

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 12 JANUARY 2023**

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

* Councillor Adam	* Councillor Ashworth
* Councillor Boyle	0 Councillor Cosser
* Councillor Crooks	* Councillor Duce
# Councillor Heagin	* Councillor Hullah
* Councillor Kiehl	* Councillor Martin
* Councillor Neill	* Councillor PS Rivers
* Councillor PMA Rivers	* Councillor Steel
* Councillor Stubbs	0 Councillor Welland
* Councillor Williams	

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

445. MINUTES

The Minutes of the meeting held on 24 November 2022, having been previously circulated were signed by the Chair as a true record.

446. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

447. 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.

448. 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.

449. QUESTIONS BY MEMBERS

Councillor Cosser submitted a question in accordance with Standing Order 6.

**Question:** In his budget statement to the Committee on 24 November 2022 the Committee Chair presented a slide on the Youth Service which reported 'Approx. 56% of Godalming children' as 'having some interaction' with the Youth Service'. This prompted other members of the Committee in the subsequent debate to repeat this figure and emphasise its significance.

This figure, if true, would indeed be a significant achievement. However, I have been unable to find any evidence to support it. The only information I can find that has so far been reported to this Committee on the numbers engaging with the youth service was that contained in the report to this Committee on 11 August 2022. This indicated that approximately 300 young people had engaged with the service with 95% of these being on the roll of Broadwater School. The figure of 300 does not, I believe, equate to 56% of all Godalming's children as reported by the Chair to the budget meeting of this Committee.

It is clearly important that the members of the Council are provided with accurate information on which to base their decisions. Can the Chair therefore please either:-

- a. confirm that the data he presented is correct, identify its source, and indicate when he will present this data in full to Committee for information and scrutiny by all members; or
- b. accept that the data he supplied was not correct and undertake to ensure that the Council's public records and any associated public statements are amended accordingly?

**Response by Cllr Follows:** Whilst my previous statement that 56% of children in Godalming had accessed the Youth Service did overstate the position, as I had meant it to reflect the targeted audience of secondary school pupils and not all children in Godalming, it nonetheless does reflect the success of the youth service. From data provided by Godalming Town Council's Youth Service Officer, 339 young people of Secondary School age have engaged with the Broadwater Youth Centre. Based on the current average Broadwater School roll for the Summer and Autumn terms 2022 of 598 pupils, this equates to approx. 56%% of the school roll during the period in question. Of course, whilst not all attendees of the youth centre are Broadwater pupils, as the majority are pupils of Broadwater School and Broadwater is the only state secondary school within the parish of Godalming, this comparator is considered to provide a good indicator of the success and reach of the current youth service offering.

In relation to correcting any official announcement or documents, I will ask the Town Clerk to amend the presentation used at the P&M meeting of 24 November 2022, which is the only occasion the original statement was made. The most up to date attendance figures will be formally published in the Council's Annual Report.

450. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 25 <sup>th</sup> of November 2022	102,454.32
Receipts received since the 25 <sup>th</sup> of November 2022	30,799.44
Balance held in HSBC Current Account	
Balance at 12 January 2023	33,153.04
Balance held in the HSBC Business Deposit Account	
Balance at 12 January 2023	921,326.05
CCLA Deposit Account	
Balance at 12 January 2023	150,000.00

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.

451. MOTION ON NOTICE

**Proposer:** Councillor Follows

**Seconder(s):** Councillors Weightman, PMA Rivers and Ashworth

**The Motion:** A proposal for Godalming Town Council to support a new Charity Fireworks, Bonfire and Procession event in partnership with Guildford Rugby Club and in support of local charities and to agree the recommendations set out in the Motion.

The Motion stated that the previous fireworks event hosted by the town, though popular, had become financially unsustainable and with diminishing added value to the town centre area of Godalming. The event, hosted on The Burys Field, also presented considerable logistical and financial risks due to its proximity to residential buildings and the town centre and a significant, direct staffing cost.

When the previous event was halted, Godalming Town Council indicated that the event could be considered again if a revised model for delivery could be found. Unfortunately, the pandemic and the need to refocus all available community support resources have delayed this process, but the time is now right to explore the issue more formally.

This proposal seeks to leverage a new partnership with Guildford Rugby Club to deliver not just a replacement fireworks event but a bonfire, torchlight procession and commercial event to Guildford Rugby Club (at Broadwater Park) and to the community of Farncombe more widely. In doing so, it also seeks to ensure that Farncombe hosts one of the more significant community events in the annual calendar going forward.

