

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 23 JUNE 2011**

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

0	Councillor P Martin	0	Councillor R Gordon-Smith
*	Councillor Poulter	*	Councillor Thomson
0	Councillor C Gordon-Smith	*	Councillor Lister
*	Councillor Reynolds	*	Councillor Wilson
*	Councillor Woodham	*	Councillor A Bott
*	Councillor S Bott	*	Councillor Hunter
*	Councillor Noyce	*	Councillor Robinson
*	Councillor Thornton	L	Councillor Welland
*	Councillor Williams		

\* Present                      # Absent & no apology received                      0 Apology                      L Late

75. MINUTES

The Minutes of the meeting held on 26 May 2011, having been previously circulated, were signed by the Chairman as a true record.

76. 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.

77. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Councillor Williams declared a personal & prejudicial interest in Agenda Item 15, the report on DisCASS. Councillor Williams indicated that he would like to exercise his right (under the Code of Conduct paragraph 12(2)) to speak. Councillor Williams left the Chamber before there was any debate upon this item.

78. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 26 May 2011	103,560.98
Balance held in Business Deposit Account Balance at 31 May 2011	32,772.14
Balance held in the Current Account bank Balance at 31 May 2011	434,587.71

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.

79. FINAL ACCOUNTS FOR THE 12 MONTHS ENDING 31 MARCH 2011

Members RECEIVED and ADOPTED 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. The Final Accounts are attached to the record minutes.

80. AUDIT SUB COMMITTEE REPORT

The Chairman of the Audit Sub-Committee, Councillor S Bott, presented his report of the meeting of the Audit Sub-Committee meeting held on 16 June 2011. His report included two recommendations to the Policy & Management Committee. The first was a recommendation to accept the internal audit report and the second was a set of recommended answers to the questions posed at Section 2 of the Annual Governance Statement for Godalming Town Council. These recommendations were considered at the relevant agenda items (see Minutes 81-11 and 82-11 below).

Members RECEIVED the Chairman's report of the Audit Sub-Committee meeting of 16 June 2011.

81. INTERNAL AUDIT

Members NOTED 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 16 June 2011. Members further NOTED that Audit Sub-Committee had agreed the report and recommended to the Committee (Minute 68-11 refers). Accordingly Members RECEIVED the internal audit report (a copy of the report and letter that relates to both is attached to the record minutes at Minute 68-11) and considered the recommendations contained therein.

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

Members CONSIDERED and APPROVED the Annual Return Section 1 - Statement of Accounts for Godalming Town Council noting that value of the Council's assets has been restated. Members AUTHORISED the Chairman to sign Section 1 - Statement of Accounts for Godalming Town Council.

Members considered Section 2 - Annual Governance Statement and at this point considered the answers recommended by the Audit Sub-Committee to the questions contained in the Annual Governance Statement. Members accepted the advice of the Audit Sub-Committee as set out by the Sub-Committee Chairman and agreed the answers as set out below:

	Question	Recommended Answer	Evidence
1	We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices	YES	Assurances from the Internal Auditor and officers (the Town Clerk & the Responsible Finance Officer)

2	We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud <b>and</b> corruption and reviewed its effectiveness.	YES	Detailed evidence from the work programme of the Audit Sub-Committee as recorded in the minutes of the Sub-Committee and reported to the P&M Committee on 31 March 2011 (Minutes 379 & 64-11 refer). Also assurances in the Internal Audit Reports
3	We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice, which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	The specific risk analysis – considered by Audit Sub-Committee on 17 March 2011 (Minute 361-11 & 64-11)
4	We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	Relevant notices displayed as per the Accounts and Audit Regulations and still in place at the time of the Audit Sub-Committee's meeting
5	We have carried out an assessment of the risks facing the council <b>and</b> taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	Risk Assessments all available for inspection in the Council's offices and on-going programme of risk analysis as part of the Audit Sub Committee's work programme. All previously reported to P&M Committee on 31 March 2011 (Minute 361-11 & 64-11 refers)
6	We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems <b>and</b> carried out a review of its effectiveness.	YES	Review of the effectiveness of internal audit undertaken by the P&M Committee on 31 March 2011 (Minute 380-11 refers). Also assurances in the Internal Audit Reports
7	We have taken appropriate action on all matters raised in reports from internal and external audit.	YES	Minute 204-11 & 65-11 refers
8	We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES	Annual provision made in reserves for election expenses; against a potential liability in respect of The Square. See annual statement of accounts.
9	Trust funds (including charitable) – in	N/A	This Council manages no

our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting <b>and</b> , if required, independent examination or audit.		trust funds.
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Members AUTHORISED the Chairman to complete and sign the Annual Governance Statement.

Members also noted that Section 4 – the Annual Internal Audit Report to Godalming Town Council contains a summary of the Internal Audit Report already considered (Minute 81-11 above refers).

### 83. STAFFING SUB COMMITTEE REPORT

The Chairman of the Staffing Sub-Committee, Councillor Poulter, presented her report of the meeting of the Staffing Sub-Committee meeting held on 9 June 2011.

