

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 23 FEBRUARY 2012**

* Councillor T Martin – Chairman
* Councillor Wheatley – Vice Chairman

* Councillor P Martin 0 Councillor Poulter * Councillor C Gordon-Smith * Councillor Reynolds * Councillor Woodham * Councillor S Bott 0 Councillor Noyce * Councillor Thornton * Councillor Williams	* Councillor R Gordon-Smith 0 Councillor Thomson * Councillor Lister * Councillor Wilson * Councillor A Bott * Councillor Hunter # Councillor Robinson * Councillor Welland
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* Present # Absent & no apology received 0 Apology L Late

356. MINUTES

The Minutes of the meeting held on 5 January 2012, having been previously circulated, were signed by the Chairman as a true record.

357. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 80.

358. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Councillor Williams declared a personal interest in Agenda Item 10 on the grounds that he is an allotment holder at the Burys. Councillor Williams remained in the Chamber while that agenda item was debated.

359. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 12 January 2012	40,830.00
Balance held in Current Account Balance at 31 January 2012	27,171.53
Balance held in the Business Deposit Account Balance at 31 January 2012	390,105.47

A schedule of the accounts paid was tabled for the information of Members. The vouchers relating to these payments were also tabled at the meeting for inspection. All payments made were in line with the agreed budget or other resolution of this Committee or Full Council.

Members agreed that the Chairman should sign the schedule of accounts paid.

360. MONITORING REPORT

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

361. AMENDMENT TO FINANCIAL REGULATIONS

Members noted that the Council's Financial Regulations needed 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 was agreed that the words, "*and reviewing 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 recommended the amended Financial Regulations to Full Council.

362. CRINKLE CRANKLE WALL – BROADWATER PARK COMMUNITY CENTRE

Members considered a report from Conisbee Consulting Structural Engineers on the proposed repair methods for the Grade II listed Crinkle Crankle Wall at Broadwater Park.

Members also approved the appointment of Drake & Kannemeyer to provide Building Surveying Consultancy Services for the preparation of detailed drawings and works specifications for the repairs to the Crinkle Crankle Wall based on the Conisbee report; this work 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 was not anticipated that formal listed building consent would be required for the scope of works to be undertaken). Drake & Kannemeyer's fee of £5,725 to be met from within the reserve set aside for the Crinkle Crankle Wall.

Additionally Members noted that tree roots had caused damage to the brickwork and agreed that all trees (seven in total) within 4-5 metres of the wall should be removed. Further, Members agreed that root bowls of those trees should be ground out in order to turf the area thus increasing the useable lawned area in the Community Centre garden. This work to be at a total cost of £1,360 to be funded from Broadwater Park Community Centre general maintenance fund reserves.

363. CROSS-STREET BANNER

Members noted 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. Members therefore 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 Highways 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 - £75.00
 Rent per week - £ 12.50
 Plus VAT

Members agreed that the rental income should be accrued as a reserve in order to replace the lanyards and other fixings as and when necessary.

Members also agreed that following organisations should be 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.

364. FEES & CHARGES

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

Members agreed 5% increase in allotment rents for 2012/13 and noted the minimum assumed increases for 2013 to 2015 based on a 5% increase – as shown below.

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 agreed a zero increase in the existing scale of charges for the use of Community Buildings (copy of Fees & Charges Schedule 2012/13 attached to the record minutes). Members also agreed the fees for the newly opened 'Tensing' meeting room at the WNCC as a single charge for all categories of user of £4 per hour.

365. DIAMOND JUBILEE UPDATE

Members received an oral report on preparations for the Diamond Jubilee weekend and noted the Jubilee Budget estimates (copy attached to the record minutes).

366. TOWN CENTRE DECORATION FOR CELEBRATORY EVENTS IN 2012

Members agreed funding of £610.08 from the new initiatives fund to decorate the town centre for the Diamond Jubilee.

367. PRAYERS AT FULL COUNCIL MEETINGS

Members considered a report from the Town Clerk 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.

Members noted that henceforth there will be no reference to prayers in agenda papers or in the minutes but that for each Full Council meeting the Mayor may make informal arrangements to facilitate the saying of prayers five minutes before the start time of the meeting.

368. REVIEW OF STANDING ORDERS

Members noted that Standing Orders were 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 would adopt them. Members considered the model Standing Orders and noted that they are significantly different from the Council's existing Standing Orders.

Members agreed to appoint a working party to undertake a full review of the 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.

In the meantime the Town Clerk had reviewed the mandatory elements of the model Standing Orders confirmed that, with one exception, Godalming Town Council's practice (whether spelt out in Standing Orders or not) matches the mandatory elements. Members noted that the exception was Godalming Town Council's practice for the execution and sealing of legal deeds (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 agreed that they are content for the Council's practice in this area to continue unchanged.

369. REPORT OF THE STAFFING SUB-COMMITTEE

Members received the report of the Staffing Sub Committee held on 2 February 2012 and agreed the five recommendations from that Sub Committee.

Health & Safety Policy

The Health & Safety Policy was agreed without amendment and recommended to Full Council for adoption.

Grievance Procedure

The Grievance Procedure was agreed without amendment and recommended to Full Council for adoption.

Employee Code of Conduct

It was agreed that 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 amended Employee Code of Conduct is recommended to Full Council for adoption.

Bullying & Harassment Policy

It was agreed that the following amendment should be made to Bullying & Harassment Policy; 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 or the Town Clerk should they wish to."

The amended Bullying & Harassment Policy is recommended to Full Council for adoption.

Town Centre Community Buildings Manager

It was agreed that the arrangement to add five hours a week to the Wilfrid Noyce Centre (WNC) Manager's contract (Minute No 384-11 refers) be made permanent.

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

Members noted a report from Councillor Woodham on the Godalming/Joigny Friendship Association an organisation on which Councillor Woodham represents the Town Council.

371. **DATE OF NEXT MEETING**

The next meeting of the Policy & Management Committee (Extraordinary) 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.

372. **ANNOUNCEMENTS**

There were no announcements.