

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 11 JANUARY 2024**

- * Councillor Follows – Chair
- * Councillor Weightman – Vice Chair

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

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

446. MINUTES

The Minutes of the meeting held on 23 November 2023, having been previously circulated were signed by the Chair as a true record.

447. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

448. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Councillors Follows, Weightman, Clayton, Kiehl and Holliday declared a disclosable pecuniary interest in Agenda Item 13 and left the chamber. Councillor Heagin chaired the meeting in Councillor Follows' absence.

449. 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.

450. QUESTIONS BY MEMBERS

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

451. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 1 November 2023	416,983.55
Receipts received since the 1 November 2023	114,882.87
Balance held in HSBC Current Account	
Balance at 11 January 2024	55,074.46
Balance held in the HSBC Business Deposit Account	
Balance at 11 January 2024	654,536.24
CCLA Deposit Account	
Balance at 11 January 2024	900,000.00

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.

452. BUDGET MONITORING

Members considered a budget monitoring report to 31 December 2023 (detailed report attached to record minutes).

453. FARNCOMBE DAY CENTRE

As required by the Farncombe Day Centre Service Level Agreement, Members noted the Day Centre's audited accounts for the period to March 2023.

454. YOUTH & COMMUNITY WORKERS' PAY AWARD

Subsequent to the last Full Council, notification of the Joint National Committee pay agreement for Youth and Community Workers was received from the LGA on 20 December 2023.

As authorised by Full Council (Min No. 423-23 refers) and in consultation with the Chair of Staffing, the Town Clerk will sign off for payment in January's salary for those staff members covered by the JNC agreement.

For information, the JNC for Youth and Community Workers' pay award agreement for 2023 is as follows:

- an increase of £1,925 on all spinal column points on the Youth and Community Support Worker Range and the Professional Range from 1 September 2023;
- an increase of 3.88% on the London Area Allowances and Sleeping-In-Duty Allowance from 1 September 2023.

This equates to a £1 per hour rate rise across all pay points, plus 3.88% increase in the London Fringe Allowance.

455. BUSINESS IMPROVEMENT DISTRICT LOAN FACILITY

Members resolved to approve a loan facility of up to £20,000 for the Godalming Business Improvement District (BID) board in advance of first payment from WBC to enable the setting up of the company, for joint working with Cranleigh, Farnham & Guildford on the Waverley Business Crime Reduction Partnership based on the introduction of the DISC app <https://discagainstcrime.com>. Additionally, the loan facility will also support work to establish collective procurement initiatives. In approving a loan facility, until the BID is fully established with its own banking mandate/account, GTC will support the paying of invoices, within the limits of the loan facility, on behalf of the BID board.

In considering this item, Members noted that whilst this work could be delayed until after 1 April, in doing so it is likely Godalming would become an outlier within the Crime Reduction Partnership, with Guildford already having a partnership established and both Cranleigh and Farnham committed to the Waverley partnership. It is also felt important that the BID starts with immediate delivery of positive action in order to establish itself as a benefit to the business community.

Members requested a formal signed agreement with the BID company detailing the arrangements for the repayment of the loan.

456. EVENTS TASK & FINISH GROUP REPORT

Members received the following reports from the Events Task & Finish Group:

Staycation Live Report – oral report following meeting of 5 January 2024.

- Looking at a one-day Staycation Lite event in 2024 followed by a three-day Staycation event in 2025.
- Staycation Lite to be supported with the normal core services previously provided by GTC.
- For full event, Bandstand premises license extended from 8pm to 11pm.
- SLA requested for at least 4 years.

Members agreed that the Town Clerk should seek to extend the Bandstand premises licence to permit regulated entertainment to 11pm on 1 Friday and 1 Saturday evening per year. It was also agreed that the Task & Finish group would bring forward proposals for an SLA to support the future of Staycation Live.

Events Programme 2024 – was considered by Members and thanks were noted for the Community Officer's work in creating/bringing forward such a diverse and engaging programme.

In considering the proposed event programme, Members noted that that the Godalming Green Gala had come to the end of its three-year period as the final event of Staycation week. Members also noted the addition of the Plant-Based & Ethical Market and the Farncombe Market. A number of Members raised concerns that a dedicated event to promote the message of sustainability was still required.

It was agreed that the Task & Finish Group would consider suggestions received regarding options to curate a sustainability event for 2025. Task & Finish Group members requested a clear vision and set of objectives be provided to assist in developing such an event. Councillor Follows to liaise with Members and community groups to provide such guidance.

