

# GODALMING TOWN COUNCIL

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Municipal Buildings  
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11 October 2013

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 OCTOBER 2013 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 Wheatley – 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 5 September 2013, 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, make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

5. COMMITTEE WORK PROGRAMME

The Committee's work programme is attached for the information of Members.

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Responsible Finance Officer 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. STAFFING SUB COMMITTEE

The Staffing Sub-Committee meeting held on 19 September 2013 made the following recommendations to this Committee:

Code of Conduct – IT Facilities

A completely redrafted Code of Conduct – IT Facilities is attached for the information of Members. Members are asked to consider the code and to provide their comments and any suggested amendments to the Town Clerk by Thursday 14 November. The code is concurrently the subject of consultation with the Town Council's staff. The Staffing Sub-Committee anticipates that a further draft of the code will be brought back to the meeting of this Committee scheduled for 28 November 2013.

Training Statement of Intent

The Training Statement of Intent adopted in 2009 was recommended without amendment (attached for the information of Members).

Review of Health & Safety Policy Statement

An amended Health & Safety Policy Statement (& supporting documents including the Lone Working Policy Statement) (attached for the information of Members) is recommended for onward recommendation to Full Council.

Review of Fire Safety Policy Statement

The Fire Safety Policy Statement was recommended without amendment for onward recommendation to Full Council (attached for the information of Members).

8. CHRISTMAS FESTIVAL

Members will recall that on 6 June 2013 this Committee agreed to bring the Christmas and Spring Festivals under the direct management of the Town Council (Minute 67-2013 refers).

Plans for the Christmas Festival on 30 November 2013 are already well advanced and Members are asked to approve the budget (attached for the information of Members) noting that the Festival will take place at no cost to the Town Council with the first £750 of any surplus being paid to the Godalming Together Community Interest Company (in accordance with Minute No 67-13).

Members are further asked to note that, in consultation with the Chairman of this Committee, the Town Clerk has exercised her delegated authority on grounds of urgency in order to enter a contract for the supply of a celebrity guest to the Christmas Festival. The costs of the contract are included within the attached budget.

9. FARMERS' MARKETS IN GODALMING HIGH STREET

Attached for the information of Members is a letter from the Chair of the South West Surrey Farmers' Market Co-operative Ltd seeking to extend the number of Farmers' Markets in Godalming High Street to eight a year.

This letter comes to the Town Council because the Farmers' Markets are held under the auspices of the street trading license for which the Town Council applies to Waverley every year. Application is made for up to 12 street markets/fairs in a year for the benefit of the local community. Four of these markets are the Christmas Festival, Christmas Together in Godalming, the Spring/Easter Festival and the Summer Food Festival – leaving eight further possible markets. Also the Town Council facilitates the Farmers' Markets by arranging the details of the road closure of the High Street (a service for which a recharge is made to the SWSFM Co-operative Ltd).

The Facilities Manager advises that further support can be given to the additional Farmers' Markets. The Town Clerk has asked the Chamber of Commerce for its feedback and hopes to report orally at the meeting.

Members are asked to consider the request from the SWSFM Co-operative Ltd.

10. STANDING ORDERS

On 4 October 2013 the National Association of Local Councils published new model standing orders replacing the previous model standing orders published in 2010.

Godalming Town Council's Standing Orders were reviewed against the 2010 model standing orders late in 2012/early 2013 and a completely redrafted set of Standing Orders (based very firmly on the 2010 model standing orders) was adopted by Full Council on 21 March this year.

The Town Clerk has undertaken a detailed review of Godalming Town Council's current Standing Orders against the new model standing orders and is of the view that the two documents are substantially the same. The new model puts items in a completely different order from the 2010 model – but in broad terms the same information is covered. There is one significant change – the section on the Code of Conduct now reflects the legal position since 2012. Godalming's Standing Orders say very little on the subject because the 2010 model was out of date. In particular nothing has been said in the past about dispensations and the Standing Orders 66 to 71 in the draft document represent a significant change in practice for the Town Council.

As a consequence of her review the Town Clerk suggests a number of amendments to the Town Council's Standing Orders some more substantive than others – these amendments are shown in a draft of Standing Orders attached for the information of Members. Each of the suggested additions is shown in CAPITALS AND UNDERLINED thus and where a deletion is suggested it is indicated by striking through the original text, ~~like this~~. The Town Clerk will provide more commentary on the suggested amendments if required.

Members are asked to consider the amended Standing Orders and if satisfied with the suggested amendments to recommend the amended document to Full Council for adoption.

11. NEIGHBOURHOOD PLAN

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

12. FARNCOMBE INITIATIVE

Members to consider correspondence received from Councillor Cosser in his role as Surrey County Councillor for Godalming North (attached for the information of Members).

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SALC

Members are asked to note a report from Councillor Wilson on the Surrey Association of Local Councils (report to be tabled) an organisation on which Councillor Wilson represents the Town Council.

14. APPLICATIONS FOR GRANT AID

		£
Information:	2013/2014 Grants Budget	55,000.00
	Allocations this year to date	33,514.00 *
	Balance available for allocation	21,486.00
	Applications this meeting	2,794.40
	Balance unallocated if applications agreed	18,691.60

\* Allocations this year to date:

25 April 2013	Citizens Advice Waverley (Godalming Bureau)	26,250.00
	Godalming Museum Trust	4,600.00
	Sport Godalming	1,000.00
	Godalming & District Community First Responders (Grant Aid in Kind)	126.00
	Godalming Round Table (Grant Aid in Kind)	100.00
	Godalming Together CIC (Grant Aid in Kind)	210.00
	The Godalming Trust	208.00
	Go Godalming Association	84.00
	St John's Spring Fair	100.00
	Meath Epilepsy Trust	36.00
20 June 2013	The Cellar Cafe	800.00
		<hr/>
		33,514.00

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.

**Godalming Trust** - £994.40 is applied for to assist with the production and distribution of Heritage Open Days brochure.

Previous Grants: £250 in 2006/7, £400 in 2007/8, £400 in 2008/9, £400 in 2009/10, £621 in 2010/11, £1,370 in 2011/12 plus £208 Grant Aid in Kind in 2011/12, £964.80 plus £208 Grant Aid in Kind in 2012/13 and £208 Grant Aid in Kind in 2012/13

**Churches Together in Godalming & District** - £600 is applied for to help fund entertainment, refreshments and publicity including a PA system for Christmas Together in Godalming.

Previous Grants: £250 in 2006/7, £250 in 2007/8, £300 in 2008/9, £250 in 2009/10, £500 in 2010/11, £600 in 2011/12 and £600 in 2012/13.

**Charterhouse Club** - £1200 is applied for to extend the Zumba programme at Broadwater School for the next two terms Autumn 2013 and Spring 2014.

No previous grants

15. NALC LARGER COUNCILS COMMITTEE

Members to note that on 15 October 2013 the Town Clerk will attend her third meeting of the NALC Larger Council's Committee in her role as a co-opted clerk. The Town Clerk will table a brief report about what she has learnt to date in that role.

16. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 28 November 2013 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

17. 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. STAFFING MATTERS.

18. LEGAL ADVICE FROM NALC

Members to consider a confidential report from the Town Clerk setting out legal advice sought and obtained from the National Association of Local Councils (NALC) (confidential report attached for the information of Members).

19. STAFFING MATTERS

Members to consider a confidential report from the Town Clerk setting out a recommendation from the Staffing Sub-Committee (confidential report attached for the information of Members).

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> in the following matter:-

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2013/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.