

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 10 MARCH 2022**

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

#	Councillor Adam	0	Councillor Ashworth
*	Councillor Boyle	*	Councillor Cosser
*	Councillor Crooks	0	Councillor Duce
*	Councillor Faraday	*	Councillor Heagin
*	Councillor Hullah	*	Councillor Martin
*	Councillor Neill	*	Councillor PS Rivers
*	Councillor PMA Rivers	*	Councillor Stubbs
0	Councillor Rosoman	*	Councillor Weightman
*	Councillor Welland		

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

485. MINUTES

The Minutes of the Extraordinary meeting held on the 3 February 2022, having been previously circulated were signed by the Chair as a true record.

486. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

487. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Heagin declared a non-pecuniary interest in Agenda Item 11 on the grounds that she is a Trustee of the Museum Trust. Councillor Heagin also declared a non-pecuniary interest in Agenda Item 18 on the grounds that she is a volunteer of the CAW. She remained in the Chamber when those agenda items were debated.

Councillor Stubbs declared a non-pecuniary interest in Agenda Item 9 on the grounds that he is a member of St Marks Church; he remained in the Chamber when that agenda item was debated.

488. 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.

489. QUESTIONS BY MEMBERS

There was a question from Councillor Adams in accordance with Standing Order 6.

Question: Would it be possible for the Town Clerk to present a summary of any outstanding questions or tasks from GTC that are reliant upon actions by Waverley Borough Council so we can assess the impact on GTC's work plan and commitments.

The Town Clerk responded to the question:

The GTC is awaiting responses/actions from WBC regarding the following activities:

1. Outcome of the latest round of WBC Strategic CIL applications which will determine allocation of Neighbourhood CIL to the Broadwater Park Sports Changing Rooms Project.
2. Clarification of where along the process line the request by GTC to WBC regarding potential transfer of land holdings known as 'Charterhouse Green' and ' Bridge Road Lammas Lands' lies.

490. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 14 January 2022	197,023.88
Receipts received since the 14 January 2022	27,833.69
Balance held in HSBC Current Account	
Balance at 10 March 2022	28,218.17
Balance held in the HSBC Business Deposit Account	
Balance at 10 March 2022	645,388.03
CCLA Deposit Account	
Balance at 10 March 2022	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.

491. BUDGET MONITORING

Members considered the budget monitoring report to 31 January 2022 and noted the current variance of £40,200 underspend against Revised Estimates. Specifically, they noted:

Head Office Costs – Grants budget underspent by £12,000 which is largely the Carbon Reduction & Biodiversity Fund. Whilst there was an application for this fund, the applicant has been encouraged to make a CIL funding application instead.

Civic Expenses – the Mayors' Civic Dinner has been cancelled for the current civic year resulting in a saving of £7,500.

Festivals & Markets – a different approach to promoting and running the Christmas Festival was used, resulting in cost savings.

Christmas Lights - £2,000 storage fees and £4,000 spent in new lights (over that already budgeted).

Wilfrid Noyce Centre – above expected revenues due to the relaxation of COVID restrictions.

Museum – unplanned maintenance in loft resulting in an overspend of £2,000. Timing issue on invoice to Godalming Museum Trust £2,000.

492. COMMITTEE WORK PROGRAMME

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

Councillor Follows requested a copy of the letter sent by the Town Clerk to Waverley Borough Council regarding the land transfer of Charterhouse Green and the Bridge Road Lammas Lands seeking clarification of where in the process things stood.

493. APPLICATIONS FOR GRANT AID

Members considered the following applications for grant aid –

Applications for Council Community Funding

St Marks Community Centre & Church – Cllr Ashworth, Cllr Follows

£700 was granted to facilitate the external installation of an automatic defibrillator at the centre for community use.

Godalming Repair Café – Cllr PMA Rivers

Rotary in Godalming wish to launch a new service for residents to provide a 'Repair Café'.

Members approved the inclusion of the Repair Café to those organisations receiving In-Kind use of community rooms on the 4th Saturday of each month at a cost of £336 per annum against the Community Grants Budget.

494. FARNCOMBE DAY CENTRE ANNUAL REPORT

Members received the centre's annual SLA report as required by the Council's Service Level Agreement with the Farncombe Day Centre. Members noted the support provided to the community by the day centre throughout the pandemic and congratulated the Day Centre on its flexibility and adaptability to ensure the continuation of service delivery.

495. MUSEUM LEASE

Members noted that on the transfer of the Museum Service from WBC to GTC, the Godalming Town Council acquired the Freehold of 109a High Street and became the landlord of the Godalming Museum Trust. The existing lease with the Godalming Museum Trust expires in September 2022. As such, to avoid the need to roll forward with the current lease, under the Council's Scheme of Delegation, the Town Clerk will engage with the Godalming Museum Trust to negotiate a new lease agreement. Additionally, as part of this process the current Management Agreement between GTC and the Godalming Museum Trust will also be reviewed.

496. PUBLIC TOILETS

Members resolved to approve the installation of semi-automatic roller shutters at the Public Toilet facilities operated by Godalming Town Council.

In order to reduce the cost associated with the unlocking and locking up of the facilities, Members considered options that would negate the need for the manual unlocking of the buildings each morning.

