

# GODALMING TOWN COUNCIL

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17 June 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, 23 JUNE 2011 at 7.15 pm, or at the conclusion of the Godalming Joint Burial 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 26 May 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. 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. FINAL ACCOUNTS FOR THE 12 MONTHS ENDING 31 MARCH 2011

The Final Accounts are attached for the information of Members. Members are asked to note that the overall income exceeded expenditure by £11,553; this surplus exceeds the amount anticipated in the revised estimates by £7,441; the impact of this can be seen on the summary of details of movement and balances for 2010/11 and 2011/12 respectively.

The attached income and expenditure account shows the detailed variances to budget, significant variances to note are as follows:

## Income

Due to an unexpected payment for Insurance claimed last year we had a bonus amount paid which is reflected in the Miscellaneous income. Unfortunately, as the Bandstand was not taken over until late last year the contribution of £500 for the Bandstand has not been received. GO Godalming have stated that due to the delay they will make the agreed payments of £500 in this financial year 2011/12 and the remaining £1,000 in 2012/13 instead of 2010/11 and 2011/12 as originally agreed.

## Expenditure

The salaries budget was the main contributor to the savings. This was due to the departure of the Facilities & Cemeteries in September 2010 and the 5 months delay before he was replaced. Although a temporary member of staff was employed during this period to assist the office, savings on salary costs were made.

Both community centres are now back to working to a greater capacity and have continued to generate more income. Repairs and works have been carried out on both centres during the year to ensure the buildings meet Fire/Health & Safety requirements.

The Pepperpot has started to attract users back after its refurbishments earlier in the year, however, as it wasn't available for use until late Summer, therefore the income generated was lower than was hoped.

In the main budgets were marginally over or underspent but balance each other out with no effect on the budget at the end of the year. However, several of these budgets for 2010/11 will need to be given reconsideration at revised estimate time. The printing budget was overspent due to the supplier failing to bill us for a previous period. However, in conjunction with the Facilities Manager a review of our suppliers is currently being conducted, and to date has included the photocopying/printing contract, which, it is hoped will provide savings this year.

Transfers from "Earmarked Reserves", to support projects and expenditure, have been agreed and minuted throughout the year. In particular transfers of £43,889 from the revenue budget have been made to the earmarked reserves to provide for ongoing work and projects as specified when the revised estimates and budget were agreed. A transfer of £62,910 was made from the earmarked reserves to the Pepperpot project, which has now been finalised and a further amount of £15,000 for the Pepperpot roof.

Members are asked to RECEIVE and ADOPT the Annual Accounts for Godalming Town Council (incorporating Broadwater Centre and Wilfrid Noyce Community Centre and the Pepperpot) for the year ended 31 March 2011.

## 7. AUDIT SUB COMMITTEE REPORT

TO RECEIVE the Chairman's report of the Audit Sub-Committee, which met on 23 June 2011, including the Internal Audit undertaken on the 25 May 2011.

## 8. INTERNAL AUDIT

Members to note that the internal audit was conducted on 25 May 2011 and that the outcome from the internal audit was reported to the Audit Sub Committee on 23 June 2011.

Members are asked to RECEIVE the report (a copy of the Internal Auditor's Report is attached for the information of Members) and consider the recommendations contained therein.

9. ANNUAL RETURN (INCLUDING ANNUAL GOVERNANCE STATEMENT) FOR THE YEAR ENDING 31 MARCH 2011

Members are asked to consider and approve the Annual Return Section 1 - Statement of Accounts for Godalming Town Council. Members should note that following clearer guidance from our external auditors, the value of the Council's assets has had to be restated. Therefore the total value of the assets on the annual accounting statement has changed; the value for last year has also been restated (a copy of the revised Asset Register is attached for the information of Members).

Upon approving Section 1, Members are asked to authorise the Chairman to sign Section 1 - Statement of Accounts for Godalming Town Council.

Members are further asked to complete and approve Section 2 - Annual Governance Statement, so that the Annual Return may be forwarded to the External Auditor, BDO Stoy Hayward, to enable the external audit to proceed. The Committee will be aware that the Audit Sub-Committee has considered the answers required by the Annual Governance Statement and will wish to take the observations of its Sub-Committee into account when completing the statement.

When satisfied with the answers required by the Annual Governance Statement Members are asked to authorise the Chairman to complete the statement and sign it.

Members are also asked to note that Section 4 – the Annual Internal Audit Report to Godalming Town Council contains a summary of the Internal Audit Report considered at agenda item 8 above.

