

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 28 JUNE 2012**

* Councillor T Martin – Chairman
* Councillor Poulter – Vice Chairman

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

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

81. MINUTES

The Minutes of the meeting held on 17 May 2012, having been previously circulated, were signed by the Chairman as a true record.

82. 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.

83. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Councillor T Martin declared a personal interest in Agenda Item 13 (the grant application from the Godalming Band) on the basis that he plays with the Godalming Band and is a former member. Councillor Martin remained in the Chamber and in the Chair when that agenda item was debated.

Councillor Poulter declared a personal interest in Agenda Item 13 (the grant application from the Charterhouse Club) on the basis that she is a swimming member at Charterhouse Club. Councillor Poulter remained in the Chamber when that agenda item was debated.

Councillor Thomson declared a personal interest in Agenda Item 13 (the grant application from Citizens Advice Waverley (Godalming Bureau)) on the basis that she was a Patron of the Citizens Advice Bureau during her mayoral year. Councillor Thomson remained in the Chamber when that agenda item was debated.

Councillor Cosser declared a personal interest in Agenda Item 13 (the grant application from the Charterhouse Club) on the basis that his wife is a swimming member at Charterhouse Club. Councillor Cosser remained in the Chamber when that agenda item was debated.

Councillor Lister declared a personal interest in Agenda Item 13 (the grant application from the Charterhouse Club) on the basis that her husband is a member of the Charterhouse Club. Councillor Lister remained in the Chamber when that agenda item was debated.

Councillor Reynolds declared a personal & prejudicial interest in Agenda Item 10 on the basis that his business stands to be used to advertise the event. Councillor Reynolds left the Chamber when that agenda item was debated.

Councillor Wilson declared a personal interest in Agenda Item 13 (the grant application from Citizens Advice Waverley (Godalming Bureau)) on the basis that he is the Town Council observer on the Citizens Advice Waverley and remained in the Chamber when that item was debated.

Councillor A Bott declared a personal interest in Agenda Item 13 (the grant application from Citizens Advice Waverley (Godalming Bureau)) on the basis that she knows someone who works for the Godalming Bureau. Councillor Bott remained in the Chamber when that item was debated.

Councillor S Bott declared a personal interest in Agenda Item 13 (the grant application from the Charterhouse Club) on the basis that he is a member of the Charterhouse Club. Councillor Bott remained in the Chamber when that item was debated.

Councillor S Bott declared a further personal interest in Agenda Item 13 (the grant application from Citizens Advice Waverley (Godalming Bureau)) on the basis that he has friends and relatives working for the Citizens Advice Bureau. Councillor Bott remained in the Chamber when that item was debated.

Councillor Robinson declared a personal & prejudicial interest in Agenda Item 13 (the grant application from the Charterhouse Club) on the basis that he is an employee of the Governing Body of Charterhouse and left the Chamber when that item was debated.

Councillor Williams declared a personal interest in Agenda Item 13 (the grant application from Citizens Advice Waverley (Godalming Bureau)) on the basis that he is the Waverley Borough Council representative on the Citizens Advice Waverley and remained in the Chamber when that item was debated

The Town Clerk declared a personal interest in Agenda Item 13 (the grant application from the Godalming Band) on the basis that her husband is the treasurer of the Godalming Band. The Town Clerk remained in the Chamber when that agenda item was debated.

84. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 17 May 2012	78,314.61
Balance held in Current Account Balance at 20 June 2012	18,561.71
Balance held in the Business Deposit Account Balance at 20 June 2012	445,646.80

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.

85. FINAL ACCOUNTS FOR THE 12 MONTHS ENDING 31 MARCH 2012

Members RECEIVED and ADOPTED the Annual Accounts for Godalming Town Council (incorporating Broadwater Park Community Centre and Wilfrid Noyce Community Centre and the Pepperpot) for the year ended 31 March 2012 (copy of the Final Accounts are attached to the record minutes).

86. AUDIT SUB COMMITTEE REPORT

Members RECEIVED 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.

