of users. Therefore, Officers recommend a zero increase in the existing scale of charges for the use of Community Buildings (copy of proposed Fees & Charges Schedule 2012/13 attached for Members' information). Members are also requested to consider the fees for the newly opened 'Tensing' meeting room at the WNCC. This room was developed for small groups to hold meetings; it is not directly linked to the kitchen facilities and requires the users to exit the building to use the toilets if the main hall is in use. As such Officers suggest that the hire fee should be set lower than the small hall fee, which has direct kitchen and toilet access, and RECOMMEND a single charge for all categories of user at £4 per hour.

11. DIAMOND JUBILEE UPDATE

Members to receive an oral report on preparations for the Diamond Jubilee weekend and to note the Jubilee Budget estimates (attached for members information).

12. TOWN CENTRE DECORATION FOR CELEBRATORY EVENTS IN 2012

Members will be aware that during 2012 there will be two occasions when they may wish to consider decorating the town centre. The first event being the occasion of the Queen's Diamond Jubilee over the weekend of 2 – 5 June and the second being the Olympic Torch Relay which will reach the town on 20 July 2012.

If members are minded to decorate the Town for the Jubilee, it is suggested by Officers that use is made of the Christmas lights infrastructure and that Union Flags are flown from the tree holders in Bridge Street, Wharf Street, Queens Road, High Street and Church Street, this totals 63 flags. Additionally it is suggested that Union Flag bunting is hung from the upper and lower wires on the Pepperpot and along the frontage of the Borough Hall and around the bandstand. It is also suggested that the Chamber of Commerce be encouraged to lobby its members to decorate their premises with the Union Flag. The cost of the Flags, Bunting and associated poles etc will be in the region of £608 with the anticipated cost of installation and removal being £300. However, if the same Flags etc were to be made available to Waverley Borough Council for use at the Olympic Torch Relay event then 49% of the purchase cost could be re-charged to WBC, (WBC would be responsible for installation and removal expenses for the Olympic Torch Relay event). On this basis the cost to Godalming Town Council would be £610.08 to decorate the town centre to a minimum level for the Diamond Jubilee. Members would have noted on the previous item that the decoration of the Town Centre is not included in the budget estimates for the Diamond Jubilee, therefore Members are requested to approve funding for the decorations of the Town Centre for the Diamond Jubilee from the Initiatives Fund

13. PRAYERS AT FULL COUNCIL MEETINGS

Members to consider a report from the Town Clerk (attached for the information of Members) written subsequent to a High Court judgement, delivered on 10 February 2012, declaring that there is no statutory power to say prayers as part of a meeting of the Council

14. REVIEW OF STANDING ORDERS

Standing Orders are reviewed annually to ensure that they remain fit for purpose. In 2010, the National Association of Local Councils published new model Standing Orders with the expectation that all Town & Parish Councils will adopt them.

Those model Standing Orders are attached for the information of Members and members will note that they are significantly different from the Council's existing Standing Orders. The differences take two forms – where Godalming's Standing Orders are silent – for example – Godalming has thought it necessary to spell out the fact that meetings cannot be held at premises used for the supply of alcohol (model SO 1a) or where Godalming's Standing Orders are more detailed – for example in the detail of Committees and Sub-Committees.

A full review of the model Standing Orders against Godalming Town Council's Standing Orders is a substantive piece of work and the Town Clerk suggests that Members might like to consider appointing a working group of (say) five Members to work through the review.

As an initial exercise the Town Clerk has reviewed the mandatory elements of the model Standing Orders and can confirm that, with one exception, Godalming Town Council's practice (whether spelt out in Standing Orders or not) matches the mandatory elements. The exception is Godalming Town Council's practice for the execution and sealing of legal deeds (see paragraph 14 of the model Standing Orders). Godalming's practice conforms with paragraph 14a but not with 14b in that, by convention, the Godalming Town Council Seal is applied by the Proper Officer (the Town Clerk) and witnessed by the Mayor (or Deputy Mayor) and the Town Clerk. Godalming's existing practice is entirely proper and lawful (as demonstrated by other reliable sources being: Local Council Administration 8th Edition by Charles Arnold-Baker & Paul Clayden pub LexisNexis UK 2009 and Knowles on Local Authority Meetings 5th Edition by Stephen Taylor & Deborah Upton pub ICSA 2008). Members are asked to confirm that they are content for the Council's practice in this area to continue unchanged.

