

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 28 NOVEMBER 2019**

\* 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	0 Councillor Steel
0 Councillor Stubbs	* Councillor Wardell
* Councillor Welland	

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

291. MINUTES

The Minutes of the meeting held on 17 October 2019, having been previously circulated were signed by the Chair as a true record.

292. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

293. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Hullah declared a non-pecuniary interest in Agenda Item 11 on the basis she was one of the named nominees and stayed in the Chamber.

294. 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.

295. QUESTIONS BY MEMBERS

The following question was received by the Town Clerk from Cllr Cosser within the time frame set out in Standing Order 6.

"This council has always sought to preserve the dignity and impartiality of the office of Mayor by making clear, in accordance with national conventions and guidance, that the Mayor should not be involved in party political activities especially during election periods. It was therefore of huge concern to me and to many others in the community to find that a widely circulated invitation to a hustings on 1 December involving all three candidates in the forthcoming General Election was to be chaired by the 'Mayor of Godalming' who would also be responsible for receiving and determining questions to be asked at the hustings. Can the Town Clerk please advise:-

1. Whether any advice was sought from yourself or any other Council officers on the appropriateness of this engagement before the Mayor took it on?
2. What advice was given if sought?
3. What advice you would have given if asked?
4. Whether you have subsequently offered advice to the Mayor on this matter and, if so, what advice has been given?

As allowed by SO 6 (ii) the Town Clerk has provided the following written reply.

Prior to the 25 November GTC Officers provided no advice regarding the proposed Churches Together in Godalming and District General Election hustings. The question of what advice would have been given if asked is not easily answered as any advice would have been predicated on the circumstances and understanding of the situation at the time.

However, on 25 November having been contacted regarding this matter, including contact from Cllr Penny Rivers seeking advice, and having seen literature promoting the Churches Together hustings, which I am informed had not been approved beforehand by Cllr Penny Rivers, I advised Cllr Penny Rivers that I believed it appropriate that she withdraws from chairing this event, advice which was accepted.

296. COMMITTEE WORK PROGRAMME

Members considered the draft work programme.

297. APPLICATIONS FOR GRANT AID

Members considered the following application for Grant Aid support and resolved that:

Godalming Youth Canoe Club

£500 be granted to assist with the cost of helping the young people to become instructors on the condition that the Club confirm that the balance of the £1,500 required has been raised at which point the payment will be made.

298. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 18 of October 2019	124,418.05
Receipts received since the 18 of October 2019	489,111.57
Balance held in HSBC Current Account	
Balance at 28 November 2019	17,257.32
Balance held in the HSBC Business Deposit Account	
Balance at 28 November 2019	674,429.19
CCLA Deposit Account	
Balance at 28 November 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.

299. BUDGET MONITORING

Members considered a budget monitoring report to 31 October 2019 and noted the following:

- The Head Office – as agreed in Min No 44-19, the set up costs for the Outside Operatives are to be funded from Revenue Reserves.
- Town Promotion – most of the events supported by the Council have now occurred, with only Town Day remaining. Underspend to budget is a timing issue only.
- Festivals & Markets – the Spring Festival was very successful with above budget revenue and below budget expenses. Christmas Festival revenue has been collected but not all expenses paid.
- 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 on the construction of the compound to be funded from Revenue Reserves (£4.3k approved 24 May 2018, Min No 42-18 refers).
- Wilfrid Noyce Community Centre - We have not yet been invoiced for cleaning services which accounts for £3k of the underspend.
- 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). Un-invoiced revenue accounts for a further £2k (this has been done in November so is a timing issue only).
- Land & Property Other – We have not yet been invoiced for cleaning services which accounts for £4k of the underspend.

Clarification was given on cost centre 109 Fireworks after a question raised by a Member.

300. PLANNING MATTERS

Members considered planning applications as required by SO 96, xxi.

No referrals received.

Article 4 Direction – Item for Note

Members noted that the Town Clerk had been informed that an Article 4 Direction Order was signed off by Waverley Borough Council on 6 November and was currently in a consultation period.

301. COMMUNITY EVENTS & COMMUNITY SUPPORT ACTIVITIES WORKING GROUP

Members resolved to agree the Councillors named below be appointed to the Community Events & Community Activities Working Group:

Cllr Adam  
Cllr Cosser  
Cllr Heagin  
Cllr Hullah  
Cllr Purvis  
Cllr PS Rivers

302. 107-109 HIGH STREET

Members noted that Godalming Town Council will formally take possession of 107-109 High Street on 18 December when the current occupant vacates the premises. A Demolition & Refurbishment Asbestos Survey will be carried out immediately on taking possession

(demolition being limited to removal of wall coverings and existing partitions). Although no adverse outcome is expected, the survey is a pre-requisite for works to begin in the New Year.

Members further noted that a schedule of works had been produced and that the Council's Surveyors are seeking tenders for the work (due by midday on 12 December). The RFO will arrange for two councillors to be present when the tender envelopes are opened. Once opened the Council's Surveyors will evaluate the tenders, consider any value engineering required and provide a report for Members. This report will be shared with Members as soon as possible in order for Members to have the opportunity to consider it prior to the Full Council meeting of 19 December.

303. REVIEW OF DOCUMENTS

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

- Freedom of Information – Publication Scheme
- First Aid Policy

304. CHANGE TO ANNUAL COUNCIL MEETING DATE

Members resolved to amend the date of the Annual Meeting of the Council from Thursday, 7 May 2020 to Wednesday, 6 May 2020 due to the Police & Crime Commissioner elections taking place on Thursday, 7 May 2020.

305. REPORT ON NALC NATIONAL CONFERENCE

Members received a report relating to the National Conference of the National Association of Local Councils of which this Council is a member organisation.

306. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SPORT GODALMING

Members noted a report from Councillor Adam on Sport Godalming an organisation on which Councillor Adam represents the Town Council.

307. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING & DISTRICT CHAMBER OF COMMERCE

Members noted a report from Councillor Stubbs on the Godalming & District Chamber of Commerce an organisation on which Councillor Stubbs represents the Town Council.

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

Members noted a report from Councillor PS Rivers on the Godalming Mayen Association an organisation on which Councillor Rivers represents the Town Council.

309. COMMUNICATIONS ARISING FROM THIS MEETING

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

- Press release and social media communications on the grant to Godalming Youth Canoe Club.

- Social Media communications to update residents on the road works on the Upper High Street.

310. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 23 January 2020 at 7.15pm, or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

311. ANNOUNCEMENTS

The following announcements were made:

- Godalming Christmas Festival is on 30 November 2019 – those Councillors helping with the switch on event are requested to be at The Pepperpot at 4pm.
- BT Phone Boxes – any comments or proposals for adopting phone boxes should be given to the Town Clerk for inclusion on an appropriate agenda.
- Surrey Police have issued a Dispersal Order around Godalming Central which will be in effect from 29 November 2019 to 1 December 2019.
- Upper High Street road works should be completed by Wednesday, 4 December 2019.

THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. COMMERCIAL IN CONFIDENCE

312. THE SQUARE

Although a confidential item, the resultant minute is not confidential. Members considered two offers received for either the purchase of the Council's freehold of the property or the extension of the Ground Lease and resolved to decline both offers.

313. 107-109 HIGH STREET

Members received a confidential report relating to the refurbishment works required for 107-109 High Street.