

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 20 MAY 2021**

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

- |                         |                        |
|-------------------------|------------------------|
| * Councillor Adam       | * Councillor Ashworth  |
| * Councillor Boyle      | * Councillor Cosser    |
| * Councillor Crooks     | * Councillor Duce      |
| * Councillor Faraday    | * Councillor Heagin    |
| * Councillor Hullah     | * Councillor Martin    |
| 0 Councillor Neill      | 0 Councillor Purvis    |
| * Councillor PMA Rivers | * Councillor PS Rivers |
| 0 Councillor Rosoman    | * Councillor Stubbs    |
| * Councillor Welland    |                        |

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

38. ELECTION OF CHAIR

It was proposed by Cllr PS Rivers and seconded by Cllr Williams that Cllr Follows be elected as Chair of the Policy & Management Committee for the 2021/22 civic year. Members voted unanimously to elect Cllr Follows as committee Chair.

39. ELECTION OF VICE-CHAIR

It was proposed by Cllr Follows and seconded by Cllr Hullah that Cllr Williams be elected as Vice Chair of the Policy & Management Committee for the 2021/22 civic year. Members voted unanimously to elect Cllr Williams as committee Vice Chairman

40. MINUTES

The Minutes of the meeting held on 22 April 2021, having been previously circulated were signed by the Chair as a true record.

41. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

42. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY 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.

43. 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.

44. QUESTIONS BY MEMBERS

A Question from Councillor Heagin was submitted in accordance with Standing Order 6.

“What is the current status of planning for Staycation 2021, and in particular plans for restricting the numbers attending Staycation Live?”

The Chair read out the following response prepared by the Town Clerk:

Staycation Live 2021 is not being held in 2021, the event is postponed until 2022 mainly due to the financial risk of having to cancel if opening up does not go as well as expected. However, from the government roadmap to reopening society published on 22 February 2021, as things currently stand if it were to go ahead there would not be a requirement to restrict numbers post 21 June. That said, although the roadmap for lifting of restrictions post 21 June has been published by the government, the roadmap is subject to confirmation and whether there would be a need to restrict numbers at larger events is but one of those unknowns. Whilst the government has stated that it hopes to remove all restrictions on social gatherings from 21 June, whether that actually happens is yet to be seen, hence the risk to the organisers.

In regards to Staycation events other than Staycation Live, it is fair to say that the offering will not be the 70+ events of 2019. The Community & Communications Officer has been contacting activity providers and is working to put together a programme. In doing so GTC is making it clear on the Staycation 2021 information and event forms that providers of activities are required to abide by any government guidelines in place at the time of the activity being held.

The program of events will hopefully be ready at the beginning of July and will be published on the GTC website.

45. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 1 April 2021	121,017.18
Receipts received since the 1 April 2021	607,899.79
Balance held in HSBC Current Account	
Balance at 20 May 2021	33,802.80
Balance held in the HSBC Business Deposit Account	
Balance at 20 May 2021	810,364.92
Balance held in the CCLA Deposit Account	
Balance at 20 May 2021	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.

46. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and noted progress within.

47. FARNCOMBE DAY CENTRE ANNUAL REPORT

As required by the Council's Service Level Agreement with the Farncombe Day Centre, Members received and noted the Centre's annual SLA report.

48. MOTION ON NOTICE

**Proposed by Councillor Ashworth, Seconded by Councillor Williams**

**The Motion: Godalming Town Council commits to acting as guarantor of food security however caused, within the Parish of Godalming for as long as necessary.**

In presenting the Motion, the proposer expressed thanks for the work of so many residents, businesses, organisations, councillors and staff who have worked so hard in trying to alleviate food insecurity in our community.

**Background to the Motion:**

The proposer expressed that whilst the final effects of the coronavirus pandemic upon our community remain unknown, it is clear that the last 12 months has exposed an underlying economic fragility in many communities, including those of Godalming and the surrounding villages. Whilst government interventions provided unprecedented levels of support, many within our community who felt the economic shockwaves of the pandemic were, nevertheless, made vulnerable to food insecurity. Indeed such vulnerability remains for many and as central support such as the furlough scheme is withdrawn the level of insecurity could increase.

The support provided to the community by the Godalming & Villages Community Store has been, and remains incredibly important for our community. Whilst the number of days-worth of food and product support can be quantified, currently in excess of 34,000 days, the unquantifiable benefits of higher self-esteem, improved well-being and reduced anxiety and stress should be considered as equally important.

The support of this Council to the alleviation of food insecurity due to the pandemic has been unwavering. From the initial inception of Trolley Tuesday to the realisation that additional support for the foodbank at St Marks was needed, Godalming Town Council has provided both practical and resource support. The obvious support has ranged from the use of the Wilfrid Noyce Centre, the weekly delivery and collection of the trolleys that have made Trolley Tuesday the success it is and the redeployment of GTC staff to support the day-to-day operation of the Community Store. The less obvious support has ranged from the promotion of the Community Store through the Council's website and social media channels. Over the previous 12 months there has been 11,364 visits to [www.godalming-tc.gov.uk/community-store/](http://www.godalming-tc.gov.uk/community-store/). Additionally, GTC staff have made weekly trips to the wholesalers for items not easily gained through donated goods. GTC also provided financial management and insurance cover for the community volunteers who have been the backbone of the store.

