

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD VIA ZOOM ON THURSDAY, 25 JUNE 2020**

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

* Councillor Adam	* Councillor Ashworth
* Councillor Boyle	* Councillor Cosser
* Councillor Crooks	* Councillor Duce
* Councillor Heagin	* Councillor Hullah
0 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

15. MINUTES

The Minutes of the meeting held on 26 May 2020, having been previously circulated were signed by the Chair as a true record.

16. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

17. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Follows declared a non-pecuniary interest in Agenda Item 10 Farncombe & District Allotment Association on the grounds his partner holds an allotment. Councillor Follows passed the Chair to Councillor Williams and muted himself when that agenda item was debated.

Councillor Cosser declared a non-pecuniary interest in Agenda Item 10 Go Godalming Association on the grounds he is a member of the Association.

18. 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 5.

19. QUESTIONS BY MEMBERS

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

20. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 27 th of May 2020	49,230.26
Receipts received since the 27 th of the May 2020	7,660.44
Balance held in HSBC Current Account	
Balance at 25 June 2020	14,944.21

Balance held in the HSBC Business Deposit Account Balance at 25 June 2020	565,364.92
CCLA Deposit Account Balance at 25 June 2020	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.

21. BUDGET MONITORING

Members considered a budget monitoring report to 31 May 2020 and noted the following:

- Head Office – we received £8.2k in CIL monies which was not budgeted (this can only be spent on capital projects), £2.5k above budget Chargeable Works by Outside Work Force to JBC, Grants are currently underspent by £11.1k but there are applications on this agenda, £6k rates not payable for 107-109 High Street as building still unoccupied.
- Civic Expenses - £2.2k refund for cancelled Mayor's Dinner, savings from not using Council Chamber.
- Town Promotion – savings from cancelled events such as the Town Show and Duck Race, savings from a reduced Floral Godalming. This will be offset by costs in promoting the re-opening of the High Street (costs to come in June).
- Staycation – this event has been cancelled and budget re-assigned to fund Town Wardens.
- Festivals & Markets - £1.5k net loss due to cancellation of Spring Festival, Farmer's Markets and Friday Pop-Up.
- Christmas Lights – Chamber of Commerce have advised us they will not be making a donation towards the lights this year.
- Broadwater Park Community Centre – we have taken advantage of the lockdown to completely renovate the large hall and the kitchen at a cost to 31 May 2020 of £14.5k. This will be funded by a restricted reserve for this purpose. YTD loss of revenue is £5.4k.
- The Square – received 50% of rent from Q4 2019/20 which we had thought unrecoverable, also received additional insurance monies for Terrorism cover not budgeted for.
- Wilfrid Noyce Centre - £9.7k loss of revenue, offset by savings in rates and cleaning.
- Godalming Museum – although we originally thought we wouldn't receive any rents, due to a grant they received, this is no longer the case.

22. COMMITTEE WORK PROGRAMME

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

23. APPLICATIONS FOR GRANT AID

Applications for General Grant Fund Support

1254 (Godalming) Air Training Corp

£2,970 was granted to help meet the costs of purchasing 30 x 10" tablets to enable cadets to take online exams and further themselves.

St Peter & St Paul Scout Group

£1,850 was granted to help meet the legal costs associated with finalising a lease for the continued use of the Scout Hut on Charterhouse Road.

Applications for Council Community Funding

St Marks Community Centre – Application Sponsor Cllr Ashworth

£450 was granted to help meet the costs of replacing folding chairs and storage trolley used for 'Chair Yoga'.

Grant Aid in Kind

Members renewed Grant Aid for five organisations that are regular users of the Town Council's premises. There are five requests for Grant Aid in Kind in the form of free use of the Town Council's premises.

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 £90 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 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 Round Table

Grant Aid in Kind of £80 as an exemption from fees for the use of the Wilfrid Noyce Centre for the operational base for the annual Town Show.

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.

24. COUNCIL PROGRAMME 2019-2023

Members resolved to approve the status designation of GTC Objectives after minor amendments were made. The updated programme to be published on the Council's website.

25. COMMUNITY STORE WORKING GROUP

Members approved in principle that Godalming Town Council maintain a Community Store to support the alleviation of food poverty for at least the next 6 months.

