

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

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

0 Councillor Adam	0 Councillor Holliday
0 Councillor Clayton	* Councillor Kiehl
* Councillor Crooks	* Councillor Martin
* Councillor Crowe	* Councillor PMA Rivers
0 Councillor C Downey	0 Councillor Steel
0 Councillor S Downey	* Councillor Thomson
* Councillor Duce	* Councillor Williams
* Councillor Heagin	

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

120. MINUTES

The Minutes of the meeting held on 5 June 2024, having been previously circulated were signed by the Chair as a true record.

121. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

122. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Councillor Heagin declared an other registerable interest in Agenda Item 15 SLA reports, as she is a volunteer with Citizen’s Advice South West Surrey, Cllr Heagin remained in the Chamber when that agenda item was debated.

123. 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.

124. QUESTIONS BY MEMBERS

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

125. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 24 May 2024	371,714.29
Receipts received since the 24 May 2024	382,128.36
Balance held in HSBC Current Account	
Balance at 11 July 2024	94,866.12
Balance held in the HSBC Business Deposit Account	
Balance at 11 July 2024	735,803.64

CCLA Deposit Account  
Balance at 11 July 2024

950,000.00

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.

126. BUDGET MONITORING

Members considered a budget monitoring report to 30 June 2024 (detailed report attached to record minutes). Members asked the Town Clerk to check with the RFO regarding the date used in the last column of the "Movement in Reserves" report.

127. COMMITTEE REPORTS & KEY DATES

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

128. APPLICATIONS FOR GRANT AID

Information:	£
<b>24/2025 Grants Budget</b>	64,700.00
Allocations this year to date	45,500.00
Balance available for allocation	15,154.00
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<b>24/2025 SLA Fund Allocation</b>	45,500.00
Allocations this year to date	45,500.00
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<b>24/2025 Council Community Fund Allocation</b>	19,200.00
Allocations this year to date	4,046.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	3,600.00
Balance unallocated if applications agreed	11,554.00

**Applications for Council Community Funding**

Members considered the following applications for grant aid – the summary of the application is given below.

Godalming Town Football Club

Sponsors: Cllr Kiehl & Cllr Holliday

Godalming Town Football Club was granted a Community Fund grant of £1,500 to assist with the replacing of floodlight pylon and floodlights with LED luminaires which will not only be more energy efficient but will also reduce light leakage to the environment.

ROAR Outdoor

Sponsors: Cllr Kiehl, Cllr Thomson

ROAR Outdoor, was granted a Community Fund grant of £600 as a 50% contribution to enable water testing for E-Coli at the Godalming Wharf.

### Home Start Waverley

Sponsors: Cllr PMA Rivers, Cllr PS Rivers

Home Start Waverley was granted a Community Fund grant of £1,500 to support its work with vulnerable School Age Children in Godalming.

### 129. COMMUNITY OWNERSHIP FUND – CROWN COURT TOILETS

Members received an update from the Town Clerk relating to the refurbishment and re-configuration of Crown Court Public Toilets. Members requested the Town Clerk contact Waverley Borough Council regarding the charges imposed for use of the bays in Crown Court Car Park.

### 130. DECARBONISATION & WORKS PROGRAMME REPORT

Members considered a report from the Town Clerk relating to the Council's decarbonisation and buildings works programme and the supporting confidential cost estimate report, and resolved to agree the following:

- a. **The external works for The Pepperpot as set out in the budget estimate report should be put out to tender, with the tender report brought to Council for approval and any subsequent award of contract.**
- b. **The Operations & Compliance Officer is to proceed with arrangements to have three phase electricity installed at Broadwater Youth & Community Centre at a cost of up to £8,000. Cost estimate in excess of this sum to be referred back to this committee.**
- c. **The Operations & Compliance Officer is to proceed with arrangements to replace the existing gas fired combination boilers in The Pepperpot and Oglethorpe Hall with electric combination boilers at a cost of up to £5,000. In the event the cost of replacement of both locations exceeds this amount, priority is to be given to the decarbonisation of The Pepperpot.**

### 131. MUSEUM DOCUMENTS

Members received a report from the Museum Co-ordination Group that provides the context and background to the existing governance arrangements of Godalming Museum and sets out at Annex B of the report an updated Management Agreement proposal between Godalming Museum Trust and Godalming Town Council.

Members resolved to recommend the proposed Management Agreement at Annex B for approval by Full Council on 25 July. Concurrently, the Godalming Museum Trust will be considering the Management Agreement at the Trustees' Meeting to be held on 31 July 2024.

If both parties agree, the proposed management agreement will be enacted and be used as supporting evidence for the Museum's Arts Council England accreditation.

### 132. OCKFORD PARK COMMUNITY BUILDING

Members received an update on the transfer of the Ockford Park Community Building and noted that it is hoped that the legal transfer will be completed by September. Members requested that once the principal use of the building is established, that information is exchanged with St Marks and The Ockford Ridge Social Club to cross promote activities across the area.

133. POLICY DOCUMENT REVIEW

Members reviewed the policy documents listed below and having agreed amendments resolved to recommend the adoption of the Freedom of Information – Publicity Schedule document to Full Council.

[Freedom of Information – Publication Schedule](#)

134. SLA REPORTS

In accordance with the agreed 2024-2028 Service Level Agreements, Members received and noted the following documents.

- a. Farncombe Day Centre SLA Report FY 2023-24
- b. Citizens' Advice SW Surrey SLA Report FY 23-24

Following discussion, Members requested the Town Clerk invite a representative from Citizen Advice Southwest Surrey to a meeting of the Policy & Management Committee during the autumn to provide an update on the operations of CASWS and specifically the operations within the Godalming area.

135. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

Members to provide an update on the external body to which they are a Town Council representative if an update is available.

National Association of Local Council's (NALC) – Super Council Network

The NALC Super Council Network, which is aimed at supporting the largest council's within the sector, of which GTC belongs, requested that a Councillor be appointed as the GTC representative to attend the network meetings.

**Members agreed that Cllr Heagin be appointed to represent GTC at the NALC Super Council Network meetings.**

The next meeting is scheduled to be via Zoom on Thursday 12 September between 18:00-19:15.

136. SAFEGUARDING REPORT 1 APRIL-30 JUNE 2024

Members noted the safeguarding report 1 April 2024-30 June 2024.

137. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the award of grants from this meeting to be posted to social media.

138. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 15 August 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

139. 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 21 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E. COMMERCIAL-IN CONFIDENCE.

140. NIGHTINGALE LODGE

Members considered a letter received regarding Nightingale Cemetery Lodge and requested the Town Clerk convey to the letter's originator the position agreed by Members, which is for the continued ownership of Nightingale Cemetery Lodge by Godalming Town Council.