

# PARISH OF GODALMING

## MINUTES OF A MEETING OF THE TOWN COUNCIL

### OF THE PARISH OF GODALMING HELD VIA ZOOM

ON THURSDAY, 16 JULY 2020 AT 7.00 PM

\* Town Mayor (Cllr PMA Rivers)  
\* Deputy Town Mayor (Cllr Steel)

* Councillor P Martin	* Councillor Stubbs
* Councillor PS Rivers	* Councillor Cossier
* Councillor Welland	* Councillor Follows
* Councillor Adam	* Councillor Ashworth
* Councillor Boyle	* Councillor Crooks
* Councillor Duce	* Councillor Heagin
* Councillor Hullah	* Councillor Neill
* Councillor Purvis	* Councillor Rosoman
* Councillor Wardell	* Councillor Williams

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

#### 34. MINUTES

The Minutes of the meeting of the Council held on 19 December 2019 and 30 April 2020 were signed by the Mayor as a correct record.

#### 35. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

#### 36. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Adam declared a non-pecuniary interest in Agenda Item 13 (Farncombe Cricket Club grant application) as both his sons are members of the Colts. Cllr Adams muted himself while that agenda item was debated.

The Town Clerk declared a pecuniary interest in Agenda Item 13 (Rotary's Waverley COVID-19 Support Fund grant application) as he is a trustee of the organisation. The Town Clerk left the meeting whilst this matter was debated and returned upon completion of the matter.

#### 37. WELCOME REMARKS

The Mayor welcomed members of the public and updated the Council on mayoral activities.

#### 38. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

Ian Coult requested to speak on Agenda Item 13 (Rotary's Waverley COVID-19 Support Fund grant application) when that item was debated.

39. QUESTIONS BY MEMBERS

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

40. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

41. POLICY ADOPTION

Members resolved to agree to adopt the following documents:

<b>Document Title</b>	<b>Review Date/Version</b>	<b>Web address</b>
Standing Orders	25 April 2019 Amended 26 September 2019	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2019/09/Standing-Orders-25-April-2019-Amended-26-September-2019.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2019/09/Standing-Orders-25-April-2019-Amended-26-September-2019.pdf</a>
Scheme of Delegation	7 March 2019	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2019/03/Scheme-of-Delegation-7-March-2019.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2019/03/Scheme-of-Delegation-7-March-2019.pdf</a>
Financial Regulations	26 September 2019	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2019/11/Financial-Regulations-26-September-2019.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2019/11/Financial-Regulations-26-September-2019.pdf</a>
Treasury & Investment Policy	19 July 2018	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2018/07/Treasury-and-Investment-Policy-Adopted-19-July-2018.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2018/07/Treasury-and-Investment-Policy-Adopted-19-July-2018.pdf</a>
Equality & Diversity Policy	15 November 2018	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2018/11/Equality-Diversity-Policy-15-November-2018.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2018/11/Equality-Diversity-Policy-15-November-2018.pdf</a>
Health & Safety Policy	10 January 2019	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2019/01/Health-Safety-Policy-10-January-2019.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2019/01/Health-Safety-Policy-10-January-2019.pdf</a>

Documents are available for viewing at the indicated web address.

42. SAFETY POLICY STATEMENT

Members authorised the Mayor as Chair of the Council to sign Godalming Town Council's Safety Policy Statement (attached to record minutes).

43. COMMITTEE REPORTS

The reports of the following Committees setting out decisions taken pursuant to delegated powers were RECEIVED:

**Policy & Management Committee**

Community Store Working Group proposals – Min No. 48/2020 refers.

44. TO RECEIVE MINUTES OF COMMITTEE MEETINGS

The reports of the following committees setting out decisions taken pursuant to delegated powers were RECEIVED:

Meetings Dated

Policy & Management Committee

26 May 2020  
25 June 2020

45. GODALMING JOINT BURIAL COMMITTEE

The report of the meeting of the Joint Burial Committee held on 14 May 2020 was noted.

Members wished to formally record their appreciation of the work done to re-wild Eashing Cemetery.

46. APPLICATIONS FOR GRANT AID

**Applications for Council Community Funding**

Farncombe Cricket Club – Application Sponsor Cllr Adams

£350 was granted to help meet the costs of purchasing a new BBQ.

**Applications for General Grant Fund Support**

Roots for the Future CIC

£640 was granted to help meet the costs of engaging with a school group and its families to replant the trees on Aarons Hill to make the planting site more hospitable to fledgling saplings.

Rotary's Waverley COVID-19 Support Fund

£5,000 was granted to support the Rotary's Waverley COVID-19 Support Fund. This fund aims to assist those who face financial distress as a result of unemployment or under employment caused by the impact of the COVID-19 pandemic on businesses.

Members requested that Rotary consider having a Godalming Town Council representative involved and should that request be agreed, that Councillor Ashworth be the representative (proposed by Councillor Williams and seconded by Councillor Follows).

