

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 5 SEPTEMBER 2019**

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

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| * 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 | * Councillor Steel |
| * Councillor Stubbs | * Councillor Wardell |
| 0 Councillor Welland | |

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

168. MINUTES

The Minutes of the meeting held on 11 July 2019, having been previously circulated were signed by the Chair as a true record.

169. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

170. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Follows declared a non-pecuniary interest in Agenda Item 9, Service Level Agreement for Citizens' Advice Waverley on the grounds that he is the Waverley Borough Council representative to that organisation and remained in the Chamber when that agenda item was debated.

Councillor Heagin declared a non-pecuniary interest in Agenda Item 9, Service Level Agreement for Citizens' Advice Waverley on the grounds that she is a volunteer with that organisation and remained in the Chamber when that agenda item was debated.

Councillor Hullah declared a non-pecuniary interest in Agenda Item 9, Service Level Agreement for Farncombe Day Centre on the grounds that she is the Town Council representative to that organisation and remained in the Chamber when that agenda item was debated.

Councillor Williams declared a non-pecuniary interest in Agenda Item 9, Service Level Agreement for Citizens' Advice Waverley on the grounds that his wife is a Citizens' Advice Waverley advisor and remained in the Chamber when that agenda item was debated.

171. 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.

172. QUESTIONS BY MEMBERS

There were no questions from Councillors in accordance with GTC Standing Order 6.

173. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	139,160.66
Accounts paid since the 12 July 2019	26,595.75
Receipts received since the 12 July 2019	
Balance held in HSBC Current Account	
Balance at 5 September 2019	9,794.85
Balance held in the HSBC Business Deposit Account	
Balance at 5 September 2019	34,250.20
CCLA Deposit Account	
Balance at 5 September 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.

174. BUDGET MONITORING

Members considered the budget monitoring report to 31 May 2019 with a current variance of £16,985 overspend 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.
- 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 does not require a deposit. 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 £2k which is largely due to one of our regular hirer's cutting back their hours.
- Pepperpot – the overspend is entirely due to the renovations works and will be covered by The Caudle Memorial Trust reserve funds.
- Allotments – includes £6k spent on new fencing (£10.5k approved 11 July 2019, Min No 133-19 refers) and the transfer from the Land & Property Other reserve yet to be done.
- Godalming Museum – £1k of the overspend is in 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 remaining negative variance is regarding income which is a timing issue only.
- 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 entire overspend is covered by reserve transfers yet to be made.

175. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and requested that the Godalming Town Council Administrative Office Move be added to the programme.

176. APPLICATIONS FOR COUNCIL COMMUNITY FUNDING

Applications for Council Community Funding

Surrey Fire & Rescue Service – Safe Drive Stay Alive

£500 was granted to assist with running the Safe Drive Stay Alive performances, which is a road safety initiative that aims to highlight to all young people their responsibilities whilst being in a car, as a driver or passenger, as well as the consequences should these responsibilities not be taken seriously.

SLA Funding

A Service Level Agreement (SLA) is an instrument through which the Council guarantees a specified level of financial support for an agreed period of time for the provision of a specific service that benefits the community. Such arrangements allow the service provider the financial security to invest in the service and the Council with measurable outcomes for the support provided.

In order to provide the service providers with the financial security needed beyond the year-to-year support currently provided, Members resolved to approve that the Town Clerk take the necessary actions to enact the following resolutions:

Waverley Hoppa Community Transport

Members resolved to approve that Godalming Town Council will enter into a Service Level Agreement (SLA) with Waverley Hoppa Community Transport to provide funding of £5,000 per annum 2020-2023 inclusive, to assist with providing an accessible door-to-door, non-emergency patient transport service for the residents of Godalming, Haslemere and the surrounding villages, who do not qualify for free NHS transport. The service goes to the Royal Surrey County Hospital, all other health facilities in the Guildford area and all other health facilities between Haslemere and Guildford.

In entering into such an agreement, Waverley Hoppa Community Transport are to:

- maintain the provision of a dedicated Hospital Hoppa transport scheme operating 5 days per week, except public holidays within the GU7 area;
- report Hospital Hoppa usage by GU7 residents by the 31 March of each funding year; and
- by the 31 March of each year of the SLA, to inform Godalming Town Council of its intention to continue the operation of the Hospital Hoppa transport over the following 12 Months (1 April-31 March).

Reporting dates may be amended by negotiation with the Town Clerk to enable them to be synchronised with Waverley Hoppa Community Transport's annual reporting period, whilst maintaining the intent of these conditions.

Members also wished the Town Clerk to encourage Waverley Hoppa Community Transport to consider use of electric vehicles as soon as practicable.