The new event also seeks to support local charities and incorporate the community and sustainability values established by this administration of the Town Council in its delivery. Delivery of a significant event in the area is also likely to reduce the number of at-home fireworks and reduce the risk of more widespread noise, disturbance, and other risks over the period.

### **Recommendations:**

Godalming Town Council -

- a) supports in principle the new event and authorises the Town Clerk to work with Guildford Rugby Club and Waverley Borough Council to develop it into a fully costed event plan;
- b) requests that this fully costed event plan will come to Full Council as an item for the decision of Godalming Town Council at the earliest opportunity (16 February 2023);
- c) supports in principle to underwrite the cost of hosting the event based on cost recovery, with any profit going to local charities (formally subject to the decision of Full Council regarding a costed plan);
- d) seeks feedback and ideas from Councillors regarding the suggested charity partners; and
- e) nominates Cllrs Follows, Weightman and PMA Rivers as formal representatives of Godalming Town Council to any subsequent meetings with event stakeholders.

Members of resolved to accept the Motion and agreed to approve the motion's recommendations.

## 452. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and noted the progress therein.

## 453. APPLICATIONS FOR GRANT AID

### **Applications for Council Community Funding**

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

#### Godalming Junior School - Application 1

Godalming Junior School was granted £628 from the Community Grants Fund to support 4 FSM children, who are currently in year 5, to cover 1/3 of the cost of the UKSA trip (Isle of Wight) at an all-inclusive waterside activity centre between 18-22 September 2023.

#### Godalming Junior School - Application 2

Godalming Junior School was granted £657 from the Community Grants Fund to support 9 FSM children to attend the year 4 group residential trip to Sayer Croft Outdoor Learning Centre, Ewhurst, which would cover 1/3 of the cost.

Although these trips are after April 2023, Members agreed to make the award from the 2022/23 budget.

#### 454. EVENTS PROGRAMME 2023/24

As indicated by its [Community Events & Community Support Policy](#) Godalming Town Council recognises the importance of events within the community and is committed to their delivery, both directly and indirectly. Godalming Town Council's programme 2019-2023 and its Community Events & Community Support Policy, alongside its long experience in the delivery of community events, places GTC at the vanguard of promotion of 'place' and wellbeing for the residents of Godalming and Farncombe. The events calendar from the Community & Communications Officer sets out a proposed programme of events, which builds upon previously established and successful events and includes a number of additional events that meet the aims of the Council's Programme 2019-2023.

Members resolved to authorise GTC staff to work towards the delivery of the events indicated as GTC-led events. Members also resolved to authorise GTC staff to support other town events in accordance with custom, practice and the Council's Community Events & Community Support Policy.

#### 455. SOCIAL MEDIA BENCHMARKING

Members noted the report from the Community & Communications Officer on Social Media benchmarking which provides Members with an indication of the range of GTC's digital communication engagement.

Members requested that Councillor Duce liaise with the Community & Communications Officer regarding the use of the GTC Tik Tok social media account.

#### 456. ALLOCATION OF 2023 GRANT FUNDING

Members resolved to agree the allocation of the Council's Grant of £60,000 as follows:

- £41,500 under Service Level Agreements for 2023/24; and
- £18,500 is to be proportioned 40/60 between The General Grants Fund (which is for one off projects in excess of £1,000) and the Council Community Grant Fund (which is for funding of up to £1,000 for applications with two Councillors acting as sponsors). Therefore, rounded to the nearest £500 the grant allocation for 2023/24 will be £7,500 for General Grants and £11,000 for Community Grants.

#### 457. POLICY DOCUMENT REVIEW

Members considered the adopted documents detailed below and resolved to approve the documents for re-adoption by Full Council.

GCPR – [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](#)

#### 458. COMMUNITY STORE FIGURES

Members noted that 26,971 days' worth of support was provided between 3 January and 23 December 2022. Use has remained high throughout the year. The amount of support required varies between households with a number of customers accessing on a fortnightly or monthly basis, meaning the weekly figures don't reflect the total customer base. The Store peaked mid-December with a total of 88 households (for comparison, there were 32 households on the books in December 2021). The store also gave out 84 festive hampers accompanied by nearly £6,000 of Sainsbury's vouchers for Christmas. From the end of October, the total number of households remaining on the Store's 'books' has been recorded.

