

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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11 November 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, 17 NOVEMBER 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 6 October 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.

Personal Interests

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

- (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. NIGHTINGALE CEMETERY STEPS

Correspondence has been received from two households in Shadyhanger following this Committee's decision not to fund repairs to the steps leading from Nightingale Cemetery up to Shadyhanger and the Joint Burial Committee's subsequent decision to close the steps. Those letters are attached for the information of Members.

Members are reminded that the issue under discussion is the provision of an amenity to some Godalming residents and that the Joint Burial Committee has resolved that it has no proper interest in providing an amenity to Godalming's living residents except in so far as they have an interest in the Cemetery. The residents concerned wish to use the steps to pass through the Cemetery. The Joint Burial Committee remains willing to provide a permissive right of way through the Cemetery but not to spend significant resources in doing so. The report considered by this Committee on 15 September is attached for the information of Members.

The Town Clerk requests Members' instruction as to how to respond to the letters received.

6. 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.

7. REVISED ESTIMATES 2011/12 AND BUDGET 2012/13

The draft revised Estimates for 2011/12 and the Budget for 2012/13 (copy attached for the information of Members) have been prepared for discussion and includes the financial monitoring report for the first 6 months of the year. These estimates also include the budgets for Wilfrid Noyce Community Centre, Broadwater Park Community Centre and the Pepperpot.

The current year's Budget (2011/12) is projected to underspend by £16,232. This figure includes the agreed transfers of £10,000 from Revenue Reserve and £5,000 from the Initiatives Fund for the projects agreed to date.

Due to the recession the interest rates remain low. Electrical work has had to be carried out at all three centres, in fulfilment of health and safety regulations; this work had not been included in the base budget however, where appropriate, the funds have been taken from reserves as previously agreed. Unfortunately, Wilfrid Noyce Community Centre lost the long-term user DisCASS midway during the year and this loss of income will contribute to the Centre not achieving its income targets by the end of the financial year. The Broadwater Park Community Centre continues to maintain its hirers and income. However, potential expenditure on the Crinkle Crankle wall is a pressure. Officers suggest that, as there has been no expenditure against the Town Council's professional fees budget this year to date, the professional fees relating to the Crinkle Crankle wall (Min No. 220-11 refers) be transferred against this budget. This would allow the Crinkle Crankle wall reserve to remain intact to meet the increased expenditure anticipated from the surveyor's report. The Pepperpot reflects an anticipated overspend in the region of £6,000. This is partly due to the allocation of the cost of a Centre Manager, which was not included in the base (Min No. 384-10 refers) and also reflects a lower level of income, which has so far been generated.

The revised Estimates for 2011/12 and the draft Budget for 2012/13 have been prepared by evaluating the first 6 months' expenditure and taking Members' views and decisions into consideration, together with known factors where possible. The 2012/13 Budget has been calculated with an inflation factor of 0% apart from where factors are known to be different and in those cases they have been calculated based on the best current information. A particular issue is the employer's superannuation contributions. The Surrey County Council Local Government Pension was re-valued during the tri-annual actuarial valuation last year and indicated a significant increase in contributions. Godalming Town Council budgeted to meet this increased contribution in full. However, after the Town Council's budget was agreed Surrey County Council (the pension authority) agreed that all admitted bodies should be phased into the higher contribution and pay transitional contributions over the next three years. The revised estimates, therefore, reflect a saving of £19,785 from the employer's superannuation contribution for 2011/12, however, for 2012/13 the contribution has been increased as originally indicated.

Currently, the budget reflects a 0% increase in precept for the financial year 2012/13. A provision of £6,000 has been included for the Jubilee programme and a further £3,000 has been added to the budget for the Facilities Management charge (use of our offices, the Council Chamber etc.) as Waverley Borough Council officers have indicated that we should

expect significant increases to this charge. Other budgets have been increased where there are known factors. However, there may still be one or two changes that may need to be made to these figures, including national non-domestic rates, which still need to be ratified. These amounts, therefore, need to be confirmed when more accurate information is available.

The draft Movement of Balances is also attached for the information of Members to show the impact on Reserves for both 2011/12 and 2012/13.

Members are asked to consider the attached draft budget.

8. INTERNAL AUDIT REVIEW, AUDIT WORKPLAN AND LETTER OF ENGAGEMENT

The interim Internal Audit, was conducted on 1 November 2011, by Mark Mulberry (copy attached for the information of Members). In addition to this, the Internal Audit Workplan for the year 2012/13 was submitted by the Internal Auditor for approval for the financial year 2012/13 (copy attached for the information of Members).

