

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 12 APRIL 2018**

\* Councillor Reynolds – Chairman  
\* Councillor Walden – Vice Chairman

0	Councillor P Martin	*	Councillor Gordon-Smith
*	Councillor Poulter	*	Councillor Cosser
0	Councillor Wheatley	*	Councillor T Martin
*	Councillor Hunter	*	Councillor S Bott
0	Councillor Noyce	#	Councillor Welland
*	Councillor Williams	*	Councillor Pinches
*	Councillor Bolton	0	Councillor Gray
*	Councillor Purkiss	*	Councillor Wainwright
*	Councillor Follows		

\* Present                      # Absent & no apology received                      0 Apology                      L Late

486. MINUTES

The Minutes of the Extraordinary meeting held on the 22 March 2018, having been previously circulated, were signed by the Chairman as a true record.

487. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

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. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Reynolds declared a disclosable pecuniary interest in Agenda Item 14 in relation to Town Promotion on the grounds that the programme of events would be published in the magazine he operates. Councillor Reynolds handed the chair of the meeting to Councillor Walden for this item and left the chamber whilst it was debated.

Councillor Gordon-Smith declared a non-pecuniary interest in Agenda Item 5 in relation to the grant aid application for St Peter & St Paul Parish Church on the grounds that he is a member of the Parochial Church Council and stayed in the Chamber when that agenda item was debated.

Councillor Poulter declared a non-pecuniary interest in Agenda Item 5 in relation to grant aid in kind application for the Go Godalming Association on the grounds that she is the Vice President of that organisation and stayed in the Chamber when that agenda item was debated.

Councillor T Martin declared a non-pecuniary interest in Agenda Item 8 in relation to the extraordinary town meeting on the grounds that he is the Deputy Chairman of Governors for Busbridge Infant School and stayed in the Chamber when that agenda item was debated.

Councillor S Bott declared a non-pecuniary interest in Agenda Item 5 in relation to the grant aid application for Citizen Advice Waverley on the grounds that he is the Council's

representative on that organisation and stayed in the Chamber when that agenda item was debated.

Councillor S Bott declared a further non-pecuniary interest in Agenda Item 8 in relation to the extraordinary town meeting on the grounds that he is an appointed governor of Farncombe Infant School and stayed in the Chamber when that agenda item was debated.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 5 in relation to the grant aid application for St Peter & St Paul Parish Church on the grounds that he is the treasurer of that organisation and stayed in the Chamber when that agenda item was debated and abstained from the vote.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 6 in relation to the grant aid application for The Clockhouse and Citizen Advice Waverley on the grounds that he knows trustees of those organisations and stayed in the Chamber when that agenda item was debated.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 5 in relation to the grant aid in kind application for the Go Godalming Association on the grounds that he is a volunteer for that organisation and stayed in the Chamber when that agenda item was debated.

#### 490. APPLICATIONS FOR GRANT AID

##### **Applications for General Grant Fund Support**

Members considered the following applications for grant aid and dealt with them as indicated.

##### **Farncombe Day Centre**

£4,953 was granted to assist Farncombe Day Centre with the funding of its minibus for the coming financial year, to help provide monthly outings for users and to help meet the costs of transporting users to four weekend events.

##### **Kids Out**

£500 was granted for to help fund Kids Out 2018; a “fun day” out and the opportunity to socialise to disadvantaged children.

##### **St Peter & St Paul Parish Church**

£2,925 was granted to assist with the cost of providing a new audio system at St Peter and St Paul Church for the benefit of the community groups and civic events held at the premises.

##### **Surrey Youth Focus**

£1,500 was granted to assist with the funding of a new project (Youth Social Action) which aims to inspire young people to take ownership of a problem in their local community and take action on it.

##### **The Clockhouse**

£2,000 was applied for to assist with the costs of replacing 3 fire/security doors. Members requested further information in support of the application and agreed to defer this application to the next meeting after receiving the requested information.

##### **Godalming Cycle Campaign**

Grant aid in kind of £168 in the form of 2 hours use of the Pepperpot upper room once a month to facilitate meetings of the Godalming Cycle Campaign was granted. Members agreed that the Godalming Cycle Campaign should be added to the approved list of organisations having free use of GTC facilities as grant aid in kind.

**Members further** considered whether to renew Grant aid for five organisations that are regular users of the Town Council's premises. The following organisations were granted aid in kind as indicated below:

**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 £86 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).

**Applications for SLA Funding**

Members considered whether the applicants below are to be awarded support under the SLA process agreed by this Committee on 4 January 2018 (Minute No. 354-17 refers).

**Waverley Hoppa Community Transport**

£5,000 was granted for the financial year 2018/19 to assist with providing an accessible door-to-door, non-emergency patient transport service for the residents of Godalming and Haslemere and the surrounding villages, who do not qualify for free NHS transport.

Members applied the following conditions:

- Waverley Community Transport maintains the provision of a dedicated Hospital Hoppa transport scheme operating 5 days per week, except public holidays within the GU7 area during the period 1 April 2018 to 31 March 2019.
- Waverley Community Transport are required to report Hospital Hoppa usage by GU7 residents by the 31 March 2019.
- Waverley Community Transport is required, by the 1 October 2018 to inform Godalming Town Council of its intention to continue the operation of the Hospital Hoppa transport in the following financial year (1 April 2019 – 31 March 2020).
- Reporting dates may be amended by negotiation with the Town Clerk to enable them to be synchronised with Waverley Community Transports annual reporting period, whilst maintaining the intent of these conditions.

**Citizens Advice Waverley**

£28,000 was granted to Citizen Advice Waverley to assist with the provision of a locally available, independent, high quality advice services to Godalming residents.

Members applied the following conditions:

- Citizen Advice Waverley maintaining the existing arrangements for the delivery of advice services at the Godalming Citizen Advice Waverly office.