When the figures for 2022 are added to the 49,798 days' worth of support provided in 2020 & 2021, the Community Store has provided a total **76,769** days' worth of support to members of the community since it first opened in April 2020. It should be noted that these figures do not include 'light' support provided by the community basket (help-your-self trolley) located outside the Community Store during operating hours, nor the support provided by others within the community to alleviate food poverty.

Members wished the Town Clerk to write to the Community Store to express the Council's thanks for the continued hard work of the volunteers and trustees in supporting our community.

Additionally, Members requested that, for his information, the Town Clerk send the food bank usage figures for 2022 to Jeremy Hunt MP.

#### 459. ACTION TAKEN UNDER THE TOWN CLERK'S DELEGATED AUTHORITY

Members noted that Allegra Sirett has been operating KIT 4 KIDS since the beginning of Lockdown <https://www.kit4kids.org.uk> KIT 4 KIDS provides pre-loved, clothing for birth to 5 years old that has been donated by Members of the community, cleaned and ironed and ready for rehoming. Whilst this service was started during the challenges of the lockdown and pandemic, its importance to the community has been highlighted by the current cost of living crisis.

This initiative is 'homespun' which originally operated from a spare bedroom and garage, as it grew, WBC has assisted with storage facilities in the former GTC offices and a monthly 'pop-up' has been held at the Farncombe Cricket Club, on an appointment basis. These pop-ups have been an immense success. Unfortunately, for several reasons the Cricket Club is unable to host these pop-ups during the first part of 2023. Additionally, the organisers feel that due to the current pressures faced by many in the community, they would ideally wish to set up their pop-up more frequently than the current once per month.

Having canvassed the leaders of all political parties before the Christmas shutdown, the Town Clerk has offered the use of the Oglethorpe Hall for holding 'pop-up' events. The cost for use of the facility to be taken from the existing grant aid budget in the same manner of other users of GTC community building who benefit from grant aid in kind.

Members approved the actions taken by the Town Clerk under delegated authority.

#### 460. SAFEGUARDING REPORT FOR THE QUARTER ENDED 30 JUNE 2022

Members noted the Safeguarding Report for the quarter ended 30 June 2022.

461. EVENTS TASK & FINISH GROUP

Members resolved to agree the appointment of Councillors Adam, Faraday and Kiehl, supported by the Community & Communications Officer and Town Clerk to form the Events Task & Finish Group.

The terms of reference for the Events Task & finish Group are as below:

- a. review the costs and revenue associated with each of the events in 2022 to understand where greatest financial and community benefit is created. This should include Staycation and Staycation Live, as well as the events within the Festivals and Markets section of the budget;
- b. make recommendations for future events, including specific targets for sponsorship and framework for measuring benefits;
- c. investigate the potential introduction of a BID for Godalming, as an opportunity to expand the range of events and the extent of financial contribution available; and
- d. consider if any revision is required to the Community Events Support Policy.

462. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING CYCLE FORUM

Members noted a report from Councillor Crooks on the Godalming Cycle Forum, an organisation upon which Councillor Crooks represents the Town Council.

Members wished to thank the Godalming Cycle Forum for their work active and sustainable travel in and around Godalming

463. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON DISTRICT SCOUT COUNCIL

Members noted a report from Councillor Crooks on the District Scout Council, an organisation upon which Councillor Crooks represents the Town Council.

464. AMENDMENT TO THE SCHEDULE OF MEETINGS

Members resolved to agree to:

- a. amend the 2022/23 Schedule of Meetings to move the Annual Town Meeting from 23 March to 16 March 2023;
- b. amend the 2022/23 Schedule of Meetings to move the meetings of the Environment & Planning Committee and Policy & Management Committee from 16 March to 23 March 2023;
- c. amend the 2023/24 Schedule of Meeting to ensure that the Annual Town Meeting is held in calendar week 11; and
- d. schedule future Annual Town Meetings to be held in calendar week number 11.

465. COMMUNICATIONS ARISING FROM THIS MEETING

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

- Grants awarded to Godalming Junior School.

466. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 23 March 2023 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

467. ANNOUNCEMENTS

A request was made for nominations for the Mayor's Volunteers Award to recognise the wonderful work done in the town by its many volunteers.

The Town Clerk, Councillors Ashworth, Stubbs and Faraday attended the licensing of Revd Sheila Samuels as an Associate Minister for the Ockford Ridge area of the new Godalming Minister.