

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 17 OCTOBER 2019**

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

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

\* Present      # Absent & No Apology Received      0 Apology      L Late      ^ Council Duties

242. MINUTES

The Minutes of the meeting held on 5 September 2019, having been previously circulated were signed by the Chair as a true record.

243. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

244. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Steel declared a non-pecuniary interest in Agenda Item 7 grant application for the Old Godhelmian Association on the basis that he attended Godalming Grammar School. Cllr Steel remained in the Chamber when that agenda item was debated

Councillor Stubbs declared a non-pecuniary interest in Agenda Item 7 grant application for the Trinity Trust on the basis that he is on the management team of the Trinity Trust. Cllr Stubbs remained in the Chamber when that agenda item was debated.

Councillor Stubbs declared a non-pecuniary interest in Agenda Item 7 grant application for the Old Godhelmian Association on the basis that he attended Godalming Grammar School. Cllr Stubbs remained in the Chamber when that agenda item was debated.

Councillor Williams declared a non-pecuniary interest in Agenda Item 7 grant application for Loseley Field Primary School on the basis that his wife was the manager of the centre for pupils with SEN at the school. Cllr Williams remained in the Chamber when that agenda item was debated.

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

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5.

246. QUESTIONS BY MEMBERS

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

247. PRESENTATION

Members received a presentation from Matilda Osborne and Jacob August, two scouts from the Aquila Explorer Scout Unit. Matilda and Jacob were sponsored by Godalming Town Council in the form of a grant to enable them to represent Godalming Scouts at the 2019 World Jamboree in the USA.

Members congratulated Matilda and Jacob on for their presentation and success at the 24<sup>th</sup> World Scout Jamboree

248. APPLICATIONS FOR GRANT AID

Members considered the following applications for grants and resolved that:

Information:	£
<b>2019/2020 Grants Budget</b>	60,000.00
Allocations this year to date	56,470.00
<b>Balance available for allocation</b>	<b>3,530.00</b>
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<b>2019/20 General Grant Fund Allocation</b>	22,000.00
Allocations this year to date	20,470.00
<b>Balance available</b>	<b>1,530.00</b>
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<b>2019/20 SLA Fund Allocation</b>	33,000.00
Allocations this year to date	33,000.00
<b>Balance available</b>	<b>0,000.00</b>
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<b>2019/20 Council Community Fund Allocation</b>	5,000.00
Allocations this year to date	3,000.00
<b>Balance available</b>	<b>2,000.00</b>
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**Council Community Funding**

Rail Partnership

£500 be granted to assist with the initial set up costs of the Surrey Hills to South Downs Community Rail Partnership.

Kids Out

£500 be granted to Rotary Kids Out Charity to assist with running a free day out for disadvantaged children.

Trinity Trust Team

£500 be granted to the Trinity Trust Team for up to £500 for the provision of equipment including high-viz vests, torches, first aid kits, litter picking kit, water etc and suitable backpacks to equipment Community Street Team volunteers.

## **General Grant Fund Support**

### 2<sup>nd</sup> Godalming Scout Group

£2,570 be granted to assist with the set up costs for a new scout group. However, a further application for £4,820 applied for to cover the annual running costs of 2<sup>nd</sup> Godalming Scout Group was declined.

### Godalming Baptist Church

£1,500 be granted to assist with the funding for washable replacement flooring in the Activities Room so that the Groups that use the facility can continue to do so in a safe and hygienic environment.

### Loseley Fields Primary School

£4,000 be granted from a request of £8,215 to support the provision of an outdoor education facilities for the pupils, community and local charities at the school. The grant of £4,000 being conditional on the School raising the balance of the funds required to undertake the project.

### Old Godhelmian Association

The application for £1,000 from the Old Godhelmian Association to pay for the hosting and maintenance and development of its website as well as training; assisting with the costs for the October 2019 reunion, a major 90<sup>th</sup> Anniversary in October 2020 and mailing costs was declined.

## **Grant Aid in Kind**

### Godalming Film Society and Godalming Dementia Action Alliance

Grant Aid in Kind was awarded for 2020/2021 for £192 as an exemption from fees for the use of the Caudle Hall of 4 hours' hire up to six times per annum to enable the screening of 'Dementia Friendly Relaxed Screenings'.

### Home Birthing Team – Godalming Forum

If required for future use by the Home Birthing Team, Grant Aid in Kind be awarded for 3 x 2 hours use of Broadwater Park Community Centre Small Hall, or the Wyatt or Oglethorpe as availability dictates at a cost of £36 + VAT per annum.