- Citizen Advice Waverley are required to report by no later than 31 March 2019 the number of in-person, and telephone advice contacts of GU7 residents received during the previous 12 months.
- Citizen Advice Waverley is required, by the 1 October 2018 to inform Godalming Town Council of its intention to continue maintaining the current level of provision at the Godalming office over the following 12 Months (1 April 2019 – 31 March 2020).
- Reporting dates may be amended by negotiation with the Town Clerk to enable them to be synchronised with Citizen Advice Waverley annual reporting period, whilst maintaining the intent of these conditions.

491. COMMITTEE WORK PROGRAMME

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

492. PLANNING MATTERS

No planning matters were brought forward to this meeting.

493. EXTRAORDINARY TOWN MEETING

Members received an oral report from the Town Clerk relating to the Extraordinary Town Meeting held on 9 April 2018. Members agreed to the sending of a letter (copy attached to the record minutes) reporting the observations of the electors of the Parish who attended the meeting. The letter to be addressed to the consultative body on the proposed closure of Green Oak School and copied to those indicated on the letter.

494. DIRECT DEBIT FOR COFFEE MACHINE

Members authorised the RFO to set up a direct debit to pay for the coffee machine located in the Wilfrid Noyce Centre.

495. GDPR – POLICIES

Members considered the policies detailed below required for Godalming Town Council to comply with the General Data Protection Regulations. Members resolved to recommend the policies for adoption by Full Council.

- General Privacy Notice
- Councillors, Staff and Role Holders Privacy Notice
- Subject Access Policy, Procedures and Template Response Letters

496. GDPR – MEMBERS' EMAIL ADDRESSES

Members agreed that in order to be able to comply with the General Data Protection Regulations, that Godalming Town Council provide all Members with a dedicated email address, hosted on the Council's remote server, for Members to use for Town Council business. Members noted that the cost of £2,400 per annum, to be allocated against computing costs, is an unbudgeted item and that the cost is to be built into the base budget during the budget setting process.

Additionally, Members requested that appropriate technical support is made available for Members.

#### 497. S106 FUNDS

Members approved the following projects to be supported by S106 funding of £10,021.40 currently held by Waverley Borough Council and requested the Town Clerk to submit applications for these.

- Bus shelter provision in Furze Lane - @ £6,000-£6,500
- Benches and planters at the junction of Long Gore and Green Lane - @ £2,500
- Installation of signage on both sides of each of Farncombe's level crossings to request motorists to turn off their engines whilst stationary - @ £1,200.

A further application from the Godalming Cycle Campaign, who are seeking funding in order to build a cycle and pedestrian path linking Marshall Road to Summers Road/Farncombe Street was considered. This work being part of a wider ambition to create the Guildford to Godalming Greenway giving a safe off road cycle and pedestrian route from Farncombe and Binscombe through to Godalming High Street. The cost of the works associated with the widening of this path could be between £10,000 and £50,000.

Members noted that currently the status of a pre-existing agreement from 2006 for use of railway land to widen the path requires verifying. Members felt that this project would be better suited for consideration as a Community Infrastructure Levy (CIL) project and agreed that:

- A representative of the campaign should be invited to present the detail of the Greenway to the Council;
- Following the presentation, Members to consider the approval for Officers to work with the campaign to create a business plan and infrastructure project proposal;
- Members to consider the outcomes and if approved adopt the creation of the Greenway as a Community Infrastructure Levy project.

Additionally, Members are asked to approve the delegation of allocating the S106 money specifically for use within the Farncombe area (currently standing at £4,330.89) for projects arising from the work of the Farncombe Initiative, to the Town Clerk in consultation with the Chairman of the Farncombe Initiative (a GTC appointee) and the Chairman of this Committee, the allocation to be reported to this Committee once agreed.

#### 498. FAIRTRADE STATUS

Members agreed to renew Godalming Town Council's commitment to the continuance of Godalming's Fairtrade status, which was awarded in 2008 by the Fairtrade Foundation and that it would demonstrate its support for that campaign by:

- using Fairtrade, tea, coffee and sugar in all meetings and offices;
- using other Fairtrade products where appropriate;
- promoting awareness of Fairtrade both internally and externally, wherever practically possible, through our website, communications, publications, public notices and signs;
- using our influence to urge local retailers to provide Fairtrade options for residents;
- using our influence to urge local business to offer Fairtrade options to their staff and promote the Fairtrade mark internally; and
- nominating a named council representative (currently Councillor Wheatley) to sit on the Fairtrade Town Steering Group and support ongoing work to promote Fairtrade.

499. TOWN PROMOTION

Members approved the expenditure detailed below in support of events funded the Town's promotion budget.

- Printing and advertising associated with the Heritage Open weekend, GTC to be invoiced directly for the provision of these services at a cost of £936;
- Race infrastructure – road closure barriers, transport, course safety, water, radios, start and finishing gantry, pedestrian barriers, race timing of £1,000.

500. THE SQUARE

Members were informed that the current head leaseholders' plan to sell their interest by auction. Members will be informed on the details of the new head leaseholder once the sale and legal assignment is complete.

501. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERLEY CYCLE FORUM

Members noted that this item has been deferred until a later meeting.

502. COMMUNITY CENTRE MONITORING

Members noted the occupancy rates of the Town Council's community buildings.

503. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify the following matters for further publicity:

- Press release highlighting the awarding of grant support.
- Press release highlighting the identifying of projects for S106 money.
- Press release regarding support for events which promote the town.

504. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 24 May 2018 at 7.00 pm in the Council Chamber.

505. ANNOUNCEMENTS

The chairman reminded Members of the Mayor's Reception to be held on Friday, 13 April at 7.00pm in the Borough Hall.