D-DAY 80th Anniversary Commemorations

Members agreed to the following outline of events as part the D-Day 80th Anniversary Commemorations:

6 June 2024 is the 80th anniversary of D-Day. Whilst national events are taking place at the Normandy beaches on the day of the anniversary, communities throughout the country are holding commemorative events. In Godalming, the weekend before the anniversary is the Town Show and the weekend after is Choirblast; both events attract additional numbers to the town. It is suggested that not only as part of the D-Day Anniversary, but also in support of these events GTC puts up flags representing the participating countries of the D-Day landings throughout the town centre. This task could be undertaken by the in-house facilities team prior to the Town Show with the take-down happening week commencing 8 July after the Summer Food Festival.

Music in the Park will be staging an extended bandstand Concert on 9 June (nearest Sunday to the D-Day Anniversary), which will be designated as the 'Town Council Concert'.

Additionally, it is hoped to have re-enactors at the Museum showing how life would have been at the Homefront at that time.

Costs for the D-Day Anniversary activities to be contained within the Festivals, Markets and Town promotion budgets.

457. COMMITTEE REPORTS & KEY DATES

Members noted the Committee's Reports' Schedule and Key Dates Programme.

458. COUNCILLORS DEPENDENTS' CARERS' SUPPORT SCHEME & COUNCILLORS' PARENTAL LEAVE POLICY

Members resolved to agree to recommend the Councillors Dependents' Carers' Support Scheme and the Councillors' Parental Leave Policy for adoption by Full Council.

Members considered the Councillors Dependents' Carers' Support Scheme and the Councillors' Parental Leave Policy and agreed to recommend the policies for adoption by Full Council.

On the proposal of Councillor Adam, seconded by Councillor Crooks, it was resolved to recommend that the Dependents' Carers' Support Scheme be reviewed annually to ensure it was operating as intended.

459. UKRAINIAN SUPPORT FUND

Members considered a grant request from Godalming Ukraine Support Group and agreed to award £2,000 from the Emerging Projects Reserve.

Members received a letter from Mr Peter Crane of the Godalming Ukrainian Support Group requesting a grant of £2,000 to support Ukrainian refugees in Godalming.

Full Council, held on 19 May 2022, resolved to provide reasonable support by way of council services and resources, along with the ability to provide grant funding of up to a total of £2,000 to community groups supporting Ukrainian refugees (Min No 24-22 refers). Subsequently on 21 September 2023 Full Council resolved to continue the support for a further year on the same Terms of Reference (Min No 285-23 refers).

Although Members had authorised delegated authority for the provision of reasonable support and use of grant funding, as the request was received in time to be placed on this agenda it was considered more appropriate for the request to come to Members.

460. BROADWATER PARK – FIRE DOORS

Members resolved to agree to exceptionally waive Financial Regulation 11.10 to approve the acceptance of the quote for replacement of existing and installation of new fire doors at Broadwater Youth & Community Centre and the authorisation of the required works, to be funded from the Land & Property reserve.

Broadwater Park Community Centre was designed in the late 80's and opened in 1991. The fire doors installed into the main hall were of swing door action, which were common at the time for this type of building. Recent changes to regulations, coupled with 33 years' of wear and tear, have resulted in these doors no longer being an acceptable provision. Additionally, a change of use of a former storage space to a music studio requires the existing door set to be upgraded to fire doors.

Fire doors are one of the most important measures to safeguard the means of escape from fire. GTC's risk assessment has identified the doors in question are likely to be inadequate

to resist the spread of fire and smoke between zones. As such action is required to correct this position. Replacement of or installation of new fire doors must be done by a competent installer.

In light of the importance of progressing this work, coupled with the difficulty the Facilities Supervisor encountered in obtaining competitive quotes, the Maintenance Supervisor obtained a quote from an approved contractor for Members' consideration.

461. POLICY DOCUMENT REVIEW

Members reviewed the policy documents listed below; as no amendments were proposed the existing policies remain extant.

[GDPR – Removable Media Policy](#)
[GDPR – Subject Access Policy](#)
[GDPR – Privacy Notice – General](#)
[GDPR – Privacy Notice – Staff & Councillors](#)
[GDPR – Document Retention Policy](#)
[GDPR – Information Data Protection Policy](#)
[Community Events and Community Support Policy](#)

462. SAFEGUARDING REPORT – QUARTER ENDING 31 DECEMBER 2023

Members noted the Safeguarding Report for the quarter ended 31 December 2023.

463. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – DISCUSSION

Members agreed to have Reports from External Bodies as a standing item rather than specific reports. At each meeting, Members will be able to provide an update for organisations they are a representative of.

Councillor Heagin gave a report on Holloway Sports Association.

464. COMMUNICATIONS ARISING FROM THIS MEETING

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

- Events programme of the Council

465. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 21 March 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

466. ANNOUNCEMENTS

Members were reminded that the Annual Town Meeting will be held 7.00pm on 14 March 2024, the week before the next scheduled Policy & Management Committee meeting.

467. STAFFING MATTERS

This item was withdrawn.