Citizens' Advice Waverley

Members resolved to approve that Godalming Town Council will enter into a Service Level Agreement (SLA) with Citizens' Advice Waverley to provide funding of £28,000 per annum

2020-2023 inclusive to assist with the provision of a locally available, independent, high quality advice services to Godalming residents.

In entering into such an agreement, Citizens Advice Waverley are to:

- maintain a direct client contact advice provision within Godalming that provides 5 day per week access;
- report by the 31 November of each funding year on the number of in-person, and telephone advice contacts of GU7 residents; and
- by the 31 March of each year of an SLA, to inform Godalming Town Council of its intention to continue direct client contact services in Godalming over the following 12 Months (1 April-31 March).

Reporting dates may be amended by negotiation with the Town Clerk to enable them to be synchronised with Citizens' Advice Waverley annual reporting period, whilst maintaining the intent of these conditions.

Farncombe Day Centre

Members resolved to approve that Godalming Town Council will enter into a Service Level Agreement (SLA) with the Farncombe Day Centre to provide funding of £5,000 per annum 2020-2023 inclusive to assist with the operating costs of the Farncombe Day Centre Client Passenger Transport Service Minibus which provides a transport service from a client's home to the day centre and return, 5 days per week.

In entering into such an agreement, Farncombe Day Centre are to:

- maintain and operate a passenger transport service (minibus) for the benefit of Farncombe Day Centre clients, on each of the days the Day Centre is open to clients;
- provide an alternative service provision during the occasions that the minibus is unavailable due to maintenance or repair requirements;
- report, on a date to be agreed between the Town Council and the Day Centre, on the number of client journeys during the previous 12 months; and
- by the 31 March of each year of an SLA agreement, to inform Godalming Town Council of its intention to continue to maintain and operate a passenger transport service minibus over the following 12 Months (1 April-31 March).

Reporting dates may be amended by negotiation with the Town Clerk to enable them to be synchronised with Farncombe Day Centre annual reporting period, whilst maintaining the intent of these conditions.

Members also wished the Town Clerk to encourage The Farncombe Day Centre to consider use of electric vehicles as soon as practicable

177. PLANNING MATTERS

Article 4 Direction

Members noted that no update on matters pertaining to Godalming Town Council's submission for an Article 4 Direction Order had been received prior to the meeting.

178. DIRECT LABOUR FORCE

The Chair of the Staffing Committee reported on the successful recruitment of Mr Jason Hunter and Mr Darren Jones as Grounds Maintenance and Building Maintenance Operatives with a start date of 1 October 2019.

179. PROGRAMME 2019-2023

Established by this Committee on 22 May 2019 (Min No 41-19 refers) the Aims & Objectives Working Group, submitted proposals for consideration that, if agreed, would set the aims and objectives of this Council for the period June 2019-April 2023.

In submitting the Programme 2019-2023 the Working Group considered the document incorporated views from across the Council and also:

- sets the aims and objectives within the context of the Godalming & Farncombe Neighbourhood Plan;
- supports existing activities of the Council that are in accord with the proposed aims and objectives;
- incorporates recent Council decisions (e.g. direct work force); and
- recognises electoral commitments (e.g. Planning Committee).

Having considered the proposals put forward, Members resolved to approve that the Programme 2019-2023 Document is forwarded for consideration for adoption by Full Council on 26 September. Members further resolved to agree that if adopted by Full Council, the Aims & Objectives Working Group be requested to bring forward further proposals relating to a Delivery Plan to develop the programme into detailed objectives, accountabilities and target dates.

180. WATER FOUNTAIN AND BOTTLE FILLER

On 25 July 2019, Full Council debated and passed a Climate Emergency Motion and in doing so agreed to establish a Climate Fund, aimed at projects which would help to encourage and enable carbon-reduction and mitigation schemes within Godalming. In doing so Members agreed that for the current financial year £10,000 should be allocated from the Emerging Projects Fund, with an increase of the Council's grant budget for 2020/2021 onwards being established within the base budget as part of the budget setting process.

As part of the debate held on 25 July, Members heard of a number of potential schemes aimed at carbon reduction and mitigation, which could be instigated and funded from the Emerging Projects Fund, whilst the carbon reduction grants criteria is being considered. Whilst Members were supportive of the ideas, as no formal proposals had been submitted Members agreed that the details of any proposed scheme should be brought to the appropriate committee for full consideration.

As such the following proposals were put to Members:

1. The installing of a water bottle filling and drinking fountain in the Phillips Memorial Park at a cost of £7,541 funded from the 2019/20 carbon-reduction and mitigation scheme funding allocated from the Council's Emerging Projects Fund.
2. The installing of a water bottle filling and drinking fountain in Farncombe Village at a cost of £1,749 funded from the 2019/20 carbon-reduction and mitigation scheme funding allocated from the Council's Emerging Projects Fund.
3. The installing of a water bottle filling and drinking fountain in Crown Court, Godalming at a cost of £1,749 to be funded from a new funding allocation from the Council's Emerging Projects Fund.
4. The 2019/20 operating costs for the Council's water points to be funded by virement from the Emerging Projects Fund.
5. The estimated operating costs of £358 per unit is included in the 2020/21 base budget.