The support shown for the Community Store by the wider community is an exemplar of how, in our community, neighbour has supported neighbour and provided a helping hand when needed. Without the support of the wider community through donations made either in the trolleys, community hub boxes or more lately in the collection points located at the main supermarkets, the Community Store could not have provided the level of help it has achieved. Thanks must also go to the many generous people who have supported the Community Store with monetary donations that have allowed the Store to provide a wider and more nutritionally balanced offering and also to the Rotary Club of Godalming Woolsack which has worked quietly in the background to manage the 'just giving page' and gift aid for the store.

As Members will be aware, Godalming Town Council pledged to support the Community Store for at least 2 months after the official end of the furlough scheme. At present this would likely be towards the end of November. However, Members will also be aware that neither the lifting of coronavirus restrictions nor the end of the furlough scheme will mean that all the issues and difficulties, which result in food insecurity and anxiety, will be eliminated.

## Amendments to the Motion

Cllr Cosser proposed an amendment to the motion seconded by Cllr Martin.

Members debated the proposed amendment:

“Godalming Town Council recognises the need in the Parish for food security for those who may not be able to access from government or other agencies the resources necessary to feed themselves and their families. The Council therefore commits to providing support for those people for as long as may be necessary, within the resources available to it and taking account of any similar provision being made elsewhere in the community so as to help ensure that none of our community need fear an inability to access the food they need.”

On a recorded vote the amendment to the motion was not carried.

The recorded vote was as follows:

Against	Cllr Adam	Abstain	Cllr Hullah
Against	Cllr Ashworth	For	Cllr Martin
Against	Cllr Boyle	Against	Cllr PMA Rivers
For	Cllr Cosser	Against	Cllr PS Rivers
Against	Cllr Crooks	Against	Cllr Stubbs
Against	Cllr Duce	Against	Cllr Wardell
Against	Cllr Follows	For	Cllr Welland
Against	Cllr Heagin	Against	Cllr Williams

Members debated the original Motion.

Councillor Follows proposed an amendment to the motion.

The proposed amendment was accepted by Cllr Ashworth as the original proposer and Cllr Williams as the original seconder of the motion. Members resolved to accept the amendment to the motion.

### The motion as amended:

“Godalming Town Council commits to acting as guarantor of food security however caused, within the Parish of Godalming for as long as necessary and as far as the resources of Godalming Town Council allow.”

**On a recorded vote the motion as amended was carried.**

The recorded vote was as follows:

Against	Cllr Adam	Abstain	Cllr Hullah
Against	Cllr Ashworth	Abstained	Cllr Martin
Against	Cllr Boyle	Against	Cllr PMA Rivers
Abstained	Cllr Cosser	Against	Cllr PS Rivers
Against	Cllr Crooks	Against	Cllr Stubbs
Against	Cllr Duce	Against	Cllr Wardell
Against	Cllr Follows	Abstained	Cllr Welland
Against	Cllr Heagin	Against	Cllr Williams

The Chair informed Members that the Community Store Working Group had completed its tasks and that future reports regarding the Community Store would come to the Policy & Management Committee.

**Having resolved to agree to the motion as amended, Members further resolved to agree the following:**

- Godalming Town Council will support organisations and groups deemed to be providing relief within the Godalming area in accordance with the principle defined by the Motion above. Support will be provided as appropriate in terms of management, funding and premises. Requests for Partnership, Service Level or other such agreements requested of the Council in furtherance of a sustainable emergency food provision service for the Godalming area shall be brought to this Committee; and
- Recommendations relating to the deployment of funding to support the principles of the Motion will be brought to Godalming Town Council's Policy & Management Committee for approval.

49. COMMUNITY STORE – CONTINUED PROVISION

**Members resolved to agree to authorise expenditure of up to £10,000 from the Emerging Projects Fund to carry out those immediate alterations required to re-house the Community Store.**

In supporting the Community Store, Members wished to balance the needs of the Community Store with those of other community groups and organisations who, as the Covid restrictions are eased, wish to use GTC community venues for their activities.

Members were informed that the Community Store volunteers are working to develop a model of operations that will be able to provide future support for vulnerable members of our community. Additionally, GTC has been exploring options for providing a secure viable location whilst also allowing for the release of community space within the WNC. The Chair informed Members that an objective in identifying an alternative location was to ensure that only a single move of the operation of the Community Store will be needed. The target date for any such move being no later than the 1 September 2021.

