

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD VIA ZOOM ON 3 SEPTEMBER 2020**

* Councillor Follows – Chair
* Councillor Williams – Vice Chair

* 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

100. MINUTES

The Minutes of the meeting held on 30 July 2020, having been previously circulated were signed by the Chair as a true record.

101. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

102. 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.

103. 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.

104. QUESTIONS BY MEMBERS

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

105. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 31 July 2020	113,265.47
Receipts received since the 31 July 2020	8,335.35
Balance held in HSBC Current Account	
Balance at 3 September 2020	19,485.06
Balance held in the HSBC Business Deposit Account	
Balance at 3 September 2020	400,364.92
CCLA Deposit Account	

Balance at 3 September 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.

106. BUDGET MONITORING

Members considered the budget monitoring report to 31 July 2020 showing a current variance of £5,747 underspend against budget. Members noted the following:

- The forecast does not include any monies we might receive from Central Government (either through Waverley Borough Council on the claim they have sent in on our behalf, or the funding for the Re-opening High Street Safety Fund Campaign). Any monies actually received will reduce the forecasted deficit.
- The forecast has been revised to include estimated income from our Community Centres based on regular hirers' plans to re-start in September 2020. We will not be open to casual hire use.
- Town Promotion – this includes £8k for the Town Wardens (Min Nos 10-20 and 51-20 refer) and £14k for the Safer High Street Campaign (Min No 28-20 refers). This cost centre also shows the cost of our social distancing campaign (spray painting and signage) and traffic management costs to enable the safe re-opening of our High Street.
- Included on the agenda is a forecast of our Reserves based on the above and decisions made by this Council. Members to note that the General Reserve is forecasted to drop to £185,000 which is 26% of our current precept. Best practice is to hold General Reserves of 50% of precept. Members will need to develop a plan to rebuild the General Reserve in the 2021/22 Estimates (this plan can be over several years).

107. COMMITTEE WORK PROGRAMME

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

108. RE-OPENING HIGH STREET SAFELY FUND

Members resolved to agree to authorise the Town Clerk to enter into an appropriate agreement with WBC in order to submit a claim for reimbursement of expenditure made in support of the Re-opening High Street Safely Fund.

109. STREET TRADING REVIEW

Members considered the consultation letter and Street Trading Policy review by Waverley Borough Council (WBC) and resolved to agree that Godalming Town Council supports the proposed revised approach recommended by Waverley Borough Council, which would involve designation of all streets (and public open areas adjacent to a street) in Waverley as 'consent streets', with the exception of those already designated as 'prohibited streets' which would remain 'prohibited streets'

Additionally, Members resolved to agree that WBC is informed that Godalming Town Council would wish to see increased safeguards introduced regarding public consultation prior to the issue of a Street Trading Licence and would wish to see paragraph 2.2 of the existing Street Trading Policy amended to read:

‘2.2. The Police, Highways Authority and Fire Service are always consulted over any application and a 28 day consultation period will be required. Local Ward Councillors, Chambers of Commerce and Town or Parish Councils, together with any relevant Portfolio Holder or Committee Chairman, will also be notified of an application – public notification will be achieved through the Council’s webpages, posting on the Council’s social media platforms and by the display of ‘Notice of Applications’ within 10 metres (or as close as reasonably practicable) of the proposed Street Trading Licence and at suitable points between 50-75 metres either side of the proposed location, such notices to be displayed by the applicant at the applicant’s expense. Photographic evidence of the displaying of the notices is to be submitted by email to the designated email account within 24 hours of the notices being put up for display. Non-compliance to display or provide the requested evidence will void an application.’

In considering the existing consent and prohibited streets, Members wished that WBC makes the following changes to the existing prohibitions:

- a. remove the prohibition on Farncombe Street from its junction with St Johns Street to its junction with Nightingale Road;
- b. establish a new prohibition on Farncombe Street from its Junction with Station Road/the west side of the Farncombe Street level crossing to its junction with Nightingale Road; and
- c. establish a consent street for Farncombe Street from its junction with St Johns Street to the eastern side of the Farncombe Street level crossings.

The above amendments would allow future use of the area between St Johns Street and the level crossing to be used for events such as ‘produce markets, craft markets, community bazaars, small street festivals etc. that could support the economic vibrancy of Farncombe, support the individual identity of Farncombe and offer the opportunity for community events to be established outwith of the Godalming retail centre.

110. GTC COMMUNITY BUILDINGS USAGE/GODALMING & VILLAGES COMMUNITY STORE UPDATE

Members noted that the Facilities Supervisor and RFO have worked with and supported pre-existing users to ensure that as many as possible are able to safely return, which not only benefits the user groups but will also help to reduce the overall revenue loss experienced by the Council. To date, all users who are legally able to return and have expressed a desire to do so, have been accommodated.

Members received an update from the Chair of the Community Store Working Group.

111. MAINTENANCE ASSISTANT

Members received an oral report on the recruitment of a temporary Maintenance Assistant.

112. SAFER HIGH STREET – SOCIAL DISTANCING INTERVENTIONS, TEMPORARY ROAD ORDER PROHIBITIONS AND ACCESS

Members noted that their request to Surrey County Council for an amendment to the operating times of the High Street Traffic Restriction Order was approved and that the new operating times of 10.30am-3.30pm Mon-Fri was implemented on 12 August 2020.

Members also noted that the operating keys and a supply of access cards have been received (and a further supply ordered), which allows for the operation of the TRO without the need for a full time presence of staff at the barrier.

113. CONSISTENT APPROACH FOR EVENTS & CHRISTMAS IN GODALMING DURING COVID
- Members resolved to agree that the Town Clerk inform Waverley Borough Council that Godalming Town Council supports the principle of a consistent approach on events during the COVID-19 pandemic. Members further resolved to agree that, in the absence of a physical live event for the Christmas Lights Switch-On, a Christmas Festive Video Message from the Mayor is to be used to promote the Godalming Christmas Lights.
- Members agreed that further discussion and options needed to be considered around holding a Christmas event and should be brought to Full Council, with an additional recommendation that Environment & Planning be authorised to include within its agenda this item to allow sufficient time for details to be developed.
114. REMEMBRANCE DAY
- Members received an oral report from the Chair of the Mayoralty Committee regarding changes required to ensure that the 2020 Remembrance Day in Godalming is COVID-19 secure, whilst also providing for the community to be able to commemorate Remembrance Day in a respectful and dignified manner.
115. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FARNCOMBE DAY CENTRE
- Members noted a report from Councillor Hullah on the, an organisation upon which Councillor Hullah represents the Town Council.
116. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON JOIGNY FRIENDSHIP ASSOCIATION
- Members noted a report from Councillor Boyle on the, an organisation upon which Councillor Boyle represents the Town Council.
117. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON MAYEN ASSOCIATION
- Members noted a report from Councillor PS Rivers on the, an organisation upon which Councillor PS Rivers represents the Town Council.
118. COMMUNICATIONS ARISING FROM THIS MEETING
- Members identified that changes to the commemoration of Remembrance Sunday be communicated through normal channels.
119. DATE OF NEXT MEETING
- The next meeting of the Policy & Management Committee is scheduled to be held via Zoom on Thursday, 29 October 2020 at 7.30pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.
120. ANNOUNCEMENTS
- The Staffing Committee scheduled for 8 September 2020 has been cancelled due to a clash with a Waverley Exec meeting. A new date will be agreed in due course.
- WBC Climate Emergency attitude survey – please urge residents to complete.