A motion to defer the item to enable options for other potential locations to be explored was proposed by Cllr Adam and seconded by Cllr Heagin.

Following debate of the proposals, Members voted 10 to 4 against the motion with 4 abstentions.

An amendment to the original item was proposed by Cllr Cosser and Seconded by Cllr Martin that Members approve the installation of a water bottle filling and drinking fountain in the Phillips Memorial Park and that Officers are asked to explore the feasibility of other locations suggested by Members with the outcomes to be considered at a future meeting.

The amendment was carried by 17 Members voting for the amendment with 2 abstentions

In supporting the amendment Members resolved to approve:

The installing of a water bottle filling and drinking fountain in the Phillips Memorial Park at a cost of £7,541 funded from the 2019/20 carbon-reduction and mitigation scheme funding allocated from the Council's Emerging Projects Fund.

The 2019/20 operating costs for the Council's water points to be funded by virement from the Emerging Projects Fund.

The estimated operating costs of £358 per unit is included in the 2020/21 base budget.

181. ADOPTION OF GODALMING AND FARNCOMBE RAILWAY STATIONS

Community Rail Partnership and Association of Community Rail Partnerships Scheme

Community Rail Partnership (CRP) is a growing grassroots movement made up of community rail partnerships and other interested groups across Britain. CRP's engage communities and help people get the most from their railways, promoting social inclusion and sustainable travel, working alongside train operators to bring about improvements and bringing stations back to life. CRPs offer the chance for stations to be adopted under the Association of Community Rail Partnerships Scheme (ACoRP). South Western Railway (SWR) actively encourage membership of ACoRP.

Members resolved to agree to submit an application for Farncombe and Godalming Railway Stations to be adopted under the Association of Community Rail Partnerships Scheme (ACoRP).

Surrey Hills to South Downs Community Rail Partnership

With the formation of the Surrey Hills to South Downs Community Rail Partnership, which includes Witley, Milford and Haslemere the opportunity exists for collaborative working between five stations located along the London to Portsmouth mainline to jointly promote each of the stations as a gateway to the Surrey Hills area of Outstanding Natural Beauty. Witley, Milford and Haslemere stations have been adopted under the ACoRP scheme. To enable the potential benefits of the scheme to be utilised in full for both Farncombe and Godalming Stations, it is proposed that the Town Council agrees to act as the adoptee of those stations within the ACoRP scheme.

Members resolved to confirm Godalming Town Council's support of the Surrey Hills to South Downs Community Rail Partnership and nominate Cllr Follows and Cllr Penny Rivers as Town Council representatives to the Surrey Hills to South Downs Community Rail Partnership.

182. VE DAY 75 COMMEMORATIONS

On 11 July 2019, Members resolved to approve that the Town Clerk, following consultation with other appropriate local organisations and groups, bring forward proposals for celebration of the 75th anniversary of VE day in Godalming to a future meeting of this Committee (Min No 132-19 refers).

Members considered the draft proposals and resolved to approve the event outline for GTC staff to take forward. Additionally, Members resolved to approve an initial budget of £3,000 to be allocated from the Festivals and Staycation reserves

183. GODALMING POP-UP

Members noted that following successful negotiations Waverley Borough Council has authorised Godalming Town Council to co-ordinate all community events in the pedestrian area of Crown Court and to manage all requests from the public to use the area.

Additionally, Members noted that the Town Clerk applied for and received an amendment to the Town Council's Street Trading Licence that allows for Pop-up events within Crown Court on each Friday of the year and on every 2nd and 3rd Saturday of the month within Crown Court and the pedestrian area in front of 48-56 High Street. Members were informed about two Pop-up events that are being held as a direct result of these arrangements:

Friday Pop-Up – Friday Pop-Up events have seen traders, who previously attended the now defunct Friday Market, return to Godalming. If successful and residents support the Friday Pop-up it is expected that it will become a permanent fixture within the town.

Saturday Pop-Up – The Saturday Pop-Up is envisaged to complement the existing town centre festival markets that are held on 1st Saturday in April and July and the last Saturday in November, as well as the monthly Farmers' Markets held on the last Saturday of the month (except November) between February and December each year. The first Saturday Pop-Up event is planned for 12 October and every 2nd Saturday thereafter. This event will be the Godalming Vegan Pop-Up, which if successful will provide a service to our community which avoids the need to travel out of area to access the offered goods and produce.

