

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 6 OCTOBER 2011**

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

<p>* Councillor P Martin * Councillor Poulter * Councillor C Gordon-Smith * Councillor Reynolds * Councillor Woodham * Councillor S Bott * Councillor Noyce * Councillor Thornton * Councillor Williams</p>	<p>* Councillor R Gordon-Smith 0 Councillor Thomson * Councillor Lister * Councillor Wilson 0 Councillor A Bott * Councillor Hunter * Councillor Robinson * Councillor Welland</p>
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* Present # Absent & no apology received 0 Apology L Late

212. MINUTES

The Minutes of the meeting held on 15 September 2011, having been previously circulated, were signed by the Chairman as a true record.

213. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

Mr Angus Palmer of Summerhouse Close, Godalming had asked to make a statement in respect of the Grant Application from the Godalming Trust. The Chairman resolved to hear that statement at the appropriate point on the agenda.

214. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Councillor RA Gordon-Smith declared a personal & prejudicial interest in Agenda Item 6, the Grant Application from the Godalming Trust, on the grounds that he is a member of the Godalming Trust Committee. Councillor Gordon-Smith remained in the Chamber (but removed to the public gallery) to hear Mr Palmer’s statement and Members’ questions of Mr Palmer but left the Chamber when the application was debated.

Councillor CM Gordon-Smith declared a personal & prejudicial interest in Agenda Item 6, the Grant Application from Godalming Museum, on the grounds that she is a trustee of the museum. Councillor Gordon-Smith left the Chamber when that agenda item was debated.

Councillor Reynolds declared a personal interest in Agenda Item 6, the Grant Application from the Godalming Trust, on the grounds that he was a steward during heritage weekend. Councillor Reynolds remained in the Chamber when that agenda item was debated.

Councillor Wheatley declared a personal interest in Agenda Item 5, on the grounds that she is the Town Council’s representative on the Fairtrade Steering Group. Councillor Wheatley remained in the Chamber when that agenda item was debated.

Councillor Wilson declared a personal interest in Agenda Item 6, the Grant Application from the Godalming Trust, on the grounds that he is a member of the Godalming Trust. Councillor Wilson remained in the Chamber when that agenda item was debated.

Councillor Wilson declared a further personal interest in Agenda Item 6, the Grant Application from Godalming Museum, on the grounds that he is a Friend of Godalming Museum. Councillor Wilson remained in the Chamber when that agenda item was debated.

215. GODALMING FAIRTRADE TOWN APPLICATION

Members received a brief presentation from Mr Nick Pinches, Chairman of the Godalming Fairtrade Town Steering Group (copy of the presentation is attached to the record minutes). Members resolved to consider a further report from the Town Clerk at the Committee's next meeting.

216. APPLICATIONS FOR GRANT AID

Members heard a statement from Mr Palmer concerning the grant from the Godalming Trust and asked Mr Palmer some clarifying questions.

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

Godalming Trust

£1370 was granted to provide publicity for the town's Heritage Open Days.

Churches Together in Godalming & District

£600 was granted to help fund entertainment, refreshments and publicity including a PA system for Christmas Together in Godalming.

Cruse Bereavement Care (SW Surrey Area)

£250 was granted to cover the travelling expenses for volunteers to visit clients in the Godalming area for 2011. Members asked that the charity be invited to make a presentation to the Committee on its work.

Godalming Together CIC

£500 was granted to assist with costs of providing a special celebrity guest at the Christmas Festival.

Sport Godalming

£500 was granted to assist with the operating costs of the charity.

Godalming & District Scouts

£234 was granted for the purchase of a Town Badge for the 2nd Godalming Scout Group.

Surrey Crimestoppers

The Town Clerk was asked to send a grant application form to the charity.

Godalming Museum

£950 was granted as a contribution to the "Happy Museum" project (www.happy-museumproject.org.uk) which aims to demonstrate the positive contribution museums make to their community.

217. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council Accounts paid since the 19 August 2011	33,658.10
Balance held in Current Account Balance at 31 August 2011	4,438.08
Balance held in the Business Deposit Account Balance at 31 August 2011	374,846.87

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.

218. EXTERNAL AUDIT REPORT FOR GODALMING TOWN COUNCIL

This item was deferred until the next meeting of the Committee pending an extraordinary meeting of the Audit Sub-Committee.

219. PROVISION OF HANGING POINT FOR A CROSS-STREET BANNER

Members consider a report from the Facilities Manager and agreed that they were minded to facilitate an opportunity for community organisations to be able to advertise town events by way of a cross-street banner across Wharf Street.

