

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD VIA ZOOM ON 29 OCTOBER 2020**

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

- |                      |                        |
|----------------------|------------------------|
| * Councillor Adam    | * Councillor Ashworth  |
| * Councillor Boyle   | * Councillor Cosser    |
| 0 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   |
| * Councillor Welland |                        |

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

207. MINUTES

The Minutes of the meeting held on 3 September 2020, having been previously circulated were signed by the Chair as a true record.

208. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

209. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

210. 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.

211. QUESTIONS BY MEMBERS

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

212. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 4 October 2020	180,526.71
Receipts received since the 4 October 2020	448,618.87
Balance held in HSBC Current Account	
Balance at 29 October 2020	62,577.22
Balance held in the HSBC Business Deposit Account	
Balance at 29 October 2020	625,364.92
CCLA Deposit Account	
Balance at 29 October 2020	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.

#### 213. BUDGET MONITORING

Members considered a budget monitoring report and noted that there was a current variance of £338,748 underspend against budget. Items noted in the forecast were:

- £30,433 received from Waverley Borough Council as GTC share of the COVID-19 Grant from Central Government.
- The forecast has been revised to include estimated income from community centres based on regular hirers' who returned in September 2020. The Community Centres are not currently open to casual hire use.
- Head Office – the second instalment of the Precept was paid early.
- Civic Expenses – includes £2k for livestreaming the Remembrance Sunday service in lieu of the parade.
- Town Promotion – includes £8k for the Town Wardens (Min Nos 10-20 and 51-20 refer) and £14k for the Safer High Street Campaign (Min No 28-20 refers). This cost centre also shows the cost of GTC's social distancing campaign (spray painting and signage) and traffic management costs to enable the safe re-opening of the High Street.
- Festivals & Markets – includes the cost of a revised Christmas Festival (Min No 188-20 refers).

Members wished to formerly thank Waverley Borough Council for sharing monies received from Central Government as it is known not all Borough Councils have done so, and for doing so in an equitable manner.

#### 214. COMMITTEE WORK PROGRAMME

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

#### 215. YOUTH PROVISION WORKING GROUP

Members received a report from the Youth Provision Working Group along with an accompanying financial impact assessment report.

In considering the Youth Provision Working Group report and associated papers, Cllr Follows proposed and Cllr Duce seconded the following proposal:

1. Godalming Town Council supports the general principle of a youth drop-in service, free at the point of use and universally open to all young people of Secondary School age, managed by paid, professional youth workers and funded by Godalming Town Council.
2. Conduct a consultation in 2021 with residents to seek backing for GTC's vision.

Councillor Cosser proposed and Cllr Martin seconded an amendment to remove the wording "funded by Godalming Town Council" from the first part of the original proposal, with the amended proposal reading:

1. Godalming Town Council supports the general principle of a youth drop-in service, free at the point of use and universally open to all young people of Secondary School age, managed by paid, professional youth workers.
2. Conduct a consultation in 2021 with residents to seek backing for GTC's vision.

The amendment to the proposal was considered and debated, on a recorded vote the amendment failed.

The recorded vote was as follows:

Against	Cllr Adam	Against	Cllr Neil
Against	Cllr Ashworth	Against	Cllr Purvis
Against	Cllr Boyle	Against	Cllr PS Rivers
For	Cllr Cosser	Against	Cllr Rosoman
Against	Cllr Duce	Against	Cllr Steel
Against	Cllr Follows	Against	Cllr Stubbs
Against	Cllr Heagin	Against	Cllr Wardell
For	Cllr Hullah	For	Cllr Welland
For	Cllr Martin	Against	Cllr Williams

Members considered and debated the original proposals, in considering the second part of the proposal, the Chair confirmed that the details of any future consultation on the matter would first be brought to Members for approval.

On a recorded vote, Members resolved to agree to approve the following:

1. Godalming Town Council supports the general principle of a youth drop-in service, free at the point of use and universally open to all young people of Secondary School age, managed by paid, professional youth workers and funded by Godalming Town Council.
2. Conduct a consultation in 2021 with residents to seek backing for GTC's vision.

The recorded vote was as follows:

For	Cllr Adam	For	Cllr Neil
For	Cllr Ashworth	For	Cllr Purvis
For	Cllr Boyle	For	Cllr PS Rivers
Against	Cllr Cosser	For	Cllr Rosoman
For	Cllr Duce	For	Cllr Steel
For	Cllr Follows	For	Cllr Stubbs
For	Cllr Heagin	For	Cllr Wardell
For	Cllr Hullah	Against	Cllr Welland
For	Cllr Martin	For	Cllr Williams

## 216. FIRE RISK ASSESSMENTS

Members considered a proposal for improvements to the external exit routes from the halls at Broadwater Park Community Centre and resolved to agree to approve the funding of £6,457 to conduct the works. Funding to be drawn from the Land & Property Maintenance reserve and the balance of The Caudle Memorial Trust donation for the refurbishment of Broadwater Park Community Centre.

