

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 22 MAY 2019**

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

* Councillor Adam	L	Councillor Ashworth
* Councillor Boyle	*	Councillor Cosser
* Councillor Crooks	*	Councillor Duce
* Councillor Heagin	*	Councillor Hullah
L Councillor Martin	0	Councillor Neill
* Councillor Purvis	^	Councillor PS Rivers
* Councillor Rosoman	*	Councillor Steel
* Councillor Stubbs	*	Councillor Wardell
* Councillor Welland		

* Present # Absent & No Apology Received 0 Apology L Late ^ Council Duties

31. ELECTION OF COMMITTEE CHAIR

On the proposition of Councillor Williams, seconded by Councillor Hullah, it was resolved unanimously that Councillor Follows be elected as Chair of the Policy & Management Committee for the local government year 2019/20.

32. ELECTION OF COMMITTEE VICE-CHAIR

On the proposition of Councillor Crooks, seconded by Councillor Boyle, it was resolved unanimously that Councillor Williams be elected as Vice-Chair of the Policy & Management Committee for the local government year 2019/20.

33. MINUTES

The Minutes of the meeting held on 11 April 2019, having been previously circulated and available for viewing at <https://godalming-tc.gov.uk/wp-content/uploads/2019/04/1.-11-April-2019-PM-Minutes.pdf> were signed by the Chairman as a true record.

34. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

35. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Adam declared a non-pecuniary interest in Agenda Item 8, to the grant application for the Godalming Town Football Club, on the grounds that he is a Coach at Farncombe Youth FC who may have an interest in this application through equipment sharing and stayed in the Chamber when that agenda item was debated.

Councillor Cosser declared a non-pecuniary interest in Agenda Item 8, to the grant application for the Godalming Town Football Club, on the grounds that he is a Trustee of Farncombe Youth FC who may have an interest in this application through equipment sharing and stayed in the Chamber when that agenda item was debated.

Councillor Cosser declared a non-pecuniary interest in Agenda Item 8, to the grant application for the Go Godalming Association, Godalming in Bloom and the Go Godalming

Association grant aid in kind application on the grounds that he is a member of that organisation and stayed in the Chamber when that agenda item was debated.

Councillor Crooks declared a non-pecuniary interest in Agenda Item 8, to the grant aid in kind application for the Godalming Cycle Forum on the grounds that he is the Council representative of that organisation and stayed in the Chamber when that agenda item was debated.

Councillor Heagin declared a non-pecuniary interest in Agenda Item 8, to the grant application for the Go Godalming Association, Godalming in Bloom and the Go Godalming Association grant aid in kind application on the grounds that she is the Council representative of that organisation and stayed in the Chamber when that agenda item was debated.

Councillor Heagin declared a non-pecuniary interest in Agenda Item 8, to the SLA grant application for the Citizens' Advice Waverley on the grounds that she is a volunteer with that organisation and stayed in the Chamber when that agenda item was debated.

Councillor Hullah declared a non-pecuniary interest in Agenda Item 8, to the grant application for the Farncombe Day Centre on the grounds that she is the Council representative of that organisation and stayed in the Chamber when that agenda item was debated.

Councillor Williams declared a non-pecuniary interest in Agenda Item 8, to the SLA grant application for the Citizens' Advice Waverley on the grounds that his spouse is a volunteer adviser with that organisation and stayed in the Chamber when that agenda item was debated.

36. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invited members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda.

Mr Ollie Purkiss, a resident of Godalming, spoke to Members on Air Quality within the Town and requested that Members give the issue of Air Quality due regard in future decision making of this administration.

Mr Jonathan Pepper, a trustee of Citizens' Advice Waverley, spoke to agenda item 8, SLA grant to Citizens' Advice Waverley setting out the importance of the Council support to the organisation. The Chair allowed questions from Members.

37. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6. – There were none.

38. APPLICATIONS FOR GRANT AID

Members considered the following applications for grants and resolved that:

Applications for General Grant Fund Support

Farncombe Day Centre

£5,000 be granted to help meet the annual costs of providing its minibus service to pick-up and return people to their homes. Cllr Heagin requested a recorded vote on this item. All Councillors present voted in favour of this grant award with the exception of Cllr Heagin and Cllr Rosoman.

Godalming in Bloom

£500 be granted to assist with the 2019 programme which includes purchase and distribution of seeds and tools for schools, contribution towards insurance, provision of certificates and engraving of trophies, photographic displays, promotional leaflets and publicity, website contribution and judging costs.

Godalming Town Football Club

£3,000 be granted towards a replacement tractor.

Huckleberries Nurture Farm CIC

£600 be granted to contribute towards a summer programme for 6-8 children to receive 12 wellbeing sessions at the Nurture Farm.

Surrey Association for Visual Impairment (trading as Sight For Surrey)

£500 be granted to assist with a pan sensory event 'Living with Sight and/or Hearing Loss'.