47. PROPOSAL FOR AN URGENT TREATMENT CENTRE AT MILFORD COMMUNITY HOSPITAL

Members resolved to agree for the Mayor, as Chair of the Council, to write a letter of support on behalf of the Council to the Friends of Milford Hospital and Busbridge Parish Council for an Urgent Treatment Centre located at Milford Hospital.

48. COMMUNITY STORE WORKING GROUP

Members resolved to agree:

1. If no other suitable location is established prior to 4 September 2020, the Community Store is relocated to Broadwater Park Community Centre;
2. To authorise the Town Clerk to explore offers of alternative locations and in consultation with the Community Store Working Group and the Group Leaders Forum using

delegated powers to implement the relocation of the Community Store to the location considered to provide the greater overall benefit to:

- the sustainability of the Community Store;
- the existing and potential future users of the Community Store
- and:
- is acceptable to the administrators of the Voluntary Supporters' Group;
- places no greater staffing requirement upon GTC than the current arrangements.

3. The allocation of set-up costs (excluding staff time) to facilitate the relocation of the Community Store of up to £1,500.

49. REOPENING OF COMMUNITY CENTRES

Members received a report from the RFO and Facilities Supervisor informing Members of the restrictions imposed upon the re-opening of community buildings and the processes to be put in place to ensure GTC is COVID-19 compliant.

50. REOPENING HIGH STREETS SAFELY

In line with the requirements agreed on 25 June by the Policy & Management Committee to support the Reopening High Streets Safely Fund (Min No 28-20 refers), Cllrs Ashworth and Duce have worked with the Communications Officer to refine the messages for the campaign in the anticipation of the Town Clerk incurring costs associated with the campaign under delegated authority.

Members received an oral report from the Town Clerk relating to the implementation of the campaign.

51. TOWN WARDENS

Members resolved to continue with the deployment of Town Wardens to 8 August 2020 and to seek agreement by SCC for amendments to the implementation times of the Traffic Regulation Order. Members requested that the matter be brought to the next Policy & Management Committee meeting on 30 July 2020 for further consideration.

52. REINTRODUCTION OF COMMITTEE MEETINGS

Members resolved to agree to the reintroduction of scheduled meetings of the Policy & Management and Environment & Planning Committees from the week commencing 31 August.

Members resolved to agree that meetings of the Audit, Joint Burial, Staffing and Mayoralty Committees are to be limited to those meetings required to meet a statutory or regulatory requirement (as indicated in the schedule below) or to consider urgent issues requiring resolution by committee. Non-scheduled meetings to be called by the committee clerk following consultation with the committee chair.

Members resolved to agree the meeting schedule set out below (until notified otherwise, all meetings to be conducted via Zoom):

3 September	Policy & Management	7.00pm
10 September	Audit	6.00pm
17 September	Environment & Planning	6.30pm

	Full Council	7.30pm**
8 October	Environment & Planning (Grants)	7.00pm
29 October	Environment & Planning Policy & Management	7.00pm 7.30pm**
12 November	Joint Burial (Budget)	5.30pm
19 November	Environment & Planning	7.00pm
10 December	Environment & Planning	7.00pm
17 December	Policy & Management (Revised Estimates & Budget) Full Council (Precept Setting)	7.00pm 7.30pm**

\*\* Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later utilizing the same Zoom meeting link as the preceding meeting.

53. HENRY SMITH CHARITIES TRUSTEE

Members resolved to approve a nominee as one of the Town's Trustees of the local Henry Smith charities. On the proposal of Councillor Follows and seconded by Councillor Wardell it was agreed that the Council representative be Councillor Heagin.

Members further agreed that the Mayor write to Mrs Joy Poulter to express the Council's thanks for her service to these charities.

54. CORPORATE PAYMENT CARD

Members resolved to agree that the Responsible Finance Officer apply for a Commercial Card for the Town Clerk with a transaction limit of £5,000 and a credit limit of £10,000 (limits to be reviewed by 31 March 2021 by the Audit Committee).

Members resolve to approve the Credit Card Policy.

Members resolved to authorise the Responsible Finance Officer to reclaim the £500 advance from the Town Clerk upon receipt of the Commercial Card.

55. SEALING OF DOCUMENTS, ETC.

The following resolution was passed nem con.

THAT THE TOWN CLERK BE AUTHORISED TO SIGN OR WHERE APPROPRIATE, TO HAVE SEALED ON BEHALF OF THE TOWN COUNCIL ANY ORDERS, DEEDS OR DOCUMENTS NECESSARY TO GIVE EFFECT TO ANY OF THE MATTERS CONTAINED IN THE REPORTS RECEIVED AT THIS MEETING OR IN ANY RESOLUTION PASSED BY THE TOWN COUNCIL.

56. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 17 September 2020 at 7.30pm, or on completion of the preceding meeting whichever is the later. The form and location of the meeting to be confirmed in the meeting summons.

57. ANNOUNCEMENTS

There were no announcements.

THE COUNCIL MAY WISH 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. GDPR

58. BAD DEBT WRITE OFF

Members authorised the Responsible Finance Officer to write off the amended schedule of bad debts.