87. INTERNAL AUDIT

Members NOTED that the Internal Audit was conducted on 22 May 2012 and that the outcome was reported to the Audit Sub-Committee on 21 June 2012. Members further NOTED that the Audit Sub-Committee had agreed the report and recommended it to this Committee (Minute 68-12 refers). Accordingly Members RECEIVED the Internal Audit report (a copy of the report and letter is attached to the record minutes) and noted that there were no recommendations contained therein, requiring action by the Policy & Management Committee.

88. ANNUAL RETURN (INCLUDING ANNUAL GOVERNANCE STATEMENT) FOR THE YEAR ENDING 31 MARCH 2012

Members CONSIDERED and APPROVED the Annual Return Section 1 - Statement of Accounts for Godalming Town Council noting that the Staff costs had 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 (copy of the agreed answers attached to record minutes).

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 contained a summary of the Internal Audit Report already considered (Minute 87-12 above refers).

Copy of the Annual Return for the Year ending 31 March 2012 is attached to record minutes.

89. STAYCATION 2012

Staycation 2012 was scheduled to take place over the week of 11 to 19 August 2012. Members agreed a draft budget for Staycation to a maximum of £4,000 net to be funded from the reserves of £40,950 in the New Initiatives Fund.

Members noted that the issue of whether or not Staycation should henceforth be included within the base budget would be discussed during the budget-setting process in the autumn.

90. CODE OF CONDUCT FOR MEMBERS

Members noted that the 2011 Localism Act introduced new arrangements, which regulated 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 would be handled. While the Standards Board was abolished, the 2011 Act created 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 arose.

Members further noted that the new arrangements would come into force on 1 July 2012 although specific regulations and guidance had been issued late and were received at Godalming Town Council on 18 June 2012.

Members noted the advice received from the National Association of Local Councils (three documents were included with the agenda: 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. It was emphasised that the regulations regarding disclosable pecuniary interests were effective from 1 July 2012 whether or not the Council adopted a new code of conduct.

Members considered a draft new Code of Conduct for Members of Godalming Town Council based on the template circulated from the National Association of Local Councils. Members declined to agree the draft Code of Conduct and indicated that, since so many Members are dual-hatted, they would prefer a Code of Conduct based on that for Waverley Borough Council. It was noted that Waverley BC is likely to adopt a Code of Conduct on 17 July 2012 and Members agreed that the working party set up to examine Standing Orders should meet at 10.00 am on 18 July 2012 to consider a new draft Code of Conduct with a view to it being considered and adopted at the Full Council meeting scheduled for 26 July 2012.

91. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

A new timetable for the submission of Members’ reports on the organisation upon which they represented the Town Council was agreed (copy attached).

92. APPLICATIONS FOR GRANT AID

Members considered the following applications for grant aid and decided upon them as indicated.

Charterhouse Club Ltd – An application for £5,000 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 was declined.

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

Godalming Band - £500 was granted towards the cost of an International weekend of band music.

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

93. 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.

94. ANNOUNCEMENTS

There were no announcements.

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. COMMERCIALY SENSITIVE & STAFFING MATTERS.

95. THE WILFRID NOYCE CENTRE

Members considered a confidential report and agreed a confidential minute (attached to the record minutes).

96. REPORT OF THE STAFFING SUB-COMMITTEE

Members considered a confidential report from the Chairman of the Staffing Sub-Committee and agreed the following, that:

- as a one-off exception all staff who worked over the Diamond Jubilee weekend should be paid overtime (at time) for the days worked at that time rather than being expected to take "time off in lieu". The costs of making this exceptional payment amount to £1,994.05 in total would be funded from reserves – utilising part of the £15,000 underspend from 2011/12.
- the Facilities & Cemeteries Manager be awarded an additional increment recognising his unique contribution to the Jubilee and his ongoing exceptional work in support of the Olympic Torch Relay. The full cost of this to be funded from within the existing salaries budget.