By installing a timed roller shutter system at the entrance to each facility, the toilets would automatically be opened each morning. The cleaning and locking up regime would then be amalgamated so that the cleaning contractor would undertake the cleaning of the facilities at the end of each day. For Crown Court this would be approx 5.30pm and for Farncombe approx 6.30pm. On completion of the cleaning the contractor would then manually shut the

roller shutter. As indicated at 7.00am the shutter would open and the facilities would be ready for use.

The three shutters required for Crown Court being £3,316 with Farncombe at £1,150 plus associated works, to be funded from the Land and Other Property reserve, which as indicated in the current monitoring report stands at £111,056.

497. FARNCOMBE & BINSCOMBE COMMUNITY VISION FOR A GREENER CLEANER FUTURE

On 22 April 2021 following a recommendation from Full Council, Members resolved that the Ward Councillors of the Farncombe & Catteshall ward and Binscombe ward form a Task & Finish Group to produce a document that would:

- provide the context and raise awareness of some of the issues affecting the Farncombe and Binscombe area and how they relate to Community well-being;
- identify current activity being delivered by Godalming Town Council (GTC) to support the general well-being of residents and economic viability of the Farncombe retail area; and
- identify ways in which GTC can provide direct action, influence or support further improvements within the Farncombe and Binscombe area.

Following a series of meetings, via zoom and in person, along with email correspondence to which all ward Members were invited, the Task & Finish Group submits its draft document for approval by this committee.

Having considered the draft consultation document, Members of the Policy & Management Committee resolved:

- a. to approve the draft consultation document entitled “Farncombe Village & Binscombe Community Vision For A Greener Cleaner Sustainable Future”;
- b. to agree the document should be subject to a six week consultation period;
- c. that the Farncombe & Binscombe Vision Task & Finish group should review consultation feedback, revise the draft document as appropriate and bring back the revised document for consideration by this Committee; and
- d. to extend the operation of the Farncombe & Binscombe Task & Finish Group for an additional 6 months until October 2022 to enable it to complete its task.

In resolving to agree the points above, Cllr Cosser wished his abstention from the resolution to be recorded.

498. STAFF PAY RISE

Members of the Policy & Management Committee resolved to agree the NJC pay settlement for 2021/22 of 1.75% (including the backdated amount).

Members also resolved that if the final agreed JNC pay settlement for 20/22 is under 2% the Town Clerk is authorised to make payment (including any backdated amount). Should the agreement be over 2%, the Town Clerk will bring the agreement to the next available Policy & Management Committee after the award notification.

Additionally, Members noted the circular from the National Employers of Local Government Services of Local Services and in particular the hourly rate of Spinal Column Point (SCP) 1 on the NJC ‘Green Book’ pay spine of £9.25 per hour and SCP2 of £9.43 per hour. On 1 April 2022, the National Living Wage (NLW) will increase from £8.91 per hour to £9.50.

This means that in the absence of the NJC having yet reached a pay agreement for 2021, SCPs 1 and 2 will fall below the statutory NLW. Organisations must therefore ensure that

employees currently paid on those two pay points have their pay increased with effect from 1 April to £9.50ph. This updated figures should continue to be paid until such time as the NJC reaches a settlement on pay for 2021. This temporary change affects 1 PT staff member, The RFO had factored the increase in NLW into the 2022/23 budget.

499. MOTION ON NOTICE

Due to the absence of Cllr Adams, this item was deferred to the next Policy and Management meeting.

500. ROTARY'S WAVERLEY-WIDE SUPPORT FUND

Members noted that due to the significant increase in applications to the fund, which have just about exhausted the available funds, the Trustees of the Godalming Woolsack Rotary Club Charitable Trust and associated Rotarians in Godalming, will not be seeking additional funding to support this fund and intend to close the Fund.

Members also noted that Waverley Borough Council will manage any future applications for support.

501. COUNCIL PROGRAMME 2019-2023

Members resolved to approve the status designation of GTC objectives

Members reviewed the Council Programme 2019-2023 adopted by Full Council on 26 September 2019 and reviewed by this Committee on 25 June 2020 and approved the status designation of the GTC objectives and the publication of the updated document.

502. CITIZENS' ADVICE WAVERLEY

Members received an update on third party funding arrangements for Citizen Advice Waverley, GTC's SLA support and future service provision for Godalming residents, including recent correspondence relating to CAW funding related issues.

503. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SURREY HILLS TO SOUTH DOWNS COMMUNITY RAIL PARTNERSHIP

Members noted a report from the Town Clerk on the operation of Surrey Hills to South Downs Community Rail Partnership.

504. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SALC

Members noted a report from Councillor Cosser on the Surrey Association of Local Councils (SALC), an organisation upon which Councillor Cosser represents the Town Council.

505. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the awarding of grants, the Farncombe Village & Binscombe Community Vision For A Greener Cleaner Sustainable Future draft consultation document as requiring further publication.

506. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 21 April 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

507. ANNOUNCEMENTS

There were no announcements.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 24 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E COMMERCIAL-IN CONFIDENCE

508. THE SQUARE

Members received a confidential report from the Town Clerk on proposals received regarding The Square. Members wished it to be noted that any proposals for development on GTC land must meet the [Technical Housing Standards – Nationally Described Space Standard](#).