## 217. E-NEWSLETTER - PRIVACY POLICY AMENDMENT

Members previously expressed a wish to explore alternative means of engagement with residents, as such GTC staff attended an online learning course facilitated by SSALC for the production and distribution of E-Newsletters.

As part of the process to 'launch' an E-Newsletter, initially in tandem with the physical newsletter whilst its reach is explored, Members considered information relating to the requirements to provide a sign-up posted on the GTC website. In order to comply with GDPR

requirements Members agreed to amend the Council's Privacy Policy to cover the collection of IP Addresses that will be stored in an E-Newsletter production app.

Members resolved to agree to approve the amendment of the Town Council's Privacy Notice and Statement by the addition of a bullet point under the fourth section of the Notice/Statement:

"THE COUNCIL WILL PROCESS SOME OR ALL OF THE FOLLOWING PERSONAL DATA, WHERE NECESSARY, TO PERFORM ITS TASKS"

The additional bullet point to read:

- computer IP addresses for audit and compliance purposes;

218. OFFICE MOVE UPDATE

Members noted the progress being made on the refurbishment of 107-109 High Street.

219. DOCUMENT SCANNING

Members considered a report concerning the retention of paper documents, and agreed that prior to the relocation of the Council Offices best practice would be to reduce the level of paper documents by, where possible, holding documents that are required to be retained in an electronic format.

Members acknowledged that scanning of documents is a time consuming process and would engage existing staff for an unacceptable length of time and detract from primary duties. Therefore, Members resolved to agree to approve expenditure of up to £3,000 from the professional fees budget to engage extra resources to conduct the required scanning tasks.

220. REMEMBRANCE IN GODALMING

In the context of the COVID-19 pandemic Members received an oral update from the Town Clerk regarding Remembrance Sunday arrangements in Godalming and noted that whilst the current arrangements were considered to be compliant with current COVID-19 guidelines, the situation would be continuously monitored and if required further amendments to arrangements would be implemented in order to enable a dignified and respectful Act of Remembrance on behalf of the residence and community of Godalming.

221. RISK ASSESSMENT

Members resolved to approve the Risk Assessment for the Godalming & Villages Community Store. In doing so, Members felt that only high level risk assessments for new service provision covering risks of finance, reputation and resource capacity should be brought to this Committee. Members requested that the Audit Committee look at Financial Regulation 16.2 to ensure that Committee approval is limited to those areas and that general and tactical risk assessments are delegated to the appropriate operational level.

222. COMMUNITY STORE

Members received an update from the Chair of the Community Store Working Group on the work of the Community Store. Members wished to formally record their thanks to the Volunteers from the Godalming & Farncombe Coronavirus Community Support Group, the staff and volunteers of the Food Bank at St Marks, GTC staff, Rotary in Godalming, residents, businesses, churches and the many voluntary groups in Godalming and surrounding villages who have given support to provide food security to those in the community who have found themselves needing help as a result of the financial impact of the COVID-19 pandemic.

## 223. GENERAL AND EAR MARKED RESERVES

Best Practice recommends that the level of General Reserves should be 40-60% of a Council's precept. Godalming Town Council's current precept is £711,154 which puts the recommended level of General Reserves between £284,462 and £426,692.

The most recent forecast by the RFO anticipates that due to the impact of COVID-19, Godalming Town Council's General Reserve will be approximately £216,500 by year end. This would mean that the General Reserve would be below the recommended minimum level.

The Audit Committee considered options to rebuild General Reserves and as a first step, reviewed current reserves to determine whether they were still required, and if so, were held at an appropriate level.

Having considered recommendations from the Audit Committee that a number of smaller reserves be merged or transferred into the General Reserve. Members resolved to agree to approve the recommendations from the Audit Committee to transfer the following ear marked reserves:

- |                                      |   |
|--------------------------------------|---|
| 1. 107-109 High Street Maintenance – | On completion of current renovation project the remaining balance to be transferred to the Land & Property Reserve to provide a single reserve for asset maintenance. |
| 2. IT Reserve –                      | To be transferred to the General Reserve  |
| 3. Christmas Lights –                | To be transferred to the General Reserve  |
| 4. Festivals Surplus –               | To be transferred to the General Reserve  |
| 5. Staycation –                      | To be transferred to the General Reserve  |
| 6. Wilfrid Noyce Key Deposits –      | To be transferred to the General Reserve  |

## 224. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SPORT GODALMING

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

Members noted the general concern regarding the future of the Broadwater Golf Course site and requested that the Town Clerk write to Waverley Borough Council to seek an update on the future of the site.

## 225. 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 upon which Councillor Stubbs represents the Town Council.

## 226. COMMUNICATIONS ARISING FROM THIS MEETING

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

- Letter of thanks to WBC regarding the disbursement of the COVID-19 support grant;
- Social Media to inform residents of the disbursement of the grant;
- Social Media vote of thanks to supporters of the Community Store.

227. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held via Zoom on Thursday, 17 December 2020 at 7.00pm.

228. ANNOUNCEMENTS

Cllr Martin informed members that following a public consultation, Surrey County Council has approved that as of September 2021 Broadwater School's established entry numbers will be increased to 5 forms from the current 4 forms.