184. COMMUNITY EVENTS

Members considered a report relating to staffing resource relating to community events directly managed by Godalming Town Council. Members were informed that the staff resource required to manage the annual fireworks event was in excess of 220 hours, which equated to a full time equivalent of 6 weeks of staff resource. However, because of the nature of the event the more of this resource is provided by senior officers than other events and the cost to the Council in 2018 in staff time was in the region of £4,733.

Members were informed that although the Council, along with a number of voluntary organisations, has delivered a firework display for the past 3 years, the challenges of holding a firework display in the town centre cannot be overstated and Council Officers would suggest these have been greater than originally envisaged and have increased with each year. These challenges mainly being due to the location and open access of the site meaning significant infrastructure is required to provide a secure exclusion zone around the firework site to prevent both inadvertent and deliberate incursion within the safety zone, which is not necessarily the case for firework events held in other, less public or more access controllable locations.

Members heard that with the overriding consideration being to provide a safe event for the community, the staff resource required for this event is greater in both the amount of time and the number of staff involved and that whilst events staged for community benefit should

not necessarily be viewed on the same profit/loss basis as commercial activities, it could be expected that events that have a revenue stream should at least cover their operating costs, even if the staff costs are not covered and are accepted as part of the community benefit cost. In considering the revenue incomes, the market festivals (Spring/Summer & Christmas) have made a small operating profit, which going forward should be increased by the income generated via the Godalming Pop-Up events. However, although generating income via ticket sales (which are already the most expensive in the area), concessions fees and sponsorship, over the last three years the town centre firework event has lost a total of £4,826. Members noted that when considered alongside the higher staff resourcing impact compared to other events, the overall financial viability of the event should be considered.

Members acknowledged that whilst a decision not to continue with the town centre firework event may cause some disappointment, residents would still have a choice of other firework displays within the town, plus options for firework and bonfire events in nearby villages, all of which are run as fundraisers in support of community groups.

Members resolved to agree not to proceed with the 2019 Town Centre Firework Display.

185. SOCIAL MEDIA BENCHMARKING

Members noted a report on the use, reach and engagement of the Town Council Social Media and website. Members were informed that reach and engagement of Town Council posts were significantly increased if Members shared posts.

The Town Clerk was requested to arrange an update of the photographs used on the Council website and Cllr Adam and Cllr Follows would work with the Communications Officer to seek ways of increasing the use of the Council's Twitter and Instagram accounts.

186. DIRECT DEBITS

In accordance with Financial Regulation 6.6, Members resolved to approve that the payment of fuel for the newly purchased van be added to the list of payments made by variable direct debit through the use of a Council fuel card.

187. POLICY REVIEW – SAFEGUARDING POLICY

Members considered the Safeguarding Policy and indicated that a statement relating to regular hirers having risk assessed safeguarding issues, irrespective of whether they organised activities specifically for children/vulnerable adults or not, should be incorporated into the policy. On a proposal by Cllr Follows and seconded by Cllr Heagin, Members resolved not to recommend the policy for re-adoption by Full Council without such an amendment but rather an amended policy be forwarded to Full Council for further consideration.

188. MOTIONS ON NOTICE

Motion – Proposer, Councillor Follows, Seconder Cllr Williams

Members resolved to approve that:

This Council agrees with Mr Speaker Bercow that the shutting down of parliament is an offence against the democratic process and the rights of parliamentarians as the people's elected representatives and resolves to agree that the Town Clerk should, as soon as possible, write on behalf of the Council to the Rt Honourable Jeremy Hunt MP to request that he supports all possible lawful actions to oppose the Government's plan to prorogue parliament until the 14 October 2019 and that he provides a response to Council as to whether he supports or opposes the action being taken by the Government by no later than 20 September so that it may be reported to the Council at its meeting of 26 September.

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

The report from Councillor Boyle on the Godalming/Joigny Friendship Association has been deferred to the 17 October 2019 meeting as the Godalming/Joigny Friendship Association isn't meeting until after the date of this meeting.

190. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the following items from this meeting to be further communicated:

Service Level Agreements, Fireworks, Water Fountains and Bottle Filler Points.

191. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 17 October 2019 at 7.00 pm in the Council Chamber.

192. ANNOUNCEMENTS

The Chair informed Members of a public meeting being held at St John's Church in Farncombe regarding recent anti-social behaviour. The meeting will be attended by the Police & Crime Commissioner for Surrey, the Local Borough Police Commander, the Director of the Trinity Trust Team and a representative from British Transport Police.

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. SENSITIVE CIVIC PROTOCOL.

193. CIVIC PROTOCOL

Members received a report from the Town Clerk regarding the function, role and responsibility of Godalming Town Council as outlined in the Operation Bridge protocol document.