

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 25 APRIL 2024**

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

- |                       |                         |
|-----------------------|-------------------------|
| * Councillor Adam     | * Councillor Kiehl      |
| * Councillor Clayton  | 0 Councillor Martin     |
| * Councillor Crooks   | 0 Councillor PS Rivers  |
| * Councillor Crowe    | 0 Councillor PMA Rivers |
| 0 Councillor C Downey | * Councillor Steel      |
| 0 Councillor S Downey | * Councillor Thomson    |
| * Councillor Heagin   | * Councillor Williams   |
| * Councillor Holliday |                         |

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

610. MINUTES

The Minutes of the meeting held on 21 March 2024, having been previously circulated were signed by the Chair as a true record.

611. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

612. 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.

613. 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.

614. QUESTIONS BY MEMBERS

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

615. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid between 22 March and 31 March 2024	131,451.87
Receipts received 22 March and 31 March 2024	10,323.25
Balance held in HSBC Current Account	
Balance at 31 March 2024	64,349.14
Balance held in the HSBC Business Deposit Account	
Balance at 31 March 2024	312,880.92
CCLA Deposit Account	
Balance at 31 March 2024	950,000.00

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.

616. FINAL ACCOUNTS

**Members resolved to approve the final accounts for the year ending 31 March 2024.**

Members received and agreed the final accounts for the year ending 31 March 2024 (attached to record minutes).

617. COMMITTEE REPORTS & KEY DATES

Members noted the Committee's Reports' Schedule and Key Dates Programme.

618. ALLOCATION OF GRANT FUNDING

Members agreed to the allocation of non-SLA grant funds remaining at the existing 40/60 split between the General and Community Grant funds.

In relation to the above, the council budgeted £64,700 for grant support for the civic year 2024/25. Of which £45,500 has been allocated for SLA support, leaving a balance of £19,200 for the remainder of the grants budget.

619. APPLICATIONS FOR GRANT AID

Information:	£
<b>24/2025 Grants Budget</b>	64,700.00
Allocations this year to date	45,500.00
Balance available for allocation	19,200.00
<hr/>	
<b>24/2025 General Grant Fund Allocation</b>	7,680.00
Allocations this year to date	0.00
General Grant Fund applications this meeting	0.00
Balance unallocated if applications agreed	7,680.00
<hr/>	
<b>24/2025 SLA Fund Allocation</b>	45,500.00
Allocations this year to date	45,500.00
<hr/>	
<b>24/2025 Council Community Fund Allocation</b>	11,520.00
Allocations this year to date	0.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	4,226.00
Balance unallocated if applications agreed	7,294.00
<hr/>	
Total balance unallocated if applications agreed	<u>14,974.00</u>

## SLA Funding

Members noted the Service Level Agreements for the organisations listed below:

- Citizens Advice South-West Surrey (CASWS) **£35,000**
- Farncombe Day Centre **£7,500**
- Wharf Nursery School **£3,000**

## Applications for Council Community Funding

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

### ChoirBLAST 2024

Sponsors Cllr Kiehl & Cllr Crooks

ChoirBLAST was granted an additional Community Fund grant for £1,000 for ChoirBLAST 2024, in addition to the previous grant awarded in November 2023, to assist in the additional costs experienced in staging the event.

Additionally, Members requested that in keeping with the council's Corporate Plan Part 6, Section 1, which states that Godalming Town Council will "Encourage and promote access to sports and leisure facilities and the arts for all" and the associated Action Point 9, which is to "Seek and provide grants, events, and other in-kind support for third party organisations for delivery of GTC aims and objectives". Members asked that the Events T&F Group consider how best to support this event for future years with arrangements similar to those in place for Heritage Open Day and Staycation for the promotion of the town and the arts.

### The River Wey Trust

Sponsors Cllr Adams, Cllr Weightman

The Wey River Trust was granted £1,000 to support the work of the Water Community Lab.

The community-led lab is a first in our region and is designed to allow anyone to get answers about their local river on human health risks, namely E. coli. It brings together the already established water chemistry monitoring program with the ability to take samples for E. coli using a certified method (thanks to equipment and support from University of Surrey) so that there is confidence in the results.

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

Members considered and approved Grant Aid in Kind for the use of the Town Council's premises for the organisations and reasons listed below.

### 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 £213 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 £223 as an exemption from fees for the use of the Caudle Hall & Wyatt Room of 7 and 3 hours' hire respectively 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 £840 as an exemption from fees for the use the Wilfrid Noyce Centre 12 times per annum to host the relaxed screening film shows.

