

GODALMING TOWN COUNCIL

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26 May 2023

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 1 JUNE 2023 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery

Andy Jeffery
Town Clerk

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

Committee Members:

Clr Follows – Chair
Clr Weightman – Vice Chair

Councillor Adam
Councillor Clayton
Councillor Crooks
Councillor Crowe
Councillor Downey
Councillor Heagin
Councillor Holliday
Councillor Kiehl

Councillor Martin
Councillor PS Rivers
Councillor PMA Rivers
Councillor Steel
Councillor Taylor
Councillor Thomson
Councillor Williams

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 25 May 2023, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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.

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

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chair of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for Principal Councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO 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 Chair should sign the schedule of accounts paid.

7. REPORTS & KEY DATES – ITEM TO NOTE

Members to note the reporting dates relating to council representatives on external bodies and key dates for town events (attached for the information of Members).

8. GO GODALMING ASSOCIATION REPRESENTATIVE – ITEM FOR DECISION

Members to nominate a representative for the Go Godalming Association.

9. COMMUNITY OWNERSHIP FUND (COF) – ITEM FOR DECISION

Although launched in 2021, recent changes to the eligibility criteria means that town and parish councils are now able to bid against this fund.

The Community Ownership Fund is a £150 million fund over 4 years to support community groups across England, Wales, Scotland, and Northern Ireland to take ownership of assets which are at risk of being lost to the community.

The COF forms part of a substantial package of UK wide levelling-up interventions building opportunity and empowering communities to improve their local places.

- To support community groups to take ownership of assets which are at risk of being lost to the community.
- To support community groups where the asset is already in community ownership but needs essential renovations to be sustainable for the long-term benefit of the community.
- To strengthen community ownership across the UK.
- To strengthen the social infrastructure that helps communities to thrive.

Proposals will need to prove the value of the asset to local people and that the asset can run sustainably for the long-term benefit of the community.

The full criteria for eligibility for funding support can be found in the [Community Ownership Fund Prospectus](#), one of the main points to note is the 20% match funding requirement.

Crown Court Public Toilets

The provision of public toilets is not a statutory service of a local authority. As such, in 2017 as a cost-saving measure, Waverley Borough Council (WBC) shut both Crown Court Godalming and North Street Farncombe public toilets. Subsequently, a decision was made by Godalming Town Council (GTC) to seek the transfer of the public toilets to the Town Council. Initially through a Tenancy at Will and then, in December 2018, through 20-year leases with a landlord break clause at the 5th, 10th and 15th year on notice that the landlord intends to develop the adjoining car park.

Since taking responsibility for the public toilets, GTC has endeavoured to improve the facilities. However, without significant investment, it is considered that the Crown Court public toilets are in danger of becoming inoperable due to persistent issues with the foul drainage system and the water flows and storage capacity that cannot maintain water provision during periods of high demand. The water flow issues create a situation whereby the water tanks that feed the WC flushing cisterns empty quicker than the water supply is replenished, resulting in a lack of flushing water for the WC's and the handwashers. Both the drainage and water flow issues can result in significant hygiene concerns, as does the insufficiency of the hot water system for cleaning or hand washing.

As Crown Court car park is no longer within the scope of the Godalming regeneration project, any opportunity to re-provision Crown Court public toilets as part of that scheme is no longer an option. It is considered that without significant investment for the renovation of Crown Court public toilets, they would eventually cease to be fit for purpose and would be at risk of closure.

Whilst, at this stage the cost and scope of works is yet to be determined, on announcement of the change in eligibility of the COF criteria, the Town Clerk made an enquiry to the COF support team who have responded as follows:

“Thank you for your enquiry to the Community Ownership Fund (COF) Support Team.

Your project would be eligible to submit an EOI for assessment by the Department of Levelling Up, Housing and Communities (DLUHC) under the new changes to the prospectus.

I would recommend submitting an Expression of Interest (EOI) form, which will confirm whether your project proposal is likely to be eligible for funding.

This brief form will ask for:

- *details of the organisation applying*
- *a project description*
- *how much is being requested in capital and revenue funding*
- *how the project meets the eligibility requirements*
- *the stage your project is at, and your potential support needs*

Before you begin your Expression of Interest, please make sure you're familiar with the [fund's eligibility requirements](#) outlined in this prospectus.

If your EOI is successful, you'll be invited to submit a full application, which you do not have to do immediately. DLUHC will run 4 bidding windows per year.”

Whilst this response does not state that the renovation of Crown Court public toilets would be successful, it does confirm that under the changes to the prospectus GTC could undertake the first part of the process by submitting an Expression of Interest.

To be able to make a considered submission, or indeed to be able to fully understand needs to support any other source of funding, it is requested that Members resolve to approve that

the Town Clerk engages the Council's surveyors to undertake a full condition report and to scope initial designs for the renovation of the Crown Court public toilets that would provide for modern, hygienic, gender-neutral facilities that are fit for purpose.

Additionally, as a requirement of the COF is that the community asset is either owned freehold or has at least 15 years' lease with a reasonable break clause, and the current lease is close to the 15-year remaining limit, Members are requested to authorise the Town Clerk to request that WBC either extend the existing lease or assign the freehold of the property to GTC.

10. **GUIDANCE FOR TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – ITEM FOR NOTE**

Members to receive and note the attached guidance paper for representatives on outside bodies

11. **COMMUNICATIONS ARISING FROM THIS MEETING**

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

12. **DATE OF NEXT MEETING**

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 13 July 2023 at 6.30pm.

