

MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE HELD ON 20 APRIL 2023

* Councillor Follows – Chair
* Councillor Weightman – Vice Chair

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

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

593. MINUTES

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

594. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

595. 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.

596. 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.

597. QUESTIONS BY MEMBERS

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

598. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

| | |
|---|------------|
| | £ |
| Godalming Town Council | |
| Accounts paid between 24 and 31 March 2023 | 64,700.64 |
| Receipts received 24 and 31 March 2023 | 10,349.15 |
| Balance held in HSBC Current Account | |
| Balance at 31 March 2023 | 33,553.36 |
| Balance held in the HSBC Business Deposit Account | |
| Balance at 31 March 2023 | 353,206.01 |
| CCLA Deposit Account | |
| Balance at 31 March 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.

599. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and noted its contents.

600. APPLICATIONS FOR GRANT AID

Members to note the 2023/24 grants budget has been allocated in accordance with Min No. 456-22.

SLA Funding

Members noted that the Service Level Agreements for the organisations listed below are in their final year. Letters will be sent to the organisations to inform them of the procedure for future applications.

- Citizens Advice Guildford and Ash (CAGA) – Formerly Citizens Advice Waverley (CAW) - **£28,000**
- Farncombe Day Centre - **£5,000**
- Hoppa Community Transport – Hospital Hoppa - **£5,000**
- Wharf Nursery School - **£3,500**

Applications for Council Community Funding

Farncombe Cricket Club

Sponsors: Cllr Kiehl, Cllr Adam

£250 was granted as financial support towards the running costs of re-establishing state school representative cricket across the area. The cost would go towards the pitch fee for the Farncombe Wanderers Square at Broadwater Park.

Godalming Library of Things

Sponsors: Cllr Weightman, Cllr Faraday

£850 was granted to What Next? for the purchase of a display cabinet to be located within Godalming Library to support the Godalming library of Things (GLoT).

Grant Aid in Kind (allocated from the Council Community Fund)

Members agreed to renew Grant Aid in Kind for the organisations that are regular users of the Town Council's premises.

Farncombe & District Allotment Association

Grant Aid in Kind of £36 as an exemption from fees for the use of meeting rooms – 2 times per annum for 2 hours per meeting of the Allotment Association.

Godalming Round Table

Grant Aid in Kind of £192 as an exemption from fees for the use of the Wilfrid Noyce Centre for the operational base for the annual Town Show.

Go Godalming Association

Grant Aid in Kind of £54 as an exemption from fees for the use of meeting rooms – 3 times per annum for 2 hours per meeting of the Go Godalming Association committee.

Go Godalming Association

Grant Aid in Kind of £112 as an exemption from fees for the use of the Caudle Hall of 4 and 3 hours' hire respectively of the Caudle Hall to enable two groups that come under the 'umbrella' of the Go Godalming Association ie. Sport Godalming for its annual sports awards and Godalming in Bloom for its annual prize-giving.

Godalming Run

Grant Aid in Kind of £80 as an exemption from fees for the use of the Wilfrid Noyce Centre for the registration base for the annual Godalming Run.

Godalming Film Society

Grant Aid in Kind of £400 as an exemption from fees for the use of a community hall 4 times per annum to host the relaxed screening film shows.

601. THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018

Members noted that to assess the Council's compliance with the above regulation, a high-level accessibility review of the Town Council's new website was completed in January 2023. The review concluded that the Council's website is currently somewhat accessible. A total of 9 general and 7 specific issues were identified mainly affecting users of assistive technologies and keyboard only users navigating the website.

Additionally, Members noted that work has been done to address the issues that are largely to do with design. The remaining issues are dependent upon the theme creator with whom we have been in contact and highlighted the relevant issues. It is hoped that these issues will be addressed via their updates and are, in the meantime, noted on the Council's [Accessibility Statement](#), as required by the Regulation.

602. CAPITAL WORKS PROGRAMME – DECARBONISATION OF BROADWATER YOUTH CENTRE

Members resolved to agree to:

- a. amend the 2023-2026 Capital Works Programme to bring forward the decarbonisation of the Broadwater Park Community Centre for completion in 2023/24;
- b. defer works to the Oglethorpe Hall and Pepperpot planned for 2023/24; and
- c. authorise the Town Clerk to submit a bid as part of Phase 3a of the Public Sector Decarbonisation Scheme.

Members noted that the capital works programme not only supports the Council's drive to net zero, but also 'invest to save' initiatives, which will help to reduce the Council's future energy costs.

Members approved an amendment to the works programme that will allow for the decarbonisation of Broadwater Park Community Centre to take place during 2023/24 as opposed to being spread over two years. This would involve the installation of PV solar panels and the upgrade of the existing domestic hot water system as planned for 2023/24 along with the bringing forward from 2024/25 the installation of an air source heat pump system.

In approving the bringing forward the decarbonisation of Broadwater Park Community Centre by moving the installation of the air source heat pump from 2024/25 to 2023/24, Members

approved that in the first instance the additional funds required are allocated against the land and property reserve.

In relation to the work proposed for The Pepperpot and Wilfrid Noyce Centre under the current works programme (replacement of gas fired combination boilers in the Oglethorpe Hall and The Pepperpot with electric powered combination boilers), Members agreed that these be included, alongside the installation of a 3-phase air source heat pump for the Wilfrid Noyce Centre and Solar PV installation at Eashing Cemetery (including Eashing Lodge), in a bid for the [Phase 3c of the Public Sector Decarbonation Scheme](#), which is expected to open for submissions in Autumn 2023.

603. MANAGEMENT AND SCRUTINY ARRANGEMENTS FOR BEREAVEMENT & CEMETERY SERVICE

Members to resolve to determine the following recommendation to Full Council for the management and scrutiny of the bereavement and cemetery service.

Option 2. As with other services provided by the Town Council, such as the Museum, the scrutiny and management functions of the bereavement service and cemeteries is vested as appropriate within existing Council committees as indicated below:

- i. Review the schedule of Cemetery Fees & Charges on an annual basis – **P&M**
- ii. Review Cemetery Rules & Regulations on a regular basis – **P&M**
- iii. To consider the effectiveness of the risk management arrangements within the Bereavement and Cemetery Service area – **Audit**
- iv. To ensure appropriate arboriculture tree testing is undertaken on an 18-month cycle and the implementation of any recommendations arising from the testing – **P&M work programme**
- v. To develop proposals for the environmental improvement of the cemeteries – **E&P**
- vi. To develop and review long term strategic management including site visits – **E&P**

In making their recommendation, Members agreed that the budget monitoring of the bereavement and cemetery service income/expenditure will be incorporated within the Council's overall budget procedure and therefore will be reported to P&M.

604. SAFEGUARDING REPORT Q1 2023

Members received and noted the Safeguarding report for Q1 2023.

605. ANNUAL SAFETY REPORT 1 APRIL 2022 TO 31 MARCH 2023

Members noted that during the reporting period there were no health and safety incidents relating to the Town Council's staff reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Additionally, Members also noted that on 15 December 2022, Full Council approved the appointment of a provider of an integrated Health & Safety management system for the Council and that Citation has been appointed to support the council and council staff. The new H&S management system was introduced in February 2023.

606. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified grants and the decarbonisation of Broadwater Park Community Centre to be subject to further publicity. Announcements to be publicised after the local elections being held on 4 May 2023.

607. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 25 May 2023 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

608. ANNOUNCEMENTS

As the last P&M meeting before the local elections to be held on 4 May 2023, the Chair thanked all Members and Council Officers for their commitment and hard work over the preceding four years.