15. REPORT OF THE STAFFING SUB-COMMITTEE

Members to receive the report of the Staffing Sub-Committee held on 2 February 2012 and to consider five recommendations from that Sub-Committee.

Health & Safety Policy

The Staffing Sub-Committee reviewed the Health & Safety Policy (attached for the information of Members) and recommends it, without amendment to this Committee for onward recommendation to Full Council.

Grievance Procedure

The Staffing Sub-Committee reviewed the Godalming Town Council Grievance Procedure and recommends it, without amendment, to this Committee for onward recommendation to Full Council.

Employee Code of Conduct

The Staffing Sub-Committee agreed that in order to give weight to the significance of the Bullying & Harassment Policy (adopted on 22 September 2011) the following amendment should be made to the Employee Code of Conduct. Under the heading "Relationships" at Paragraph 2.4 an additional paragraph should be inserted as paragraph 2.4.1 (with the consequent renumbering of the following paragraphs). The additional paragraph should be worded as follows:

“2.4.1 Colleagues

Good working relationships between colleagues are essential. Officers should treat their colleagues with dignity and respect at all times. Attention is particularly drawn to the Council’s Bullying & Harassment Policy a copy of which should be issued alongside this Code of Conduct.”

The Staffing Sub-Committee recommends the change to this Committee for onward recommendation to Full Council.

Bullying & Harassment Policy

The Staffing Sub-Committee noted that following the adoption of the Town Council’s Bullying & Harassment Policy on 22 September 2011 a small amendment is now suggested. Under the heading “Contacts” it is suggested that the words “or the Town Clerk” be added to the last sentence where it reads:

“Step one of the Council’s Grievance Procedure requires the employee to discuss the matter with their line manager. Godalming Town Council recognises that this may not be appropriate if it is the immediate manager who is conducting the bullying or harassment. In such a case, the employee may approach the Chairman of the Staffing Sub Committee should they wish to.”

The Staffing Sub-Committee agreed this amendment recommends the change to the Policy & Management Committee for onward recommendation to Full Council.

Town Centre Community Buildings Manager

On 31 March 2011 the Policy & Management Committee agreed to create a single point of contact to manage and supervise the bookings of Godalming Town Centre Community Halls, Rooms and Bandstand by expanding the role of the Wilfrid Noyce Centre (WNC) Manager to incorporate the administrative functions of the booking process for the Old Town Hall (Pepperpot) and the Bandstand. The expanded role to be funded from additional income generated and therefore to be for one year only in the first instance. The arrangement to be reviewed after nine months (Minute 384-11 refers).

The Staffing Sub-Committee considered the Town Clerk’s report that the additional income anticipated had not thus far been generated but that otherwise the arrangement was working satisfactorily. The Town Clerk asked the Sub-Committee to consider making the arrangement permanent on the grounds that the necessary funds have been included within the base budget; that additional income may yet result; and that if the arrangement ends responsibility for the administrative functions of the booking process for the Old Town Hall (Pepperpot) and the Bandstand reverts to the Facilities & Cemeteries Manager which post has taken on a number of new commitments for 2012. In this context the Sub-Committee discussed the perversity of the arrangement whereby the responsibility for marketing and generating additional income lies with the Facilities & Cemeteries Manager; while the Town Centre Community Buildings Manager might suffer the detriment (a reduction in hours) if additional income is not generated.

The Staffing Sub-Committee recommends to Policy & Management Committee that the arrangement to add five hours a week to the Wilfrid Noyce Centre (WNC) Manager’s contract be made permanent.

16. **TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING/JOIGNY FRIENDSHIP ASSOCIATION**

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

17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 15 March 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.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a prejudicial interest]³ in⁴ 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 |
| | | | | | | |
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Signed _____

Dated _____

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

² 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.

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

⁴ State item under consideration.