## 249. **ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS**

	£
Godalming Town Council	
Accounts paid since the 6 September 2019	74,526.92
Receipts received since the 6 September 2019	362,242.10
Balance held in HSBC Current Account	
Balance at 17 October 2019	27,589.23
Balance held in the HSBC Business Deposit Account	
Balance at 17 October 2019	304,250.20
CCLA Deposit Account	
Balance at 17 October 2019	50,000.00

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.

## 250. BUDGET MONITORING

Members considered the budget monitoring report to 31 May 2019 with a current variance of £92 underspend against budget and noted the following:

- The Head Office – as agreed in Min No 44-19, the purchase of a van for the Outside Maintenance operatives has been funded from General Reserves. The Grants overspend is a timing issue only.
- Town Promotion – most of the events supported by the Council have now occurred, with only Town Day remaining. Overspend to budget is a timing issue only.
- Staycation - £700 of the overspend is due to allocating Thank You reception to this cost centre and budget being held in the Civic cost centre.
- Festivals & Markets – the Spring Festival was very successful with above budget revenue and below budget expenses.
- Christmas Lights – a new contract has been negotiated and the new contractor required a larger deposit than our previous one. This is a timing issue only.
- Broadwater Community Centre – includes £4k spent to date on the construction of the compound (£4.3k approved 24 May 2018, Min No 42-18 refers). Revenue is under budget by £2.8k which is largely due to one of our regular hirer's cutting back their hours.
- Pepperpot – the above budget revenue is due to our biggest regular hire taking on an additional day.
- Godalming Museum – A £1k overspend exists for Professional Fees - £400 is for a bat survey required to support a planning application and £600 for works done on the Woods Repository Database (£800 approved 6 September 2018, Min No 155-18 refers). The current underspend is due to late contact by our insurers, the cost of renewing our policy will fall into October although budgeted for September.
- Land & Property Other – includes £3.7k for the completion of the Farncombe toilet renovations started last financial year (£7.4k approved 7 March 2019, Min No 377-18 refers), £2k to make the Crown Court toilets safe for cleaners and staff (Min No 167-19 refers) and £1.4k to purchase modular pontoon as part of our Flood Alleviation Wall maintenance commitment (£2.5k per annum approved 24 March 2016, Min No 469-15 refers). The reserve transfer for the Farncombe Toilets has now been done. We have not yet been invoiced for cleaning services which accounts for most of the underspend.

## 251. COMMITTEE WORK PROGRAMME

Members noted the committee's work programme.

## 252. PLANNING MATTERS

### Article 4 Direction

Members noted that Godalming Town Council had been informed by the Interim Head of Planning of Waverley Borough Council that following the WBC Executive Briefing on the 24 September a report would be going to the Full Executive with the expectation that GTC's request for an Article 4 Direction will be considered by the Joint Planning Committee on the 30 October 2019.

## 253. 107-109 HIGH STREET, GODALMING

Members noted that following the purchase of the reversionary lease of 107-109 High Street, Godalming the Town Council had submitted a Listed Building Consent and Change of Use application to enable the Ground Floor area of the building to be adapted to A2 use – Professional Services when the current tenancy is surrendered. Members further noted a

report outlining the preparatory actions taken in support of the move of the Town Council's administrative offices to 107-109 High Street. Members were informed that the specification and tender costs would be submitted for Members consideration at the November meeting.

254. NON-DOMESTIC RATES (PUBLIC LAVATORIES) BILL [HL] 2017-19

Members were informed that Officers had previously anticipated the enabling legislation for the government to introduce 100% business rates relief for all stand-alone public lavatory premises, as indicated in the Governments budget papers, would have been enacted to enable its introduction in time to be counted against the 2020 council budget, thus allowing the savings in payment of Non-Domestic Rates for Farncombe and Crown Court toilets to be used for other purposes.

Members were further informed that although the Non-Domestic Rating (Public Lavatories) Bill [HL] 2017-19 had completed the 1<sup>st</sup> and 2<sup>nd</sup> reading stage in the House of Lords, it had not been scheduled for the committee stage and despite NALC pressing for this Bill to be enacted as soon as possible, advice received from the SLCC National Finance Advisor stated that due to the current uncertainties in Government, councils should not assume it is certain that the legislation will be enacted. As such, Members resolved to approve that the RFO not provide for the previously anticipated savings of £3,609 (0.6% of precept) from Public Toilet Non-Domestic Rates relief within the Council's 2020/21 budget.

255. COMMUNITY CENTRE OCCUPANCY PERFORMANCE MONITORING

Members noted the monitoring report detailed below for the Council's community buildings. Members requested that, in order to determine an appropriate individual reporting datum for each community building, the Asset Working Group look at the reporting criteria used to calculate occupancy rates.

