

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 28 JANUARY 2021**

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

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

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

341. MINUTES

The Minutes of the meeting held on 17 December 2020, having been previously circulated were signed by the Chair as a true record.

342. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

343. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillors Purvis, Rosoman and Heagin declared a non-pecuniary interest in Agenda Item 9 on the grounds that they are Trustees of The Godalming Museum Trust.

344. 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.

345. QUESTIONS BY MEMBERS

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

346. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 18 December 2020	62,694.33
Receipts received since the 18 December 2020	22,896.00
Balance held in HSBC Current Account	
Balance at 28 January 2021	17,479.81
Balance held in the HSBC Business Deposit Account	
Balance at 28 January 2021	500,364.92
CCLA Deposit Account	
Balance at 28 January 2021	150,000.00

A schedule of the accounts paid was tabled for the information of Members (copy 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.

347. BUDGET MONITORING

Members considered a budget monitoring report to 31 December 2020 and noted a current variance of £59,834 underspend against revised estimates. Items to note in the forecast:

- Income from third parties (i.e. Surrey County Council and the Godalming Joint Burial Committee) has been more than expected.
- Fees paid for Performing Rights have resulted in underspends in some cost centres and overspends in others, depending upon whether events were cancelled and whether the cost would normally be recharged to a third party.
- For prudence, we did not budget for any rent from The Square but have received monies for the last quarter.

348. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and noted the progress therein (copy attached to record minutes).

349. APPLICATIONS FOR GRANT AID

Members considered the following applications for grants and resolved that:

**Applications for General Grant Fund Support**

Godalming Museum Trust

£4,000 was granted to help meet the costs of marking the Museum's centenary year and encouraging more people to engage with and enjoy the Museum and local heritage.

**Applications for Council Community Funding**

Godalming Climate Forum – Application Sponsor Cllr Wardell

£500 was granted to help meet the costs of an online Climate Engagement Event.

Councillor Wardell wished to record her thanks to the Support Services Executive for the work done to set up the webpage promoting this event.

350. COMMUNITY STORE WORKING GROUP

The Godalming & Villages Community Store continues to ensure food security in Godalming and the surrounding villages. Currently the store supports some 63 households made vulnerable by the pandemic and is able to adapt to changing circumstances as they arise. During the recent school holidays the store supplied specially packaged meals for disadvantaged school age children and continues to be a point of referral from a number of Godalming schools.

The main challenge for the store continues to be gauging exactly how long the store is going to be needed. In considering this challenge, Members agreed the GTC should also consider future options for providing an emergency food service. Members noted that the demand for the store, which is currently located in the Wilfrid Noyce Centre, needs to be balanced with

the ability of the centre to support the hundreds of residents who, in normal times, would use the facilities. Members noted that in the longer term the Community Store or successor provision would need to be located elsewhere.

Members noted that the Community Store Working Group has begun to explore with other organisations options for providing a sustainable emergency food provision service in succession to the Community Store. The detail as to what support may be need from the Council is yet to be determined.

Following discussions, the Chair called for a recorded vote on the three recommendations put to Members. The recorded vote is shown below.

Members resolved to agree that:

1. Godalming Town Council will continue to provide the current level of support and resource to the Godalming & Villages Community Store for a period of at least 2 months from the official end of the Government’s Coronavirus Furlough Scheme.
2. Godalming Town Council’s Community Store Working Group shall continue to engage with community groups and partner organisations to determine the level of support, if any, required of the Council to enable a sustainable emergency food provision service for the Godalming area.
3. The Community Store Working Group shall bring to this Committee any 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.

Recorded Vote:

Name	Recommendation			Name	Recommendation		
	1	2	3		1	2	3
Cllr Adam	For	For	For	Cllr Ashworth	For	For	For
Cllr Boyle	For	For	For	Cllr Cosser	Abstain	For	For
Cllr Crooks	For	For	For	Cllr Duce	For	For	For
Cllr Follows	For	For	For	Cllr Heagin	For	For	For
Cllr Hullah	For	For	For	Cllr Martin	Abstain	For	For
Cllr Neill	For	For	For	Cllr Rosoman	For	For	For
Cllr PS Rivers	For	For	For	Cllr Stubbs	For	For	For
Cllr Steel	For	For	For	Cllr Wardell	For	For	For
Cllr Williams	For	For	For				

351. SAFEGUARDING QUARTERLY REPORT

Members noted that there have been no safeguarding issues raised in the quarter ending 31 December 2020 (Nil raised YTD).

352. POLICY DOCUMENT REVIEW

Members resolved to approve the recommendation to Full Council for the re-adoption of the documents listed below relating to the Equality & Diversity and Health & Safety policies and statements.

- Equality & Diversity Policy
- Equality & Diversity Statement
- Health & Safety Policy
- Health & Safety Statement

353. USE OF DELEGATED AUTHORITY

Members noted that in accordance with Financial Regulation 4.5 the Town Clerk reported to Members the use of delegated authority exercised in consultation with The Chair of the Council and the Chair of the Policy & Management Committee of an expenditure of £672 for the provision of Wardens to manually operate the High Street barrier in support of social distancing between 21 December and 24 December 2020 whilst Godalming High Street was designated a Tier 2 area.

Members further noted that the Council is seeking to have this expenditure reimbursed by Waverley Borough Council.

354. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON REPORT ON ST MARK'S COMMUNITY INITIATIVE GROUP

Members noted a report from Councillor Ashworth on St Mark's Community Initiative Group, an organisation upon which Councillor Ashworth represents the Town Council.

355. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON HOLLOWAY HILL SPORTS ASSOCIATION

Members noted a report from Councillor Martin on the Holloway Hill Sports Association, an organisation upon which Councillor Martin represents the Town Council.

356. COMMUNICATIONS ARISING FROM THIS MEETING

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

Grants

Commitment to the Community Store and Community Store Volunteers

357. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held via Zoom on Thursday, 11 March 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

358. ANNOUNCEMENTS

There were no announcements.