Members to receive and consider the Interim Audit report, Audit Workplan and agree that the Chairman sign the Letter of Engagement for the ensuing year when it is received.

9. EXTERNAL AUDIT – REPORT FROM THE AUDIT SUB COMMITTEE

Members to receive the report and draft minutes of the Audit Sub Committee meeting held on the 3 October 2011 and the Extraordinary meeting held on the 3 November 2011.

In addition Members to receive the Annual Return, and the External Auditor's (BDO Stoy Hayward) report relating to Godalming Town Council accounts for the year 2011/12 (copies to be tabled at the meeting).

Members' attention is specifically drawn to the fact that External Auditor's report will draw attention to The Accounts and Audit (England) Regulations 2011 which came into force on 31 March 2011. There is a significant change in the new regulations, which means that Godalming Town Council can no longer delegate responsibility for financial management to a Committee (Regulation 4). The required annual review of the effectiveness of systems of internal control must be considered by the Full Council.

The Audit Sub Committee discussed the implications of this change for Godalming Town Council and considered two options. The first option was to continue with the sub committee undertaking its rolling work programme which is an on-going review of the effectiveness of systems of internal control and making a full report of that review annually to this Committee – to fulfil the new regulatory requirement this Committee would then make its report to the Full Council. The second option considered was to cut this committee out of the process, this could be achieved by creating the Audit Committee as a standing committee of Full Council (rather than a sub committee of this Committee) and thus have the Audit Committee report directly to Full Council. The Audit Sub Committee agreed that it preferred the first option.

Therefore this Committee is asked to consider the following recommendation from the Audit Sub Committee, for onward recommendation to Full Council:

In order to fulfil its duties under The Accounts and Audit (England) Regulations 2011 Godalming Town Council should consider the Audit Sub Committee's findings from its review of the effectiveness of the systems of internal control at meetings of both the Policy & Management Committee and Full Council by 31 March each year. Specifically this will mean that extraordinary meetings of the Policy & Management Committee and of Full Council are required in March 2012. It is further recommended that these

meetings be arranged for the evening of 15 March 2012 with the Policy & Management Committee meeting commencing at 7.15pm (or at the conclusion of the preceding Planning & Environment Committee meeting which ever time is later) and a Full Council meeting commencing at 8pm (or at the conclusion of the preceding Policy & Management Committee meeting which ever time is later).

Members to note that civic ceremonial need not be observed at an extraordinary meeting of Full Council (Standing Order 38 refers).

10. FINANCIAL CONTRIBUTION TO A CIC PROJECT

In 2010/11 the Town Council's budget included £10,000 as a contribution towards a project arising from the Godalming Healthcheck; this sum was unspent in that year and was transferred to reserves pending clarity about project timescales. The project was to be undertaken by Godalming Together, the Community Interest Company, and included funding from the Chamber of Commerce, Waverley Borough Council, Surrey County Council and SEEDA. A copy of the Project Agreement is attached as a confidential annex to this report (confidential because it is not the Town Council's document to disclose). The project includes elements that already have been implemented such as the Easter and Summer Festivals and the Welcome to Godalming signage. Godalming Town Council's contribution to the project is specifically earmarked for the purchase of two new benches and tourist information noticeboards for Godalming Town Centre.

The Town Council's £10,000 contribution will be more efficiently spent if the Town Council purchases and installs the benches and noticeboards directly and retains ownership. One of the reasons for this increased efficiency is that the Town Council has powers to undertake work on the highway (that includes pavements) with the consent of the Highways Authority, whereas the CIC would need to seek a formal license so to do. Therefore, the Town Clerk has been researching feasibility of the placing of these new elements of street furniture and, following consultation with her colleagues at Waverley Borough Council and Surrey County Council proposes that the majority of the Town Council's £10,000 should be directed at reworking and renewing the street furniture in the area outside the Slug & Lettuce. Presently the street furniture in this area constricts movement at a point where the pavement should be at its widest (this problem is compounded by businesses' A-boards). In fulfilment of the CIC project an additional bench outside Waitrose – facing the Town Council offices/Borough Hall and a tourist information board in the vicinity of the putative new Visitor Information Centre (at Godalming Museum) perhaps in the area adjacent to the Old Post Office/Red Lion are also proposed.

