

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 1 JUNE 2023**

\* Councillor Follows – Chair  
\* Councillor Weightman – Vice Chair

<ul style="list-style-type: none"> <li>* Councillor Adam</li> <li>* Councillor Clayton</li> <li>* Councillor Crooks</li> <li>* Councillor Crowe</li> <li>* Councillor Downey</li> <li>* Councillor Heagin</li> <li>0 Councillor Holliday</li> <li>* Councillor Kiehl</li> </ul>	<ul style="list-style-type: none"> <li>0 Councillor Martin</li> <li>* Councillor PS Rivers</li> <li>* Councillor PMA Rivers</li> <li>* Councillor Steel</li> <li>* Councillor Taylor</li> <li>* Councillor Thomson</li> <li>* Councillor Williams</li> </ul>
---	--

\* Present                      # Absent & No Apology Received                      0 Apology for Absence                      L Late

86. MINUTES

The Minutes of the meeting held on 25 May 2023, having been previously circulated were signed by the Chair as a true record.

87. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

88. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

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

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 4.

90. QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

91. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 26 <sup>th</sup> of May 2023	18,473.28
Receipts received since the 26 <sup>th</sup> of May 2023	720.05
Balance held in HSBC Current Account	
Balance at 1 June 2023	34,765.99
Balance held in the HSBC Business Deposit Account	
Balance at 1 June 2023	1,448,094.82
CCLA Deposit Account	
Balance at 1 June 2023	200,000.00

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. 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 Chair should sign the schedule of accounts paid.

92. REPORTS & KEY DATES

Members noted the reporting dates relating to council representatives on external bodies and key dates for town events.

93. GO GODALMING ASSOCIATION REPRESENTATIVE

On the proposition of Councillor Follows, seconded by Councillor Penny Rivers, Councillor Steel was nominated for the Go Godalming Association representative.

94. COMMUNITY OWNERSHIP FUND (COF)

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

**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 5<sup>th</sup>, 10<sup>th</sup> and 15<sup>th</sup> 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 reprovision 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, Members resolved 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. Members further requested that, wherever possible, the designs incorporate Changing Places, water saving and energy efficiency measures.

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 authorised the Town Clerk to request that WBC either extend the existing lease or assign the freehold of the property to GTC. Additionally, Members authorised the Town Clerk to seek to obtain the freehold of the Crown Court Pedestrian Area.

#### 95. GUIDANCE FOR TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

Members received and noted the guidance paper for representatives on outside bodies

#### 96. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the following items from this meeting to be publicised and the type of publicity required:

#### 97. 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.

#### 98. ANNOUNCEMENTS

There were no announcements.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE RESOLVED 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

### 99. SERVICE LEVEL AGREEMENT

Members considered a confidential report relating to the organisation and management of the Staycation Live music festival.

GTC recognises the enormous contribution by TST, its partners and volunteers in providing Staycation Live as a major event for Godalming over the past 11 years, and thanks them for it. It also recognises that the current operational model is unsustainable for such a small organisation and wishes to share in the risks of staging this event in a controlled manner.

To this end the Town Clerk is authorised to negotiate and bring back to this Committee no later than 29 June 2023 a proposal regarding the 2023 event whereby risks are quantified and minimised through:

- the introduction of ticketing for certain elements of the programme required for the safe operation of the event, whilst continuing to maintain the voluntary nature of contributions to the core bandstand event;
- exploring the potential use of cancellation insurance;
- establishing a cap on GTC financial exposure to £20,000 from the Emerging Projects Reserve; and
- ensuring that any surplus from the 2023 event is held by GTC to support future events or be shared among the risk sharing partners in proportion to their share of 2023 risk.

The Town Clerk is also instructed to commence discussions with TST or others to establish a framework for 2024 and subsequent years, whereby the nature and extent of GTC financial exposure can be quantified and incorporated into the budget-setting process. In doing so, the following should be considered:

- detailed analysis of costs, distinguishing between fixed and variable cost elements, and transparency regarding the basis of calculation for management and staff costs; and
- exploring the concept of risk sharing more widely than GTC and TST, particularly regarding provision of bar facilities.

The above measures are about putting Staycation Live on a sound footing financially, as the ethos and principles of the event are fully supported and acknowledged as providing an immense community benefit.

### 100. STAFFING MATTERS

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

Members resolved to approve an in-year budget increase for the Godalming Youth Service of £16,015. Members noted that the additional cost will be covered by savings of £16,400 identified within the existing base budget and reported to the Committee at its meeting on 25 May 2023. Members noted and authorised that any virement requirements be addressed at revised estimates.