

# 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 1HR

9 September 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, 15 September 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 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 28 July 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

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. REPORT OF THE STAFFING SUB-COMMITTEE

Members to consider the report of the Staffing Sub-Committee, which includes two recommendations to this committee for onward recommendation to Full Council on the 22 September.

1. A new Equal Opportunities Statement (attached for the information of Members) is recommended.
2. A new Bullying & Harassment Policy (attached for the information of Members) is recommended.

## 7. DISCUSS

At the last meeting of this Committee a grant application from DisCASS for free use of exclusive office accommodation at the Wilfrid Noyce Centre (total value of the accommodation £3,120 a year) was dealt with by awarding 50% of the use requested – i.e. free use of the accommodation until 30 September 2011. Consideration of the remaining 50% was deferred to this meeting of the Committee so that a representative of DisCASS could attend to answer Members' questions (Minute 135-11 refers).

The detail of this decision and Members' questions were communicated to the Chairman of DisCASS and a meeting between the Chairman and Vice-Chairman of DisCASS and the Town Clerk followed. Subsequent to that meeting a letter was received from the Chairman of the Trustees of DisCASS confirming that the Trustees had decided to close the charity.

In consultation with the Chairman of this Committee the Town Clerk has exercised her delegated authority to allow DisCASS exclusive, free use of their accommodation at the Wilfrid Noyce Centre for a month over and above the period already agreed by this Committee. DisCASS have agreed to vacate the premises by 31 October 2011 and in consideration of their free use of the premises have agreed to leave all the new office furniture in the newly refurbished office. The Town Clerk also agreed to help DisCASS clear any remaining materials and equipment stored in the outbuilding at the rear of the Wilfrid Noyce Centre provided that DisCASS meet the costs of skip hire etc. Members are asked to endorse this use of the Town Clerk's delegated authority.

8. TITLES OF DIGNITY

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

9. ECONOMIC DEVELOPMENT

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

10. NIGHTINGALE STEPS

Members to consider a report from the Facilities & Cemeteries Manager (report attached for the information of Members) in order to determine the action to be taken in regards to Nightingale Cemetery Steps.

11. WILFRID NOYCE COMMUNITY CENTRE

Members to note that following their instructions (Minute No. 127-11 refers) the roof over the Wilfrid Noyce Community Centre Manager's office has been replaced and that the redundant header tank over the boiler room has been removed and the roof area made good at a cost of £2,568 and £685 respectively. However, the work relating to the hot water cylinder and cold-water feed tank is still outstanding.

Members to also note that within general maintenance funds, control systems are being fitted to both the Wilfrid Noyce and Broadwater Park Community Centre urinal flushes. Based on the fact that the centres are empty between 11pm and 8am yet the urinals flush system still operates during these times and other non-use periods the overall water consumption should be reduced by a minimum of 236,520 litres of water per annum. At current rates this should yield an annual saving of approximately £415, therefore, the cost of installation will be recouped within the first year.

12. DIAMOND JUBILEE UPDATE – OUTLINE PROGRAMME

Attached for Members' information is the proposed outline programme for celebratory events to be held in Godalming for Her Majesty Queen Elizabeth II's Diamond Jubilee. Following discussions with a number of Godalming's community organisations Officers believe that the proposed programme is both achievable and affordable. As the lead organisation, Members are requested to approve the proposed programme (subject to partner organisations' participation and commitment) to enable Officers to engage with community groups in order to manage the detailed planning requirements.

13. APPOINTMENT OF TOWN & PARISH COUNCILLORS TO THE STANDARDS COMMITTEE

Members to consider the nominations to Waverley Borough Council's Standards Committee and to indicate how the Town Council's ballot paper should be completed.

A letter from Waverley Borough Council listing the nominees is attached for the information of Members – however, more detailed information included a brief statement from each of the nominees is anticipated and will be tabled at the meeting.

14. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – APPOINTMENT OF A NEW REPRESENTATIVE TO SCAPTC

Nominations are invited for a new representative to SCAPTC (the Surrey County Association of Parish & Town Councils) with a view to a recommendation being made to Full Council on 22 September 2011.

Members to note that general meetings of SCAPTC normally take place twice a year often during the daytime, and sometimes on a Saturday. The next SCAPTC AGM & Conference will be held on Tuesday, 27 September 2011 at East Horsley Village Hall from 09.15 to 13.00. The agenda for that meeting and conference is attached for the information of all Members (see also the agenda item below).

15. SCAPTC AGM & CONFERENCE 27 SEPTEMBER 2011

Members to note that the above meeting and conference (agendas attached for the information of Members) is open to all Members but that only the duly appointed representative may vote at the AGM on behalf of the Town Council. Members wishing to attend should inform the Town Clerk as soon as possible.

16. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FARNCOMBE DAY CENTRE

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

17. ALLOTMENT FEES – FARNCOMBE & DISTRICT WORKINGMEN'S ALLOTMENT ASSOCIATION

Members are asked to agree to extend the current lease of the Council's statutory allotments to the Farncombe & District Workingmen's Allotment Association and to agree the rent charged to the allotment association for the next 3 years.

At the request of the Farncombe & District Workingmen's Allotment Association a meeting was held between the Association's Chairman and the Town Clerk to discuss renewal of the current lease and the setting of rental charges for the next 3 years.

Without prejudice and subject to the approval of this Committee, it was suggested by the Town Clerk and accepted by the other party that, following earlier advice from the Town Council's Solicitors and in order to prevent unnecessary legal costs by both parties, the existing lease agreement, which has operated without difficulty for many years, be extended indefinitely or until either party wishes to trigger the 12 month notice clause contained within the agreement.

Additionally, the following rental charge was proposed; rental charges to the Farncombe & District Workingmen's Allotment Association would increase by 5% per annum or by the rate of inflation (RPI) as of the September immediately prior to the rental due date, i.e. September 2011 for rent increase due in April 2012, whichever is the higher. This would allow the allotment association to be able to inform its members of proposed increases in rental charges at its autumn meeting. The table below gives the recommended increase for 2012/13 and the minimum assumed increases for 2013 to 2015 based on a 5% increase.

Rental p.a. (Agreed by Minute 354-10)	Proposed Rental p.a.	Assumed Rental p.a. @5% increase	Assumed Rental p.a. @ 5% increase
<b>Current year 2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
£1,300*	£1,365	£1,433	£1,505

18. TOWN GUIDE/MAP

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

19. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 6 October 2011 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

20. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of 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.