Members were also informed that GTC is in discussions with WBC regarding facilities at Broadwater Park as a new location for the Community Store. Whilst the terms of any such arrangement are still to be finalised, if agreed GTC will be required to undertake any internal alterations and external access changes to allow its use as the future home of the Community Store. In doing so, GTC will be creating an additional community space, which even if in future the Community Store is no longer needed, would be available for other community uses. Whilst the immediacy of need is to undertake works to re-house the Community Store, as a project identified as a potential CIL bid to improve the whole of the facility, the slightly longer term program would be:

- a) GTC to seek funding to conduct a design and feasibility study for the permanent alterations required to provide the updated changing facilities and creation of community space;
- b) the outcomes of the design and feasibility study to provide the basis for stakeholder groups to seek the funding required to undertake the full redevelopment to provide updated and compliant changing facilities and a permanent community space; and
- c) governance arrangement for the future upkeep and maintenance of the facilities to be determined as part of the design and feasibility process to provide assurance to potential funding partners.

Whilst Officers will bring a report forward for the longer term aspiration once they have sought costings for a design and feasibility study for the full permanent refurbishment of the facility, at this stage Members were requested to resolve to agree to authorise expenditure of up to £10,000 from the Emerging Projects Fund to carry out those immediate alterations required to re-house the Community Store.

Members noted that Officers would normally undertake a more detailed costing before seeking authorisation and have probably looked to a worst case cost. However, due to timing issues of being able to conduct stakeholder engagement and seek preliminary agreements, it had not been possible to do so before the meeting and deferment to future meetings would have challenged the timescale of 1 September.

50. WORKING GROUPS

Members resolved to agree that:

- a) The terminology used in Standing Orders change from Working Groups to Task & Finish Groups.
- b) That an addition to Standing Order 127 be made to reflect that Task & Finish Groups are not authorised to make decisions on behalf of the Council.
- c) The Town Clerk be authorised to amend Standing Orders to replace reference to Working Groups with Task & Finish Groups.
- d) That Cllr Duce, Cllr Crooks and Cllr Stubbs continue to work towards providing a report to the Council on the options for Council led youth provision.
- e) In pursuance of Action Point 6 of the Council's Town Centre Area Plan, two of their number to be nominated to explore potential options for permanent traffic control/restrictions within the town centre area and to bring forward a report for consideration by this Committee for forwarding to the Surrey County Council Local Highways Committee for further consideration.

**Outstanding actions** remain from item e) and will be brought back to the next meeting to determine the names of Members to act as the Town Centre Traffic Restrictions/Control Task & Finish Group at the next meeting.

51. PRIDE IN SURREY

The Chair informed Members of the recent announcement that the Pride in Surrey 2021 & Parade is to be held in Godalming on the 25 September on the Phillips Memorial Park <https://www.prideinsurrey.org/pride2021>

The main sponsor of the event being Surrey County Council, with Waverley Borough Council being responsible for approving the Event Management Plan. Members were informed that as Godalming Town Council has extensive experience and knowledge in supporting a wide range of events within the town, it is supporting Pride in Surrey to help deliver a safe, inclusive community event.

Members resolved to agree that in support of Pride in Surrey that:

- a) Godalming Town Council staff may be used to support the submission of the required Road Closure application and that GTC staff and resource may be used to support the on-the-day road closure requirements to ensure a safe parade.
- b) Godalming Town Council will support Pride in Surrey by providing the Wilfrid Noyce Centre as a base for on-the-day youth and family activities and support.
- c) The Town Clerk is authorised to utilise resources that would have been normally allocated to Staycation Live towards supporting Pride in Surrey 2021.

52. WELCOME BACK FUND

**In support of the 'Welcome Back Fund'** an extension of the Reopening High Streets Safely Fund (RHSSF) supported by the European Regional Development Fund programme Members resolved to agree that the:

- a) Town Clerk, in consultation with the group leaders, is authorised to incur expenditure up to the limit of the grant allocation from WBC (£24,000); and
- b) the Town Clerk informs WBC of the level of the funding allocation committed by GTC for projects within the Godalming Town Council area.

53. LOCAL AUTHORITY REMOTE MEETINGS: CALL FOR EVIDENCE

Members considered the draft responses to the Government's consultation questions as part of its call for evidence regarding use of arrangements for local authorities to meet remotely or in hybrid formats. Having amended responses to question 8 to include 'Local Authorities should have the ability to hold hybrid meetings' and changing the answer to question 11 from 'No' to 'Unsure' members resolved to agree that the Town Clerk should submit the responses on behalf of Godalming Town Council.

54. ELECTORAL REVIEW OF WAVERLEY BOROUGH COUNCIL: WARDING ARRANGEMENTS

Members noted that The Local Government Boundary Commission for England has launched a public consultation inviting proposals for a new pattern of electoral wards for Waverley and that Godalming Town Council is supporting the consultation by bringing it to the attention of elected members and ensure that it also uses its regular communications channels to bring the consultation to the attention of residents and community groups. Members noted that the Communications Officer is work with colleagues in WBC to promote this consultation using the authorised publicity material.

The Chair informed Members that the Commission is minded to recommend that 50 councillors should be elected to the Waverley Borough Council in future and is inviting proposals from interested parties and member of the public on a pattern of electoral wards based on that number of councillors. The public consultation inviting proposals is running from 11 May 2021 to 19 July 2021.

55. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the Pride in Surrey as an item to be subject to further publicity from GTC.

56. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 24 June 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

57. ANNOUNCEMENTS

There were no announcements.