Centre	Hours Booked 1 Jul – 30 Sept	% Used	Hours Booked Previous 12 Months 1 Oct 18 – 30 Sep 19	% Used	% Change from Previous 12 Months
<b>Broadwater</b>					
- Large Hall	391.23	32.71%	1855.98	39.11%	-1.28%
- Small Hall	336.33	28.12%	1284.50	27.07%	+0.68%
<b>Pepperpot</b>					
- Undercroft	333.75	27.91%	1300	27.40%	-0.24%
- Upper Room	250.25	20.92%	756	15.93%	+3.52%
<b>Wilfrid Noyce</b>					
- Caudle Hall	655.50	54.81%	3041.17	64.09%	-0.87%
- Wyatt Room	359.75	30.08%	1651.33	34.80%	+0.83%
- Oglethorpe Room	254.00	21.24%	1146.00	24.15%	+0.07%
					<b>+2.71%</b>

256. COMMUNITY EVENTS AND COMMUNITY SUPPORT ACTIVITIES

Members considered a report from the Town Clerk setting out the activities being undertaken by the Council in support of community events for the remainder of the current civic year.

Members noted the range of events and expressed their thanks to staff for the work involved in organising and/or supporting community events.

Cllr Heagin highlighted that the community events are a significant undertaking by Godalming Town Council and that the Audit Committee had recognised their importance to the community as well as the challenges they impose on the staff.

Cllr Heagin, felt that it would be helpful, in order to provide appropriate support to staff, if Members had a greater understanding of the arrangements, criteria and resources used in the planning and implementation of community events organised by the Council as well as the basis upon which the Council supports the delivery of events provided by other organisations. As such Cllr Heagin proposed, with Cllr Adam seconding the following motion:

**Motion:**

To establish a small sub-group with the following terms of reference:

1. Explore opportunities to build upon the success of the current programme of community events.
2. Consider appropriate levels of Officer authority in relation to the planning and implementation of all events.
3. Specific review of arrangements for Staycation 2020.
4. Bring forward a report to February P&M.

A point of order regarding the submission of a motion on this item was raised by Cllr Cosser. The motion being allowable under Standing Order 44, Members debated the motion.

Following debate, Cllr Cosser, seconded by Cllr Welland, proposed the following amendment to the motion.

**Amendment to the Motion:**

That item 2 of the original motion be struck from the motion.

On a show of hands there was an equity of Members voting for and against the motion. As such, the Chair of the Committee cast a vote against the amendment resulting in the amendment not being carried by 8 votes to 7.

Members voted on the original motion, with 13 Members in favour of the Motion, none against and 2 Members abstaining.

257. REVIEW OF DOCUMENTS

Members reviewed the documents listed below and resolved to recommend they be re-adopted by Full Council.

Customer Complaints Procedure – How to Make a Complaint

Customer Complaints Procedure – How to Handle a Complaint

258. REPORT ON SLCC CONFERENCE

Members received a report from the Town Clerk relating to the National Conference of the Society of Local Council Clerks.

259. ADDITIONAL REVENUE STREAM

Subject to the granting of the required permissions, Members resolved to approve the issuing of an appropriate licence for use of the Broadwater Compound for use as an equipment storage facility.

260. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING/JOIGNY FRIENDSHIP ASSOCIATION

Members noted a report from Councillor Boyle on the Godalming/Joigny Friendship Association an organisation on which Councillor Boyle represents the Town Council.

261. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING/MAYEN ASSOCIATION

Members noted that the report from Councillor PS Rivers on the Godalming/Mayen Association, an organisation on which Councillor Rivers represents the Town Council, is to be deferred to 28 November 2019.

262. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERELY CITIZENS' ADVICE

Members noted that Councillor Steel, the Town Council's representative on the Waverley Citizens' Advice, advised that no meeting had been held which required attendance but that the CAW will be sending an induction pack to Councillor Steel in the near future. Full report to be deferred to the 16 April 2020.

263. COMMUNICATIONS ARISING FROM THIS MEETING

Members requested that the Grant Funding and list of community events be further communicated to residents.

264. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 28 November 2019 at 7.00 pm in the Council Chamber.

265. ANNOUNCEMENTS

The following announcements were made:

Members were asked to indicate their availability for supporting the Royal British Legion Poppy Appeal on Saturday, 9 November.

Members were reminded that the Remembrance parade will be held on Sunday, 10 November and that Members are asked to be at the Wilfrid Noyce Centre at 9.00am. Members were reminded that as, with the exception of the Mayor, robes will not be worn they should be suitably attired for the weather conditions.

Committee Chairs and Group Leaders were asked to provide an indication to the Town Clerk of their availability in order that the first Chair and Group Leaders' meeting could be arranged.