Members requested that the Community Store Working Group bring forward further proposals to Full Council by 16 July.

26. YOUTH PROVISION WORKING GROUP

The Chair thanked the Members of the Working Group for their report and recommendations and invited Cllr Duce to present the group's report.

In light of the current COVID-19 pandemic situation and the uncertainties of its affect upon the local tax base, Members agreed that the consideration of the report's main recommendation should be deferred.

On the proposal of Cllr Follows and seconded by Cllr Crooks, Members resolved to agree:

1. that Cllr Duce be the nominated GTC lead councillor for youth provision; and
2. that the proposed Youth Provision Work Group report is deferred to be brought back to the Committee in October, with the Working Group to continue to explore non-budget or resource dependent items contained within the report.

27. HIGH STREET SOCIAL DISTANCING MEASURES

Members noted the measures taken by Godalming Town Council in relation to social distancing within the High Street.

28. REOPENING HIGH STREET SAFELY FUND

Members noted an update from the Chair received since the publication of the agenda relating to the process for receiving funds from the Reopening High Street Safely Fund.

The Reopening High Streets Safely Fund administered by the Ministry of Housing, Communities & Local Government (MHCLG) provides for reimbursement of expenditure eligible under the grant from the 1 June. The detail of the requirements of the European Regional Development Grant will be covered in a funding agreement which, it is hoped, will be available by the 30 June. Until such time, plans are being made against the known criteria set out in the MHCLG guidance document.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/888818/Reopening_High_Streets_Safely_Fund_-_Guidance_-_Final_v2.pdf

The funds indicated in the guidance have been allocated to Waverley Borough Council (WBC), who has informed the Government that they welcome this important initiative and is pleased that the guidance encourages councils to work with town and parish councils and their business communities to determine the best projects for the local area. Additionally, WBC made proposals to the Government to enable reduced administrative costs and speed up the allocation of the funds and proposed to direct the expenditure of the town and parish councils according to the guidelines and FAQ's. Unfortunately, it appears that WBCs proposals were not accepted and that approval of expenditure, and subsequent reimbursement, will only be made after the expenditure has been incurred. As such, any expenditure by Godalming Town Council against its funding allocation of £24,000 will be at the Town Council's own risk.

Members were informed that Officers believed the proposed 'campaign plan' for the Safe Reopening of Godalming High Street and Neighbourhood Shopping Areas met the current published criteria, but that they would wish the nominated members to verify the campaign plan against the published guidance. Additionally, the nominated members would be requested to work with the Community & Communications Officer and Town Clerk to agree the messaging and that the requirements of European Regional Development Fund and

MHCLG have been met before agreeing that the Town Clerk authorises payment against the campaign plan.

The Chair informed members that, whilst every care would be taken to confirm eligibility of expenditure and that GTC were confident that the MHCLG would wish to fully reimburse expenditure, prudence dictates that provision is made to underwrite expenditure incurred in the unlikely event that the Council is not fully reimbursed.

On the proposal of Cllr Follows and seconded by Cllr Williams, Members agreed to resolve that:

- 1. Cllrs Ashworth and Duce be delegated to support Officers in the delivery of the promotion of Godalming as a 'Safe High Street';**
- 2. the delegated Members to approve the details of the campaign and, on behalf of the Council, agree that the Town Clerk authorises payments up to £14,000 underwritten by the New Initiative Fund; and**
- 3. project delivery and outcomes to be reported to this Committee.**

29. RE-OPENING OF GODALMING MUSEUM

Members noted the report from the Museum Curator relating to the safe reopening of the Godalming Museum.

30. DIRECT DEBIT AUTHORISATION FOR MOTOR VEHICLE TAX

Members authorised the Responsible Finance Officer to set up a Direct Debit for the payment of Motor Vehicle Tax for the Council's work van.

31. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the following items from this meeting to be publicised and the type of publicity required:

- Community Store – continued social media posts;
- High Street Social Distancing measures including use of facial masks – continued social media posts; and
- Grants – social media posts of grants given.

32. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held to be held via Zoom on Thursday, 30 July 2020 at 7.00pm

33. ANNOUNCEMENTS

The Town Clerk reminded members of the informal presentation by the Binscombe developers on 2 July 2020 at 6pm.