Members will gather that a lot of details still have to be worked through and that timescales for completion of the project are now short. Therefore, Members are asked to endorse the approach outlined above and agree to the expenditure of £10,000 on the relevant street furniture. Exceptionally Members are also asked to agree that a further report on this matter be submitted to the next meeting of the Planning & Environment Committee (since the detail concerns the town's infrastructure then it may properly be considered there – provided that this Committee has agreed to the expenditure). Such a report would be timely (since time is now of the essence) and save the need for an extraordinary meeting of this Committee.

11. GODALMING FAIRTRADE TOWN APPLICATION

Following the presentation to this Committee by the Chairman of the Godalming Fairtrade Town Steering Group on 6 October Members are asked if they wish to renew their support for the Fairtrade Town campaign by recommending the following to Full Council.

This Town Council is proud to support the Godalming's Fairtrade Town campaign and will demonstrate its support for that campaign by:

- using Fairtrade, tea, coffee and sugar in all meetings and offices;
- using other Fairtrade products where appropriate;
- promoting awareness of Fairtrade both internally and externally, wherever practically possible, through our website, communications, publications, public notices and signs;
- using our influence to urge local retailers to provide Fairtrade options for residents;
- using our influence to urge local business to offer Fairtrade options to their staff and promote the Fairtrade mark internally; and
- nominating a named council representative (currently Councillor Wheatley) to sit on the Fairtrade Town steering group and support ongoing work to promote Fairtrade.

12. TOWN TWINNING – 30th ANNIVERSARY OF TWINNING WITH MAYEN, GERMANY

Members are asked to note that during a recent visit to Mayen the Town Mayor extended an invitation to the Mayor of Mayen to come to Godalming in 2012 so that the 30th anniversary of the signing of the Twinning Deed may be marked. The Mayor of Mayen has indicated that she would like to come to Godalming over the weekend of the Queen's Diamond Jubilee (ie. from 2 or 3 June leaving on 5 June). Therefore plans will need to be made for a modest event in celebration of the 30th anniversary to be held on the evening of 3 June 2012 (at the conclusion of the planned Songs of Praise at the Bandstand). Members are asked to note that the draft 2012/13 budget considered above includes an additional sum of £3,400 for this purpose.

13. TITLES OF DIGNITY

Members to consider the oral report of the working group set up to consider the issue of Titles of Dignity (Minute 168-11 refers). A draft Honorary Freeman scheme recommended by the working group is attached for the information of Members.

14. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING TOGETHER CIC

Members are asked to note a report from Councillor A Bott on the Godalming Together CIC (report attached for the information of Members) an organisation on which Councillor Bott represents the Town Council.

15. HENRY SMITH CHARITY - NOMINATION OF A TRUSTEE

Members to consider a letter received from the Clerk to the Trustees of the Henry Smith Charity (letter attached for the information of Members).

16. TOWN COUNCIL OFFICES – CHRISTMAS AND NEW YEAR OPENING HOURS

It is proposed that Godalming Town Council Offices should open during the Christmas and New Year period as shown below:

Thursday, 22 December 2011	Normal working hours
Friday, 23 December 2011	Normal working hours
Saturday, 24 December 2011	Closed
Sunday, 25 December 2011	Closed
Monday, 26 December 2011	Closed – Public Holiday
Tuesday, 27 December 2011	Closed – Public Holiday
Wednesday, 28 December 2011	Closed – Extra statutory day
Thursday, 29 December 2011	Closed
Friday, 30 December 2011	Closed
Saturday, 31 December 2011	Closed

Sunday, 1 January 2011
Monday, 2 January 2011
Tuesday, 3 January 2011

Closed
Closed – Public Holiday
Normal working hours

This is similar to the arrangements for the last three years and matches Waverley Borough Council's plans for the holiday therefore avoiding the practical difficulties that arise should the Town Council office be open when Waverley is shut.

It is proposed that this Committee grant Town Council staff an additional leave day, as a one-off goodwill gesture, to be taken on 29 December and that staff be required to take annual leave or "time off in lieu" on 30 December.

The Town Clerk will make arrangements with local funeral directors to accommodate any requests for an interment in either of the Joint Burial Committee's Cemeteries should one arise and will be contactable by mobile 'phone during office hours on 30 & 31 December.

Members are asked to agree the above proposals.

17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 5 January 2012 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

18. ANNOUNCEMENTS

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

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a prejudicial interest]³ in⁴ 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 _____

¹ “Member” includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

² 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.

³ A prejudicial interest is a personal interest so significant that it is likely to prejudice the member’s judgment of the public interest.

⁴ State item under consideration.