Accordingly Members authorised the Facilities Manager to proceed to instruct the Christmas Lights contractor to do the additional work required, provided that the cost does not exceed £1,000.

Members further agreed the allocation of £1,000 from the New Initiatives Fund to fund the work.

Members noted that suggested criteria for allowing organisations to use this facility and suggested fees would be subject of a separate report to this committee.

220. CRINKLE CRANKLE WALL – SURVEYORS REPORT & STRUCTURAL ENGINEER TERMS OF CONTRACT

Members noted that the surveyor's report on the material condition of the Broadwater Park Crinkle Crankle Wall indicates a high level of defective brickwork and a number of areas where the lean of the wall is considered excessive. Having consulted Waverley Borough Council's Historic Buildings Officer, the surveyor made a number of suggestions regarding possible solutions and highlighted the need to appoint a structural engineer to provide the necessary structural advice.

Members agreed that a structural engineer should be engaged on the terms outlined i.e. £2,745 inclusive of reasonable expenses. This sum to be met from within existing budgets.

Members agreed that financial regulation 12.1 (c) should be waived on the ground that financial regulation 12.1 (a) (ii) provides for such a waiving of this requirement for contracts for the supply of specialist services. Members accepted officers' suggestion that appointing a structural engineer counts as the supply of specialist services noting that the recommended engineer is certainly a specialist having been previously the head engineer for English Heritage and comes recommended by the Historic Buildings Officer and the surveyor.

221. PEPPERPOT PERIODIC ELECTRICAL INSPECTION

Members noted that the Pepperpot was subject to a periodic electrical inspection in August, there were only two significant defects reported: the kitchen hob and the wiring for the Undercroft lighting which has deteriorated and needs replacing.

Members noted that the hob has now been isolated and considered officers' recommendation that it should not be replaced; Members expressed concern that one user periodically likes to heat soup and asked officers to bring options back to the Committee.

Members noted that replacement of the Undercroft lighting together with correction of the minor defects has been scheduled for the beginning of October and costs will be contained within the in-year maintenance budget.

222. WILFRID NOYCE COMMUNITY CENTRE PERIODIC ELECTRICAL INSPECTION

Members noted that the periodic electrical inspection of the Wilfrid Noyce Community Centre was completed on the 5 August 2011. Members recalled that this inspection highlighted electrical issues of an emergency nature that required immediate action in order to keep the centre open for public use (Minute No. 127-11). This work, which involved the re-wiring of the small hall, has now been completed at a cost of £1,500 (£500 less than estimated). However, the full electrical report now indicates a substantial amount of electrical work remains outstanding.

In summary a total of 37 electrical defects exist, within the main hall, lavatories and Centre Manager's office. The main areas of concern relate to the ballast control system of the main hall lighting, poor earth potential on lighting and power circuits caused by corrosion of the metal conduits that provide the earthing system (current regulations no longer allow conduit trunking to be used for providing a route to earth).

Members considered their options and agreed to have the centre re-wired now, at an estimated cost of £7,590, ensuring that the WNCC meets all the regulatory requirements. The cost to be met from the provision of £13,746 (of which £4,500 is already committed to roof repairs and re-wiring the small hall leaving an unallocated balance of £9,246) within the Wilfrid Noyce reserve.

Members authorised the Facilities Manager to take competitive quotes for the work and to proceed to instruct the electrician providing the cheapest quote (bringing the matter back to this Committee should the Facilities Manager wish to recommend awarding the contract to anyone other than the lowest quote).

223. PARLIAMENT WEEK

Members noted that Parliament Week runs from 31 October to 6 November 2011 and is a brand new national initiative that aims to build greater awareness and engagement with parliamentary democracy in the UK. The theme for Parliament Week 2011 is 'Stories of Democracy' - from the past to the present, from local to national; raising awareness about how democracy affects people and how they can participate in it. Members further noted that the Town Clerk has discussed a small measure of participation in Parliament Week with Godalming Museum. A small project is proposed using the oral history equipment that the Museum owns, interviewing local people about their experience of democracy in Godalming.

224. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE FRIENDS OF THE PEPPERPOT

Members noted a report from Councillor Lister on the Friends of The Pepperpot an organisation on which Councillor Lister represents the Town Council. Councillor Lister was thanked for her report.

225. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 17 November 2011 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

226. ANNOUNCEMENTS

There were no announcements.