13. **ANNOUNCEMENTS**

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 14 AND 15 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E COMMERCIAL-IN-CONFIDENCE & STAFFING MATTERS

14. **SERVICE LEVEL AGREEMENT – ITEM FOR DECISION**

Members to consider the attached confidential report relating to the organisation and management of the Staycation Live Music Festival. If minded, Members are requested to resolve to authorise the attached Service Level Agreement.

15. **STAFFING MATTERS – ITEM FOR DECISION**

Members to receive a confidential oral report from the Chair of the Staffing Committee relating to contractual terms for youth service staff.

If agreed, Members are requested to resolve to an in-year budget increase for the Godalming Youth Service of £16,015. Members would wish to note that the additional cost is expected to be covered by income generated via the Holiday Activity Fund. Additionally, as noted within the budget monitoring report of 25 May 2023, a saving of £16,400 has been identified within the existing base budget, however, at this time the RFO recommends that any virement requirements are addressed at revised estimates.

7. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES & KEY DATES (TOWN EVENTS)

| REPRESENTATION ON EXTERNAL BODIES REPORTS: | | | | |
|---------------------------------------------------|-------------------------------|----------------------|----------------------|---------------------|
| External Organisation | TC Rep | Report Status | Required Date | Revised Date |
| Fairtrade Steering Group | Cllr Clayton | | 13/07/23 | |
| Farncombe Day Centre | Cllr Crowe | | 13/07/23 | |
| St Marks CC Management Committee | Cllr Kiehl | | 07/09/23 | |
| Godalming/Joigny Friendship Association | Town Mayor Cllr PS Rivers | | 07/09/23 | |
| Godalming/Mayen Association | Town Mayor Cllr PMA Rivers | | 12/10/23 | |
| Sport Godalming | Cllr Adam | | 12/10/23 | |
| Godalming & District Chamber of Commerce | Cllr Holliday | | 23/11/23 | |
| Go-Godalming Association | Town Mayor TBC | | 23/11/23 | |
| Godalming Museum Trust | Cllr Steel Cllr Weightman | | 11/01/24 | |
| Holloway Hill Sports Association | Cllr Heagin | | 11/01/24 | |
| Citizens' Advice | Cllr Steel | | 21/03/24 | |
| SALC | Cllr Heagin | | 21/03/24 | |
| Godalming Cycle Forum | Cllr Crooks | | 25/04/24 | |
| District Scout Council | Cllr Crooks | | 25/04/24 | |

Key Dates for Members' Information (Town Events etc.)

| Event | Date |
|---------------------------------------|----------------------------------------|
| Annual Council/Mayor Making | Thursday, 18 May 2023 |
| Godalming Run | Sunday 21 May 2023 |
| Town Show | Saturday, 3 June 2023 |
| Mayor's Civic Service | Sunday, 18 June 2023 |
| Summer Food Festival | Sunday, 2 July 2023 - TBC |
| Staycation | Saturday, 5-Sunday, 13 August 2023 |
| Godalming Green Gala | Saturday, 12 August 2023 |
| Heritage Weekend | Saturday, 16-Sunday, 17 September 2023 |
| Town Fireworks | Friday 3 November 2023 |
| Remembrance Sunday | Sunday, 12 November 2023 |
| Christmas Festival & Lights Switch-On | Saturday, 25 November 2023 |
| Farncombe Christmas Lights | Friday, 1 December 2023 |

Events in red are organised by or in partnership with Godalming Town Council

10. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – ROLE OF & GUIDANCE TO THE REPRESENTATIVES

Background

At the Annual Meeting of the Godalming Town Council Councillors were appointed as Town Council representatives on external bodies. Each organisation concerned has been informed as to whom has been appointed. Appointee should, in due course be contacted by the organisation to inform them of any pertinent meeting dates or activities. Any appointee who has not been contacted by the end of June is requested to inform the Support Services Executive office@godalming-tc.gov.uk

At this point, early in a new administration, it seems timely to clarify the role of the Council's representatives on external bodies and this paper sets out guidance to Councillors.

The guidance below does not apply to the representatives on the Surrey Association of Local Councils (SALC) where the constitution of that organisation makes it necessary for the Town Council to make specific appointments and the appointee has a different role as a voting Member of SALC.

The Role of the Representative

The Town Council's representative on an external body is just that – they are a representative of the Council on another body; as such the converse cannot be true i.e. no individual can be an external organisation's representative on the Town Council nor should any Councillor ever describe themselves as such.

The role is to facilitate communication between the Council and the organisation concerned and it is expected that the representative will represent the Town Council accurately and honestly and seek at all times to protect and enhance the reputation of the Council. The representative will also have the opportunity to present the organisation's views to the Council and again it is expected that they will do so accurately and honestly.

In this context Councillors are reminded that decisions of the Council are made in properly constituted (and minuted) meetings of the Council and/or its committees. Only discussions and decisions made in open sessions of those meetings should be presented as Council policy or decisions. To present discussion or decisions made elsewhere as Council policy is at best misleading and at worst unlawful and undermines other Councillors and Council Officers who are not party to any such discussion or decision.

It is understood that Councillors may wish to represent the Council on organisations with whose activities they have particular empathy but they must take care to avoid any conflict of interest actual or perceived. Consequently, the Council's representative should act as an observer and not take a voting role in any activity of the organisation (except SALC). In particular, the representative must not hold office within the organisation nor should they be appointed a trustee (except by specific resolution of the Council).

There is an expectation that each representative will report back to this Committee and the current timetable is set out at agenda item 7.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (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]² [a registerable interest (non-pecuniary interest)]³ 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 Interests | Other Registerable Interests (Non-Pecuniary Interests) | Reason |
|------------|---------|---------------------------------|--------------------------------------------------------|--------|
| | | | | |
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Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.