

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD VIA ZOOM ON 30 JULY 2020**

* Councillor Follows – Chair
0 Councillor Williams – Vice Chair

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

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

59. MINUTES

The Minutes of the meeting held on 25 June 2020, having been previously circulated were signed by the Chair as a true record.

60. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

61. 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.

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

In accordance with Standing Order 5, Godalming resident Juliet Woolf asked the following question:

I'd like to congratulate the Town Council for the superb work they are doing to make the High Street safer for residents, as a supporter of Active Travel, myself and a number of others have been monitoring the use of the High Street and how relaxed people feel in the High Street. My question relates to the original 2001 Inspector's report for the 'pedestrianisation' of the High Street on a Saturday, in that report the Inspector commented that there should be a future trial on the feasibility of two-way cycling on the High Street. That trial has never taken place and I would ask the Town Council to take this opportunity to conduct a trial.

Councillor Follows replied: The instigation of a trial into two-way cycling on Godalming High Street is not in the remit of the Town Council. The authority to conduct such a trial lies with Surrey County Council as the Highways Authority. I will ask Cllr Penny Rivers, in her capacity as the County Councillor for the area covered by the High Street, if she will raise the matter with the Waverley's Highways Local Committee.

63. QUESTIONS BY MEMBERS

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

64. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 26 th of June 2020	74,929.37
Receipts received since the 26 th of June 2020	19,4000.34
Balance held in HSBC Current Account	
Balance at 30 July 2020	26,401.43
Balance held in the HSBC Business Deposit Account	
Balance at 30 July 2020	500,364.92
CCLA Deposit Account	
Balance at 30 July 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.

65. BUDGET MONITORING

Members considered a budget monitoring report to 30 June 2020 which showed a current variance of £19,738 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 Reopening High Street Safety Fund Campaign). Any monies actually received will reduce the forecasted deficit.
- The forecast has largely removed any income from our Community Centres (it includes 10% of previously budgeted income from October onwards) even though we hope to re-open in September, it is unlikely that we will be using our smaller halls (for social distancing purposes) and we do not anticipate the same volume of hires.
- Town Promotion – this includes £8k for the Town Wardens (Min No 10-20 and Min No 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.

66. COMMITTEE WORK PROGRAMME

Members considered the work programme and noted the progress within.

67. FOOTFALL COUNTERS

Members noted the footfall figures covering the period 30 June to 28 July 2020.

Members further noted that the current footfall figures are being collated manually in line with the High Street Task Group's guidance document '*establishing a footfall baseline*' and wished to formally thank the volunteers from Godalming Museum who are undertaking this task.

Members requested that this information be published on our website and through social media.

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

Members authorised the extension of the provision of a Town Warden to enable the recruitment of an additional Grounds & Maintenance Operative.

Members further authorised the recruitment of a Grounds & Maintenance Operative on a temporary three month contract to assist the grounds and maintenance staff, and if required, act as an access barrier warden.

69. REMEMBRANCE PARADE

Members noted that although the guidance on public gatherings has been relaxed, at this stage the ability for Godalming Town Council to organise and support Remembrance Day events in the normal format is unknown. In relation to national commemorations, currently the guidance available from the Royal British Legion is that due to the COVID-19 pandemic, they are continually reviewing their events and will communicate their full plans for this year's Cenotaph in early autumn. Whilst the remembrance parade in Godalming is not on the scale of the Cenotaph, the principles of public gatherings will be the same.

The Town Clerk is working with the Parade Marshal, Rector and Mayoralty Committee to establish options for consideration by the Council and will bring back to this Committee a report on options in due course.

70. CHRISTMAS FESTIVAL

Having considered Officers' concerns regarding the likely difficulties and risks of holding the 'traditional' Godalming Christmas Market and Lights Switch-On event in the Town Centre, Members requested that Officers explore alternative options for a Christmas event held off the High Street with a possibility for a light switch on and bring a report back to this Committee for consideration.

71. 107-109 HIGH STREET, GODALMING

Members noted the amended schedule for the refurbishment of 107-109 High Street.

72. COMMUNITY STORE

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

Members noted that in the store's first 100 days 20 April 2020-28 July 2020 the Community Store has provided 12,180 days' worth of food and hygiene products to those in the community facing food insecurity. The purpose of the Community Store is to support those in our community who have had a significant change of circumstances due to the economic impact of the COVID-19 epidemic. Since 12 June, 16 households no longer required the support of the Community Store, with an additional 8 households making their first use of the service during the same period. It was noted that a number of previously furloughed users had now been made redundant.

Financial donations received total £6,200 from 51 donors and year to date expenditure of £3,300.00.

73. THE BURYS ALLOTMENT CLEARANCE

Members resolved to approve expenditure of £2,500 for clearance works on The Burys allotments and the use of GTC resources to assist tenants to improve the allotment site.

74. GODALMING JOB CLUB SCHEME

Members resolved to agree that the Godalming Job Club Scheme may use spare capacity at The Pepperpot once per week to assist residents seeking support in accessing the job market. Members requested this decision be reviewed in April 2021.

75. REVIEW OF PLANNING APPLICATIONS

Members resolved to approve the extension of the previously agreed delegated authority to determine planning observations on behalf of the Council until the next scheduled meeting of the Environment & Planning Committee.

76. DIRECT DEBIT AUTHORISATION FOR BOOKERS

Members authorised the Responsible Finance Officer to set up a Direct Debit for the payment to Bookers for the food purchases made for the Community Store.

77. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FAIRTRADE STEERING GROUP

Members noted the report from Councillor Wardell on the Fairtrade Steering Group, an organisation upon which Councillor Wardell represents the Town Council.

78. COMMUNICATIONS ARISING FROM THIS MEETING

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

- footfall information on the website and social media; and
- allotment clearance on social media.

79. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held to be held via Zoom on Thursday, 3 September 2020 at 7.00pm.

80. ANNOUNCEMENTS

The following announcements were made:

- Councillors were reminded of the Surrey Climate Action Day on Wednesday, 30 September 2020 10.00am – 4.00pm;
- Staffing Committee meeting to be held on Tuesday, 4 August 2020; and
- Pound Lane will be resurfaced on Tuesday, 4 August 2020 and closed to residents during this time.