

# 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

22 June 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, 28 JUNE 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 Poulter – Vice Chairman

Councillor P Martin  
Councillor Thomson  
Councillor C Gordon-Smith  
Councillor Reynolds  
Councillor Woodham  
Councillor S Bott  
Councillor Noyce  
Councillor Thornton  
Councillor Williams

Councillor R Gordon-Smith  
Councillor Cosser  
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 17 May 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. FINAL ACCOUNTS FOR THE 12 MONTHS ENDING 31 MARCH 2012

The Final Accounts are attached for the information of Members. Members are asked to note that the overall income exceeded expenditure by £15,947; The anticipated saving calculated at revised estimate time increased by £193 from £15,754 to £15,947. The impact of this can be seen on the summary of details of movement and balances for 2011/12 and 2012/13 respectively.

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

### Income

Income was on target and reflects the anticipated income calculated when the estimates were revised in October 2011. An additional amount was received for the Bandstand, which was offset against the cost of the ramp that was required.

### Expenditure

Most of the expenditure headings behaved as expected in relation to the revised estimates. 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.

Broadwater Park Community Centre increased its revenue in the last year however, Wilfrid Noyce lost two of its major contributors during the year and therefore the income generated was less than hoped, however, the overall effect to the community centres budget was minimal. This outcome included electrical safety testing bringing both buildings and the Pepperpot up to edition 17 of the electrical installation standards. There was also partial replacement of the flat roof to the Wilfrid Noyce. The small hall in the Wilfrid Noyce was rewired, new water heaters were installed for kitchen and bathrooms, which reduced the risk of water damage by removing external water tanks and the Tensing Room was also created. At Broadwater Community Centre new heating controls and hot water control systems were installed. In addition to this extractor fans were put in all the toilets and a disabled alarm system was fitted.

Transfers from "Earmarked Reserves", to support projects and expenditure, have been agreed and minuted throughout the year. In particular agreed transfers of £43,862 from the earmarked reserves have been transferred to the revenue account to provide for ongoing work and projects or offset income as specified when the revised estimates and budget were agreed. Transfers of £41,338 were made to the earmarked reserves from the revenue account (copy of Detailed Movement of Funds attached for the information of Members)

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 2012.

### 7. AUDIT SUB COMMITTEE REPORT

TO RECEIVE the Chairman's report of the Audit Sub-Committee, which met on 21 June 2012, including the Internal Audit undertaken on the 22 May 2012.

### 8. INTERNAL AUDIT

Members to note that the internal audit was conducted on 22 May 2012 and that the outcome from the internal audit was reported to the Audit Sub Committee on 21 June 2012.

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 2012

Members are asked to consider and approve the Annual Return Section 1 - Statement of Accounts for Godalming Town Council.

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. STAYCATION 2012

Staycation 2012 is scheduled to take place over the week of 11 to 19 August 2012. A draft budget for Staycation is attached for the information of Members. Members are asked to authorise expenditure to a maximum of £4,000 net to be funded from the reserves of £40,950 in the New Initiatives Fund.

The issue of whether or not Staycation should henceforth be included within the base budget to be discussed during the budget-setting process in the autumn.

11. CODE OF CONDUCT FOR MEMBERS

The 2011 Localism Act introduces new arrangements, which regulate the conduct of members of local authorities including town and parish councils, the registration and disclosure of their interests and how complaints about their conduct will be handled. While the Standards Board is abolished, the 2011 Act creates new criminal offences in respect of a member's failure to register and disclose certain interests and his/her participation in discussions and voting at meetings where these interests arise.

The new arrangements come into force on 1 July 2012 although specific regulations and guidance have been issued late and were received here at Godalming Town Council on 18 June 2012.

Members are asked to note the advice received from the National Association of Local Councils (three documents: Legal Topic Note (LTN) 80 – Members' conduct and the registration and disclosure of their interests (England); Legal Briefing L09-12 – NALC template code of conduct for parish councils; and Legal Briefing L10-12 – The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 are attached as confidential annexes to this agenda) and to consider a new Code of Conduct for Members of Godalming Town Council.

A draft new code of conduct is attached for the information of Members and having considered it Members are asked to agree it and recommend it to Full Council for adoption with effect from 1 July 2012.

Members will be required to complete a new register of interests and the Town Clerk will update Members orally on this point. Some areas remain unclear, for example what form the register maintained by the Monitoring Officer will take – but it is anticipated that these areas will be clarified within the 28 days allowed in law for Members to complete their new register of interests under a new code of conduct.

12. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

A new timetable for the submission of Members' reports on the organisation upon which they represent the Town Council is attached for the information of Members.

13. APPLICATIONS FOR GRANT AID

		£
Information:	2012/2013 Grants Budget	60,000.00
	Allocations this year to date	8,460.80 *
	Balance available for allocation	51,539.20
	Applications this meeting	32,500.00
	Balance unallocated if applications agreed	19,039.20

\* Allocations this year to date:

5 April 2012	Farncombe Youth Football Club	958.80
	Godalming District Scouts	700.00
	Godalming Musuem Trust	4,600.00
	Rodborough School	300.00
	The Cellar Cafe	800.00
	Wey Valley Amateur Radio Group	500.00
	Godalming Round Table (Grant aid in kind)	100.00
	Godalming Together CIC (Grant aid in kind)	210.00
	The Godalming Trust (Grant aid in kind)	208.00
	GO Godalming Association (Grant aid in kind)	84.00
		<u>8,460.80</u>

Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members

**Charterhouse Club Ltd** - £5,000 is applied for as a contribution to the “Charterhouse Club in the Community Project” incorporating the “Charterhouse Club Legacy Challenge” a project to increase community participation levels in sports and leisure.

No previous grants.

**Citizens Advice Waverley (Godalming Bureau)** - £26,250 is applied for towards the costs of maintaining the much-used face-to-face advice service in Godalming.

Previous grants: £26,040 in 2011/12; £28,040 in 2010/11; £25,455 in 2009/10; £24,456 in 2008/09; £23,744 in 2007/08

**Godalming Band** - £500 is applied for towards the cost of an International weekend of band music.

Previous grants: £1,000 in 2009/10

**Godalming Olympic Torch Relay Community Games** - £750 is applied for a contribution towards a community event to be run on the day of the Olympic Torch relay in Godalming (20 July 2012).

No previous grants.

14. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 9 August 2012 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

15. 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. COMMERICALLY SENSITIVE & STAFFING MATTERS.

16. THE WILFRID NOYCE CENTRE

Members to consider a confidential report attached for the information of Members.

17. REPORT OF THE STAFFING SUB-COMMITTEE

Members to consider a confidential report from the Chairman of the Staffing Sub-Committee, the report to be tabled at the meeting.

**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.