

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 13 OCTOBER 2022**

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

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

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

305. MINUTES

The Minutes of the meeting held on 1 September 2022, having been previously circulated were signed by the Chair as a true record.

306. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

307. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Councillor Follows declared an other registerable interest in Agenda Item 11 on the grounds that he is part of the Executive who will be determining the allocation of the funds and stayed in the Chamber while that item was debated.

Councillor Williams declared an other registerable interest in Agenda Item 11 on the grounds that he is part of the Executive who will be determining the allocation of the funds and stayed in the Chamber while that item was debated.

308. 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.

309. QUESTIONS BY MEMBERS

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

310. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 1 September 2022	146,270.15
Receipts received since the 1 September 2022	534,283.26
Balance held in HSBC Current Account	
Balance at 13 September 2022	57,965.14

Balance held in the HSBC Business Deposit Account Balance at 13 September 2022	1,070,599.96
CCLA Deposit Account Balance at 13 October 2022	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.

311. BUDGET MONITORING

Members considered a budget monitoring report to 30 September and noted that there is a current variance of £57,424 underspend against Budget. Items to note in the forecast:

Head Office – £7k salary savings due to current staff vacancy and £8k grant monies from 2021/22 (which will be used to offset over budget salaries in Youth Centre). Remainder timing issues.

Festivals & Markets – the Spring Festival was more successful than budgeted with costs well below that anticipated resulting in an additional £2,500 surplus to budget. This has been offset by a street trading license of £500 for the Farncombe area which is a new area of trading and therefore not in the budget (see Farncombe Village & Binscombe Community Vision, Action Point 3).

Youth Centre – increased staff and operating costs in line with P&M 11 August 2022 (Min No 224-22). £2k maintenance due to leaking roof in room being converted to music studio.

WN Community Centre – Rebuilding revenue from COVID going better than planned resulting in £12k above budget revenue. £3k refund from Everflow for overcharged water usage. £3k over budget maintenance costs as redecorated Oglethorpe Room once the Community Store vacated the room. Remainder timing issues only.

Museum – £3.8k unplanned expenditure for Curatorial Support, partially offset by staff cost savings.

Members were also made aware of the significant increases in gas price contracts we have for our community centres.

312. COMMITTEE WORK PROGRAMME

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

313. APPLICATIONS FOR GRANT AID

Applications for Council Community Funding

Members considered the following application for Council Community Fund grant aid:

St John's Church Warm Space Initiative

£1,000 was granted for the provision of a warm space to provide after school hot meals to local families.

Members requested the Town Clerk to liaise with the organisers to provide information and determine if they require any further assistance in establishing this warm space.

Members also wished the Town Clerk to explore other potential locations for use as warm spaces.

314. CAPITAL WORKS PROGRAMME 2023 - 2026

Members considered the proposed capital works programme 2023-26 and resolved to approve the programme (attached to record minutes).

A combination of factors has shown the need for GTC to have a defined capital works programme to enable it to continue its move towards net zero Scope 1 and 2 emissions, reduce its reliance upon grid electricity, reduce its annual energy expenditure and to maintain the publicly owned estate in an acceptable condition.

A defined capital works programme will allow for prudent financial planning to avoid the need for significant, single year jumps in the precept requirement to fund works and will allow for proactive use of staff resource in delivery of future capital projects.

The capital project programme to be reviewed in October of each year as part of pre-budget considerations.

Members noted that not only will the majority of the capital work programme projects support the Council's drive to net zero, but that they are also 'invest to save' initiatives, which will reduce the Council's future energy costs.

315. UK SHARED PROSPERITY FUND

Members resolved to approve that, if Waverley Borough Council is successful in its bid for UK Shared Prosperity Funding, Godalming Town Council should act as a delivery partner to support the Government's Levelling Up agenda through the implementation of the UK Shared Prosperity Fund Project for Ockford Ridge & Aarons Hill as approved by the Department of Levelling Up, Housing & Communities.

The UK Shared Prosperity Fund was launched by the Department for Levelling Up, Housing & Communities on 13 April 2022, with GTC being informed on Thursday, 7 July that Waverley had been allocated £1 million of funding as part of the [UK Shared Prosperity Fund \(UKSPF\)](#) and that they were seeking proposals from partners, including town and parish councils, that set out details on:-

- investment area interventions;
- project proposal with costings, outputs, and outcomes;
- timings (the largest tranche of monies available 2024-25);
- funds for capital or revenue; and
- information on available resources and risk mitigation.

In conjunction with Waverley Borough Council, Godalming Town Council put forward a proposal for Ockford Ridge and Aarons Hill. Whilst at this stage it is not known whether the GTC project will be approved by the Department for Levelling Up, Housing & Communities, Members agreed that Officers should continue to pursue its delivery.

316. COMMUNITY CENTRE FEES & CHARGES 2022/23

In considering the current situation regarding energy costs, which is a significant operating cost for the Council's community centres, as well as the Consumer Price Index reaching double figures for the first time in many years, Officers proposed an amendment to fees and charges to come into effect on 1 January 2023.

Members resolved to agree to amend the existing fees and charges for the Council's community buildings to come into effect on the 1 January 2023 (new scale of fees and charges attached to record minutes).

317. ALLOTMENT FEES & CHARGES 2022/23

Peperharow and The Burys Allotments

The grounds maintenance costs for Peperharow and The Burys allotments are significantly greater than the rental income derived from the sites. Whilst it is unlikely, given the small size of the two sites, that rental income would ever cover the costs, Officers believe it is not unreasonable to seek to recoup a larger proportion of the actual costs incurred from those who directly benefit from the allotments. Accordingly, Officers proposed that for 2022/23 the rent charges for Peperharow and The Burys allotments be increased by 4.5%.

Allotment Association Rent

Officers proposed that the Farncombe & District Allotment Association rents be increased by 4.5%.

Members resolved to agree to increase the existing fees for the Council's allotments during the civic year 2023/23.

318. POLICY DOCUMENT REVIEW

Members reviewed the Council's Communications Policy and agreed the existing document remains extant.

319. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON HOLLOWAY HILL SPORTS ASSOCIATION

Members noted a report from Councillor Martin on the Holloway Hill Sports Association, an organisation upon which Councillor Martin represents the Town Council. Members wished the Town Clerk to ask colleagues at Waverley for an update on the proposed minor changes to the pavilion lease.

320. COMMUNICATIONS ARISING FROM THIS MEETING

Members wished the capital programme and warm space initiative to be further publicised.

321. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 24 November 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

322. ANNOUNCEMENTS

There were no announcements.