#### ChoirBLAST

Grant Aid in Kind of £240 as an exemption from fees for the use the Wilfrid Noyce Centre for use at ChoirBLAST 2024.

#### Godalming BID

Grant Aid in Kind of £180 as an exemption from fees for the use The Pepperpot meeting room for 2 hours, 10 times per annum for BID board meetings.

#### Godalming & District Chamber of Commerce

Grant Aid in Kind of £180 as an exemption from fees for the use the Pepperpot meeting room for 2 hours, 10 times per annum for Chamber of Commerce management meetings.

#### 620. GRANT POLICY REVIEW

Members considered the draft Grants Policy and following an amendment to the criteria to incorporate the advancement of the Corporate Plan resolved to agree to recommend it's adoption by Full Council.

Members requested that there be a monitoring report in July, October, and February when community grants are considered to indicate how grants were advancing the strategies of the Council's Corporate Plan. In addition, in future when applications are considered, the strategy they are meeting should be noted.

#### 621. BURIAL STATISTICS 2023/24

Members received the burial statistics for the year 2023/24 (attached to record minutes).

#### 622. SAFEGUARDING REPORT Q1 2024 1 JANUARY-31 MARCH 2024

Members noted that the GTC Safeguarding Officer had one call of concern received in February regarding a vulnerable young person in Godalming which was immediately referred to WBS and the MASH lines.

Members received the Youth Service safeguarding report and noted:

- One incident of significant joint safeguarding work with an educational institution.
- Ongoing contextual safeguarding work regarding a vulnerable cohort.
- One cohort displayed dangerous behaviour, but they were supported to engage with youth service in-house restorative practices, meaning we did not need to involve police.
- One child had concerns resolved by Surrey Children's Services, meaning they could return to the youth service.

Members also noted that:

The Youth Service's weekly safeguarding practice meeting is working as hoped, providing an effective mechanism for monitoring issues such as neglect.

The Youth Service's interagency safeguarding practice continues to grow, and that the Youth Service have collaborated with multiple agencies during this quarter to provide wraparound support for vulnerable young people. Other agencies are much more understanding of the Youth Service and engage with the service more quickly.

The approach to additional needs and disabilities has also developed. The Enable YOUth programme is provided on Thursday nights and offers a smaller, curated session for young people that might struggle with the busyness of mainstream sessions or require additional support. An Educational Healthcare Plan is required for young people to access this group. The team are using tools such as 'All About Me' to make sure they understand and cater to more complex needs. The intention is that by getting to know these young people, youth staff can then enable them to participate in other sessions and make adaptations as needed.

The Youth Officer attended a two-day training course provided by the National Youth Agency. The aim being to further train safeguarding leads and managers for the specific challenges of safeguarding in a youth work context. The Youth Service's approach to safeguarding was looked upon favourably for the most part, particularly the weekly workshop and training matrix. However, the training highlighted some changes that needed to be implemented with many of them confirming existing thinking regarding how the Youth Service needed to be developed:

- Safeguarding Lead Supervision Arrangements Provision is now in place an external safeguarding supervisor for the Youth Officer. The external supervisor was recommended by the Surrey Safeguarding Children Board for this element of his role.
- Deputy Safeguarding Lead. In line with good practice, a Deputy Designated Safeguarding Lead, who will undergo the same training as the Designated Safeguarding Lead, has been nominated.
- Additional time allocated. The Youth Officer requires at least half a day per week to focus on safeguarding, to enable him to remain up-to-date with changes in guidance and legislation, therefore changes to his schedule is being implemented.
- Scrutiny of existing procedures. Review of current safeguarding arrangements, including how to respond to any issues is required. The Youth Task & Finish Group is seeking to identify how best to implement this in Godalming Town Council.
- Employee Assistance Scheme. Godalming Town Council has implemented an employee's assistance scheme, which is considered beneficial to Youth Service staff.

#### 623. ANNUAL SAFETY REPORT 1 APRIL 2023-31 MARCH 2024

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).

Members also noted that following recommendations of the Staffing Committee a SHE Advisory Group has been formed and is reported on separately to the Staffing Committee.

624. POLICY DOCUMENT REVIEW

Members made no recommendations in relation to the Community Events Support Policy, which remains extant and resolved to recommend the Honorary Freeman & Freewoman Scheme for adoption by Full Council.

625. DEVOLUTION OF SERVICES – BUS SHELTERS

Members considered whether GTC should take over the ownership and maintenance from Waverley Borough Council of the bus shelters in Godalming listed below and if so under what conditions.

