

# GODALMING TOWN COUNCIL

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Municipal Buildings  
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25 March 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, 31 MARCH 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 Cosser – Chairman  
Councillor T Martin – Vice Chairman

Councillor PMA Rivers  
Councillor R Gordon-Smith  
Councillor Poulter  
Councillor Foxall  
Councillor Connolly  
Councillor Lister  
Councillor Pinches  
Councillor Wheatley  
Councillor Woodham

Councillor P Martin  
Councillor PS Rivers  
Councillor Hubble  
Councillor Barnes  
Councillor C Gordon-Smith  
Councillor Peacock  
Councillor Reynolds  
Councillor Wilson

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the meeting held on the 17 February 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.

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

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. AUDIT SUB COMMITTEE REPORT

Members to receive the minutes of the Audit Sub Committee held on 17 March 2011.

## 7. REVIEW OF THE EFFECTIVENESS OF AUDIT ARRANGEMENTS

Members to consider the Responsible Finance Officer's report of the review of the effectiveness of the Audit Sub-committee, Internal Audit and External Audit over the past year (report attached for the information of Members).

8. GODALMING TOWN COUNCIL FINANCIAL REGULATIONS UPDATE

In order to satisfy audit requirements it is necessary to readopt financial regulations each financial year, therefore, Members are asked formally to adopt the Financial Regulations for the financial year 2011/12 (a copy of the Financial Regulations are attached for the information of Members).

These Regulations include the amendments recommended by the Audit Sub-Committee and agreed by this Committee on 25 November 2010 (Minute 265-10 refers). That is all references to the “*Accounts and Audit regulations 1996*” have been amended to read “*Accounts and Audit regulations 2003*”. Also, at paragraph 4.4 the words, ‘*and review the effectiveness of the Internal and External Audit*’ have been inserted after ‘*The RFO shall be responsible for ensuring that there is adequate and effective system of Internal Audit of the Council’s accounting*,’.

Standing Order 76 specifically requires that this Committee decide the limits set out at paragraph 12.1(h) of the Financial Regulations. No amendments to paragraph 12.1(h) are proposed this year and Members are asked to agree the existing limits.

9. ANNUAL REPORT

Members are reminded that this Council’s Annual Report for the year 2010/11 needs to be prepared for publication at the Annual Town Meeting on Thursday, 14 April 2011.

The text of the 2009/10 Annual Report may be viewed on the Town Council’s website at: <http://www.godalming-tc.gov.uk/annual-report.htm> and a draft of the 2010/11 report is attached for the information of Members.

Members’ comments and suggestions on the draft report are invited.

Members are further asked to delegate authority to the Town Clerk to finalise the Annual Report in consultation with the Mayor and all Committee Chairmen

10. TOWN CENTRE LICENSE

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

11. PROPOSAL TO CREATE A TOWN CENTRE COMMUNITY BUILDINGS MANAGER

Members to consider a report from the Facilities & Cemeteries Manager (attached for the information of Members).

12. ADMINISTRATIVE DETAILS AROUND THE LETTING OF THE PEPPERPOT

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

13. TENDERING FOR CLEANING CONTRACTS IN COMMUNITY BUILDINGS

Members to consider a report from the Facilities & Cemeteries Manager (attached for the information of Members).

14. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERLEY CYCLE FORUM

Members are asked to note a report from Councillor Barnes on the Waverley Cycle Forum (report attached for the information of Members) an organisation on which Councillor Barnes represents the Town Council.

15. APPLICATIONS FOR GRANT AID

	£
Information: 2011/2012 Grants Budget	60,000.00
Allocations 2011/2012 to date	00.00
Balance available for allocation	60,000.00
Applications this meeting – cash	49,050.00
– in kind	310.00
Balance unallocated if applications agreed	10,950.00

**The Cellar Café**

£1,000 is applied for towards the annual subsidised holiday for regular Cellar customers to Weston-super-Mare.

Previous grants: £800 in 2009/10

**Citizens'Advice Waverley (Godalming outlet)**

£28,678 is applied for towards

Previous grants: £28,040 in 2010/11; £25,455 in 2009/10; £24,456 in 2008/09; £23,744 in 2007/08

**Godalming Round Table**

£100 Grant Aid in Kind is applied for in the form of ten hours free use of the Wilfrid Noyce Centre on Saturday 4 June 2011 (to facilitate the Town Show).

Previous grants: None

*Members to note that this application was invited by the Town Clerk in order to formalise arrangements for the Town Show. By custom and practice Godalming Roundtable always uses the Wilfrid Noyce Centre to facilitate the Town Show but to date no formal hire agreement has existed, now that a formal hire agreement has been signed the question of how the cost of the hire is met needs to be addressed.*

**Godalming Together Community Interest Company**

£210 Grant Aid in Kind is applied for in the form of free use of The Pepperpot (i.e. fifteen two hour meetings a year).

Previous grants: None

*Members to note that this application was invited by the Town Clerk – see Agenda Item 12 above.*

**Northbourne Action Group**

£5,000 is applied for towards the costs of setting up a Woodland Trail/Community Space in woodland adjacent to Northbourne.

Previous grants: £250 in 2006/07 and £ 8,000 in 2007/08.

### **Our Community Street Team**

£5,000 is applied for towards the costs of setting up a Farncombe Community Centre

Previous grants: £5,000 in 2010/11

### **Relate West Surrey**

£1,000 is applied for towards the cost of providing free counselling for young people aged 10-18 at Loseley Fields Children's Centre.

Previous grants: £1,000 in 2010/11

### **Vitalise**

£372 is applied for as a 10% contribution towards the cost of providing ten respite care breaks to people from Godalming.

Previous grants: £348.60 in 2010/11

### **The Watts Gallery**

£24,000 is applied for over three years (ie. £8,000 a year) to assist with the costs of employing a Visitor Services Manager and towards the costs of training and managing volunteers.

Previous grants: £1,500 in 2006/07 and £500 in 2010/11

#### 16. ACCESS FOR PATIENTS TO THE GENERAL PRACTICE AT THE MILL, CATTESHALL LANE, GODALMING

Members to consider a letter from the Chairman of the RSCH Group of Surrey LINK, which asks for this Council's assistance in getting patients to the Catteshall Mill practice. The letter is attached for the information of Members and Members' views are sought.

#### 17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 26 May 2011 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 GODALMING LEISURE CENTRE & BROADWATER PARK COMMUNITY CENTRE

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

#### 20. CILCA & SLCC

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