Two recommendations from that Sub-Committee were considered and agreed. Members AGREED 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.

Members considered the second recommendation (as amended following an oral report by the Chairman of the Joint Burial Committee following its meeting held on 23 June immediately before this meeting). Members AGREED to the employment of a temporary member of staff for a maximum of eight weeks in the summer. The direct costs of employment to be charged to the Joint Burial Committee.

### 84. WHEELIE BINS

Members noted that whilst litterbin provision in the Phillips Memorial Park is usually sufficient for the park's daily usage, it is not always sufficient when the Bandstand is in use. Members APPROVED expenditure of up to £300 from the Wilfrid Noyce Community Centre (WNCC) budget to supply four "wheelie bins" embossed with the Godalming Town Council Coat of Arms (to promote the Town Council's role in the organisation of events). The wheelie bins to 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 bandstand 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.

### 85. GROUND MAINTENANCE CONTRACTS

Members NOTED that the current ground maintenance contract for the Town Council's managed community grounds and open spaces was due to expire in October 2010 and that since the Facilities Manager's post had been vacant, this existing contract had rolled forward into 2011/12.

Members AGREED that a new 3-year contract should be awarded, and that to make efficient use of resources the tender exercise for the managed community and open spaces grounds maintenance contract should be conducted in conjunction with the tender exercise for the Joint Burial Committee cemetery grounds maintenance contract.

Members further AGREED that the current contract specification for the Town Council's managed community and open spaces should be used as the basis for this part of the tender documents' Schedule of Works (contract specification attached to the record minutes) with the addition of the Green Lane notice board area.

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

Members NOTED that 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).

Members further NOTED that, 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's July edition (for which the print deadline was 16 June 2011).

87. STAYCATION 2011

Members CONSIDERED a report from the Town Clerk and AGREED expenditure of £960 (in addition to the £2,000 committed above) against the £3,000 budget earmarked for Staycation.

Members NOTED that since the report was written a £600 contribution towards Staycation had, in principle, been agreed by a Surrey County Councillor (from his Member's Allocation). The Town Clerk reported orally on additional expenditure that she would therefore wish to commit against the Town Council's £3,000 budget. Members AUTHORISED that additional expenditure (being £120 for First Aid cover and £120 for additional marquee hire for Family Party in the Park, £200 for publicity and £160 contingency) – the revised details of the expenditure and income for Staycation are attached to the record minutes.

Members further AUTHORISED the Town Clerk, in consultation with the Committee Chairman, to incur additional expenditure if it can be matched by sponsorship income.

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

Members NOTED a report from Councillor Woodham on DisCASS an organisation on which Councillor Woodham represents the Town Council. Councillor Woodham was thanked for the care she had taking in preparing her report particularly since she was newly appointed as the Town Council's representative to DisCASS.

Councillor Williams, having declared a personal & prejudicial interest in the matter, then exercised his right to speak and gave some additional information about DisCASS. Councillors then addressed a number of questions to Councillors Woodham and Williams.

After Councillor Williams left the Chamber a discussion followed during which the Town Clerk and the Chairman assured Members that the proper time to discuss their questions would be at the next meeting of the Committee when an application for grant aid in kind (in

the form of a reduced rent, for DisCASS' use of office accommodation at the Wilfrid Noyce Centre) from DisCASS was due to be considered.

89. 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.

90. ANNOUNCEMENTS

Councillor Thomson asked the Committee to join her in wishing the Committee Chairman Councillor Tom Martin and his fiancée Miss Jessica Strudwick every good wish for their forthcoming marriage on Saturday, 25 June 2011. Members were delighted to add their good wishes to Councillor Thomson's.

THE COMMITTEE RESOLVED 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.

91. GODALMING PROJECT CO-ORDINATOR

Note that although this matter was considered in confidential session the resulting minute need not be considered confidential.

Members noted that on 25 June 2009, as part of a set of actions to implement the Godalming Healthcheck this Committee agreed to commit £10,000 for each of two years from the New Initiatives Fund as a contribution towards the costs of a Project Co-ordinator (Minute 93-09 refers). That £10,000 was matched for each of the two years by Waverley Borough Council and the Godalming Project Co-ordinator took up post at the beginning of July 2010.

The post-holder is employed by Waverley Borough Council and the overall purpose of the job is to work in partnership with Godalming Together – a new Community Interest Company, (comprising representatives of the business community, the wider community, Godalming Town Council, Waverley Borough Council, and Surrey County Council) to improve the economic, social and environmental well-being of Godalming.

Members AGREED to continue to support the post for further two years to June 2014 as long as Waverley Borough Council continues to match fund the post. From 2012 £11,000 pa should be allowed in the Town Council's budget for this purpose. The £1,000 above the £10,000 already provided in the base budget to be funded from the New Initiatives Fund.

The Town Clerk was instructed to write to Waverley Borough Council asking that Council to fund the post for an additional two years.