Members noted that the shelter highlighted yellow in the table below was damaged last October/November by a vehicle and has been removed. Members agreed that before GTC would accept responsibility for the bus stops in Godalming, Waverley Borough Council should arrange for the replacement of that bus shelter with a new shelter approved by the SCC Strategic Transport Group Principal Transport Officer. Likewise, the shelter highlighted in blue removed from outside The Atrium should also be replaced.

Additionally, Members instructed the Town Clerk to negotiate with WBC for the transfer of ownership noting that they would wish WBC to provide a capital sum for the replacement of at least one bus shelter to ensure GTC is able to manage the upkeep of the shelters whilst it is building up funds for future renewal.

Members noted that the shelter highlighted in green is already maintained by GTC, as are the shelters at St John’s Road and Furze Lane and the shelter at Eashing Lane on Aarons Hill, not listed as this is already being replaced by GTC.

Location	Manufacturer	Model	Notes
Elizabeth Road – jnc. Farncombe Street	Custom Shelter	N/A	Bespoke timber shelter installed in 2020. Contractor: DE Gardner
Bargate Rise – The Horseshoe	Littlethorpe of Leicester	Newstead	Installed 2010
Bridge Road – Chalk Road	Stone built shelter with wooden shingle roof	N/A	Built in timber seat. Glazed on 3 walls. WBC inspects and carries out H&S maintenance ONLY. Formal ownership unknown
Bridge Street – The Burys (outside Council Offices)	Woodhouse	Unknown	Installed Circa 1996
Flambard Way – Station Road	Brick structure	N/A	Constructed around 1988 as part of the SCC Godalming bypass works. Believed never officially transferred to WBC. WBC inspects and carries out H&S maintenance ONLY.
High Street – Bridge Street	Woodhouse	Unknown	Installed Circa 1996
High Street – The Square	Woodhouse	Unknown	Installed 2005 by GTC.
Meadow – Kings Road	Astolat	Double sided Merrow	Double sided shelter Installed 1935 (unverified).

Meadow – Opposite Kings Road	Queensbury (Now GW Shelter Solutions)	Arun	3m with half-end panel. Removed after RTC 2023.
Ockford Ridge – Opposite playground	Littlethorpe of Leicester	Eaton	Renewed as part of the housing development
Portsmouth Road – by Eashing Lane	GW Shelter Solutions	Arun	Installed 2019
Tuesley Lane – Godalming College	Littlethorpe of Leicester	Eaton	Installed 2012
Woolsack Way – Opposite Homebase	Queensbury (Now GW Shelter Solutions)	Cantilever	Installed 2004
Woolsack Way – Outside Sainsburys	Brick structure	N/A	Constructed around 1988 as part of the SCC Godalming bypass works. Believed never officially transferred to WBC. WBC inspects and carries out H&S maintenance ONLY.

**Members noted the Corporate Plan and principle of Devolution of Services as set out below.**

Godalming Town Council’s Corporate Plan Part 1, s3 states that:

*“Godalming Town Council will remain alert to opportunities to seek devolution of services from Waverley Borough Council and Surrey County Council, as appropriate to meet local needs.”*

**Principle of Devolution of Services and assets from Principal Authorities to Local Councils is based on providing the best customer service, retaining the most important and valuable services as judged by different local communities and where possible reducing costs to the taxpayer in time of general funding reductions to local government.**

There is a case that, in certain circumstances, services are often provided better locally, with greater pride being taken in the service, more responsive local service and improved customer service. However, devolving of assets and responsibilities to GTC is not cost-free. Although the benefits to the community should be recognised in determining the overall value and cost, it should also be recognised when determining whether to seek/agree the devolution of a service or asset that sufficient time and resource needs to be available.

Whilst this item is to be brought back to Members following negotiations with WBC, Members noted that a provision to revenue costs in the region of £750-£1,000 with an annual provision of £2,000 for future replacement would enable GTC to fund the future maintenance and ongoing provision of bus shelters within Godalming.

626. COMMUNITY INFRASTRUCTURE LEVY MONITORING REPORT

Members received the annual Community Infrastructure Levy Monitoring Report to 31 March 2024 (copy attached to record minutes).

627. COMMUNITY EVENTS TASK & FINISH GROUP

The committee agreed that Cllr Weightman replaces Cllr Heagin on the Community Events Task & Finish Group.

628. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

Members noted the update(s)/report(s) provided by the following:

- Cllr Follows on Sport Godalming;
- Cllr Crooks on The Bury's Scout HQ; and
- Cllr Crowe on the Farncombe Day Centre.

629. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the awarding of Grants to be publicised further via social media.

630. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 23 May 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

631. ANNOUNCEMENTS

Members were informed that the Godalming Spring Fair is being held on Saturday, 4 May on The Bury's Field.