10. STAFFING SUB COMMITTEE REPORT

TO RECEIVE the Chairman's report of the Staffing Sub-Committee, which met on 9 June 2011, specifically to consider two recommendations from that Sub-Committee. The first recommendation is that Godalming Town Council should fulfil its obligation under the Health & Safety (Display Screen Equipment) Regulations 1992 to meet the costs of an eye test every two years for staff regularly using visual display units (VDUs); and the costs of spectacles where an optometrist determines that single vision lens spectacles are required specifically for VDU use (as opposed to any other form of spectacles that can be used to achieve the same effect i.e. for driving, TV or reading). These costs to be limited to £10 per staff member every two years (maximum commitment £60 over two years) and £55 for any staff member requiring spectacles only for VDU use.

The second recommendation relates to the meeting of the Joint Burial Committee (to be held on 23 June immediately before this meeting). At that meeting the JBC will consider the use of a temporary member of staff for a maximum of six weeks in the summer. Assuming that the Joint Burial Committee agrees the proposal (and the JBC Chairman will report orally) then the Staffing Sub-Committee recommends that the employment of a temporary member of staff for a maximum of six weeks in the summer is agreed by this Committee. The direct costs of employment to be charged to the Joint Burial Committee.

11. WHEELIE BINS

Members are asked to approve up to £300 from the Wilfrid Noyce Community Centre (WNCC) budget to supply 4 "wheelie bins" embossed with the Godalming Town Council Coat of Arms. Whilst the Phillips Memorial Park litterbin provision is usually sufficient for the parks daily usage, it is not always sufficient when the Bandstand is in use. The wheelie bins would be located at the Town Council's store at the Wilfrid Noyce Community Centre, with the keys being supplied to users on the same basis as the electricity cupboard keys. It would be the responsibility of the hirers to wheel the bins to and from the park and to

transfer the bin liners to the commercial refuse bin at the WNCC. The provision of the wheelie bins would ensure that the Town Council meets its obligation to provide sufficient provision to ensure the Park is litter free on completion of a Bandstand event.

12. GROUND MAINTENANCE CONTRACTS

The current contract for the Town Council's managed community grounds and open spaces was due to expire in October 2010, due to the Facilities Manager's post being vacant, this contract was rolled forward into 2011/12. In order for a new 3-year contract to be awarded, and to make efficient use of resources, Members are requested to agree to the tender exercise for the managed community and opens spaces grounds maintenance contract to be conducted in conjunction with the tender exercise for the Joint Burial Committee cemetery grounds maintenance contract. It is RECOMMENDED that the current contract specifications for the Town Council's managed community and opens spaces is used as the basis for this part of the tender documents Schedule of Works (attached for Members information).

13. EXERCISE OF THE TOWN CLERK'S DELEGATED AUTHORITY – STAYCATION

On 6 January 2011 this Committee agreed to support the co-ordination of Staycation in 2011 and resolved to earmark a budget of £3,000 from the New Initiatives Fund in 2011/12 for this purpose. No expenditure was to be committed against that budget until a further report had been brought to this Committee for approval (Minute 308-10 refers).

The Clerk's intention was to present a report to this meeting of the Committee detailing the anticipated expenditure necessary for Staycation and to identify potential sources for sponsorship. However, that plan was overtaken by events and, on grounds of urgency, in consultation with the Chairman of this Committee, the Clerk has exercised her delegated authority in accordance with SO 64 to commit expenditure against the Staycation budget.

£2,000 has been committed to pay for a 16-page supplement (i.e. the Staycation programme) in Round & About magazine – this was following the publisher's advice that the August edition of the magazine might not be fully distributed before the start of Staycation on 6 August 2011 and that the programme would be better published in the July edition (for which the print deadline was 16 June 2011). One sponsor was approached for a contribution of £2,000 to pay for the programme. At the time of writing there is still no response from that sponsor and unfortunately it must be assumed that the cost will be fully met from the Town Council's budget – the printed programme will reflect the Town Council's "sponsorship".

14. STAYCATION 2011

Members to consider a report from the Town Clerk (attached for the information of Members) in which they are asked to agree additional expenditure of £960 against the £3,000 budget earmarked for Staycation, in addition to the £2,000 committed above. Members are further asked to authorise additional expenditure if it can be matched by sponsorship income.

15. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON DISCASS

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

16. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 28 July 2011 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

17. 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.

18. GODALMING PROJECT CO-ORDINATOR

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

**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.