Waverley Borough Council

£500 be granted to assist with the costs of running The Specsavers Surrey Youth Games.

Applications for SLA Funding

Waverley Hoppa Community Transport

£5,000 be granted to assist with providing an accessible door-to-door, non-emergency patient transport service for the residents of Godalming and Haslemere and the surrounding villages, who do not qualify for free NHS transport. The service goes to the Royal Surrey County Hospital, all other health facilities in the Guildford area and all other health facilities between Haslemere and Guildford.

Members approved a one year SLA grant to Waverley Hoppa Community Transport for the operation of the Hospital Hoppa passenger transport scheme, with the following conditions attached:

- Waverley Community Transport maintain the provision of a dedicated Hospital Hoppa transport scheme operating 5 days per week, except public holidays within the GU7 area;
- for the duration of any funding agreement, Waverley Community Transport are required to report Hospital Hoppa usage by GU7 residents by the 31 March of each funding year;
- Waverley Community Transport is required, by the 31 March year of an SLA agreement, to inform Godalming Town Council of its intention to continue the operation of the Hospital Hoppa transport over the following 12 Months (1 April-31 March); and
- Reporting dates may be amended by negotiation with the Town Clerk to enable them to be synchronised with Waverley Community Transport's annual reporting period, whilst maintaining the intent of these conditions.

Citizens' Advice Waverley

£28,000 be granted to assist with the provision of a locally available, independent, high quality advice services to Godalming residents.

Members approved a one year SLA grant to Citizens Advice Waverley for the provision of advice services located in Godalming, with the following conditions attached:

- Citizens' Advice Waverley maintain a direct client contact advice provision within Godalming that provides 5 day per week access;
- for the duration of any funding agreement, Citizens' Advice Waverley are required to report by the 31 November of each funding year on the number of in-person, and telephone advice contacts of GU7 residents;

- Citizens' Advice Waverley is required, by the 31 March of each year of an SLA agreement, to inform Godalming Town Council of its intention to continue direct client contact services in Godalming over the following 12 Months (1 April-31 March); and
- reporting dates may be amended by negotiation with the Town Clerk to enable them to be synchronised with Citizens' Advice Waverley annual reporting period, whilst maintaining the intent of these conditions.

In respect to the SLA grants, Members requested that the Town Clerk brings proposals to Members regarding options SLA approval duration.

Applications for Council Community Funding

Members further considered whether to renew grant aid in kind for five organisations that are regular users of the Town Council's premises. The following organisations were granted aid in kind as indicated below:

Farncombe & District Allotment Association

Grant aid in kind of £28 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 & District Community First Responders

Grant aid in kind of £126 as an exemption from fees for the use of meeting rooms – 6 times per annum for 3 hours per meeting and training session of the Community Responders.

Go Godalming Association

Grant aid in kind of £42 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 £86 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 (usually held in October) and Godalming in Bloom for its annual prize-giving (usually held in July).

Godalming Cycle Campaign

Grant aid in kind of £168 as an exemption from fees for the use of The Pepperpot – one Wednesday per month for 2 hours per session.

39. **ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS**

	£
Godalming Town Council	
Accounts paid since the 1 April 2019	142,591.73
Receipts received since the 1 April 2019	398,397.64
Balance held in Current Account	
Balance at 22 May 2019	29,453.61
Balance held in the Business Deposit Account	
Balance at 22 May 2019	660,764.20

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.

40. APPROVAL OF VARIABLE DIRECT DEBITS

As required by Financial Regulation 6.6 Members RESOLVED to authorise the RFO to continue payments by use of variable direct debits where current instructions exist. Members approved the list and the use of a variable direct debit in each instance.

41. DOCUMENT REVIEW – SUPPORTING OUR COMMUNITY

In July 2018, Godalming Town Council adopted a document called Supporting Our Community, which set out the achievements of the Town Council for the previous 3 years, and sets the Future Aims of the Council.

Members noted that approving and adopting the Council's Aims and Objectives is a reserved matter for the Full Council. Members RESOLVED to nominate a working group to bring forward proposals for consideration by this Committee that sets out the aims and objectives of this administration in order to provide the foundation for the Council's future action and business plans. Once agreed, the recommendations are to be passed for adoption by the Full Council.

The following Members were appointed to the Working Group, Cllr Boyle, Cllr Duce, Cllr Rosoman and Cllr Wardell. The working group to bring principle objectives for consideration by this Committee as soon as practicable.

Members also agreed that the Supporting Our Community document should be removed from circulation.

42. DOCUMENT REVIEW – MEMBERS' CODE OF CONDUCT

Members considered the Members Code of Conduct and RESOLVED that it be recommended for adoption by the Full Council.

43. FARNCOMBE INITIATIVE

Members received a report (copy attached to the record minutes) from the Town Clerk regarding the Farncombe Initiative and RESOLVED to:

- appoint Cllr PMA Rivers as the interim Chair of the Farncombe Initiative for ratification by the members of that group; and
- agree that, as proposals emerge from the Farncombe Initiative, the funds allocated in the budget for this group may be released by the Town Clerk, in consultation with Chair of the Farncombe Initiative, using the Town Clerk's delegated authority.

On the proposal of Cllr Wardell and seconded by Cllr Follows, Members passed a vote of thanks to Cllr Cosser for his work in establishing and subsequently chairing the Farncombe Initiative over the previous 6 years.

44. OUTSIDE WORKS & MAINTENANCE OPERATIVES

Members received a report from the Town Clerk (copy attached to record minutes) relating to the engagement of outside works and maintenance operatives.

On the proposal of Cllr Cosser and seconded by Cllr Welland, Members RESOLVED to agree an amendment to the first recommendation contained within the report.

Members considered the motion as amended and RESOLVED to approve:

1. To engage a directly employed Outside Works & Maintenance Services Team as set out in this report with the additional requirement that initial recruitment of the two posts should be on the basis of a maximum two year fixed term contract so as to enable the Council to review after 18 months whether the anticipated benefits of these new arrangements have been realised and decide whether the arrangements should be confirmed, amended or abandoned.
2. That the Staffing Committee should approve the job descriptions, person specification and particulars of employment.
3. That the Town Clerk is to conduct the recruitment process.
4. To authorise the capital cost for the purchase of transport & equipment as described in the report to a maximum sum of £20,000.

45. WORKING GROUPS

Asset Working Group

Members RESOLVED to approve the formation of the Asset Working Group to identify and evaluate the value and/or liabilities associated with the Town Council's assets. The terms of reference for this working group are:

- a. to identify GTC's land, property and other significant fixed assets;
- b. to evaluate the value and/or liability of those assets to the Council;
- c. to evaluate the benefit of those assets to the community;
- d. to evaluate whether the current use of land and property is the best value use;
- e. to identify the medium and long term requirements of the GTC office and other staff workplace needs; and
- f. to report its findings to this Committee.

The following Members were appointed to the Asset Working Group: Cllr Adam, Cllr Heagin, Cllr Purvis, Cllr Wardell.

Youth Provision

Members RESOLVED to approve the establishment of a working group to explore issues relating to youth provision within Godalming and report its findings to this Committee.

The following Members were appointed to the Asset Working Group: Cllr Crooks, Cllr Duce, Cllr Stubbs.

46. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and noted its content.

47. PLANNING MATTERS

Neighbourhood Plan

Members noted that the date of the Godalming & Farncombe Neighbourhood Plan Referendum will be held on **Tuesday, 9 July** and that the promoter of the YES campaign is the Town Clerk. The local plan and supporting documents can be viewed at <https://godalming-tc.gov.uk/neighbourhoodplan/>

Article 4 Direction

Members noted that Godalming Town Council has been in discussion with WBC regarding GTC's request for an Article 4 Direction Order to be issued for the area bounded by the

railway line and Station Road in Godalming and that as part of those ongoing discussions GTC commissioned and subsequently submitted a report called "Impact of Permitted Development Rights on Godalming Office Market" and accompanying letter to Waverley Borough Council.

Members further noted that GTC had made further observations based on WBC's response to its report and is awaiting a reply in order to take this matter further. Cllr Adam proposed and Members agreed that this item should be a standing item until such time as a resolution is determined.

48. BUDGET MONITORING

Members considered a budget monitoring report 30 April 2019 and noted the following:

- the Head Office underspend is a result of timing issues – no Grants have yet been approved and some annual subscriptions have not yet been received;
- Civic Expenses is underspent in the area of member's training – this has been booked but invoices not yet received;
- Festivals & Markets – the Spring Festival was very successful with above budget revenue and below budget expenses; and
- Christmas Lights – a timing issue where the deposit for the 2019 Christmas Lights was budgeted but not yet received as a new contract has been negotiated.

49. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FAIRTRADE GROUP

Due to newly appointed representatives, this item has been deferred.

50. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the awarding of grants from this meeting to be further publicised.

51. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 11 July 2019 at 7.00 pm in the Council Chamber.

52. ANNOUNCEMENTS

The Chair of the Committee announced that due to Godalming Town Council not having a Planning Committee and the notification of WA/2019/0067 going to Waverley Joint Planning meeting having been received too late for it to be included on the agenda for this evening's meeting, as Chair of the Policy & Management Committee, which currently has responsibility for planning matters, in accordance with Standing Order 132 the Chair of the Committee has called an Extraordinary meeting of the Policy & Management Committee for 7.00pm on Wednesday, 19 June to consider this application and to agree its position to be presented to the Joint Planning Committee.