

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD VIA ZOOM ON 17 DECEMBER 2020**

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

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

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

267. MINUTES

The Minutes of the meeting held on 29 October 2020, having been previously circulated were signed by the Chair as a true record.

268. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

269. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Follows declared pecuniary interest in Agenda Item 6 on the grounds his partner has an allotment and was moved into the virtual waiting room while that item was debated.

Councillor Steel declared pecuniary interest in Agenda Item 6 on the grounds his wife has an allotment and was moved into the virtual waiting room while that item was debated.

Councillor Williams chaired this item whilst it was debated.

270. 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.

271. QUESTIONS BY MEMBERS

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

272. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 30 th of October 2020	113,929.44
Receipts received since the 30 th of October 2020	53,102.76
Balance held in HSBC Current Account	
Balance at 17 December 2020	26,930.73

Balance held in the HSBC Business Deposit Account Balance at 17 December 2020	600,364.90
CCLA Deposit Account Balance at 17 December 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 will be tabled at the next in person 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.

273. COMMITTEE WORK PROGRAMME

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

274. SOCIAL MEDIA BENCHMARKING

Through its Communications Policy, Godalming Town Council has identified a need to utilise a communications culture that recognises the growing importance of digital channels to inform residents, partners and stakeholders who are seeking to find, as well as share, news and information. Members noted the report from the Community & Communications Officer which provided indication of the range of GTC's digital communication engagement.

Members thanked the Community & Communications Officer for her hard work in this area.

275. EVENTS PROGRAMME 2021/22

Members resolved to authorise GTC staff to work towards the delivery of the events indicated as GTC led events.

Members resolved to authorise GTC staff to support other town events in accordance with custom, practice and the Council's Community Events & Community Support Policy.

Members resolved to authorise GTC to engage with community organisations and partners to bring forward a separate event programme for Her Majesty the Queen's Platinum Jubilee.

276. DATA PROTECTION POLICIES

Members resolved to approve the recommendation to Full Council for the re-adoption of polices listed below relating to the General Data Protection Regulations.

- Information Data Protection Policy
- Privacy Notice General
- Privacy Notice – Staff, Councillors and Volunteers
- Document Retention Policy
- Subject Access Policy
- Removable Media Policy

277. COMMUNICATIONS POLICY

Members resolved to approve the recommendation to Full Council for the re-adoption of the Council's Communications Policy

278. FEES & CHARGES

In light of the current situation regarding use of GTC's community buildings and to support occupancy rate recovery, Members resolved to agree not to increase the existing fees and charges for the Council's community buildings during the civic year 2021/22.

279. ALLOTMENTS

This item was chaired by Councillor Williams.

Members resolved to agree not to increase allotment rents during the civic year 2021/22.

280. DEVOLVED SERVICES

Members resolved to authorise the negotiation of the potential asset transfers indicated below.

- a) An area of land adjacent to Meadow Allotments, which has the potential for GTC to utilise to expand the Meadow Allotment site.
- b) Charterhouse Green bordered by Borough Road, Hell Ditch, Chalk Road and the railway line, which has the potential to provide opportunities for improved resident amenity in a bio-diverse setting.

Heads of Terms will be negotiated and brought to Council for approval. Members noted that it is expected that GTC would be liable for the legal costs involved, such costs to be funded from the professional fees budget.

281. COMMUNITY STORE

Members received a report from the Chair of the Community Store Working Group.

Members recorded their thanks to volunteers and Officers who are instrumental in the success of the Community Store.

282. GODALMING CLIMATE FORUM

Members received an update from Councillor Wardell relating to the work of the Godalming Climate Forum.

Members recorded their thanks to Councillor Wardell for her enthusiasm in driving forward this objective of the Council.

283. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON REPORT ON GO GODALMING ASSOCIATION

Members noted a report from Councillor Heagin on the Go Godalming Association, an organisation upon which Councillor Heagin represents the Town Council.

284. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SURREY HILLS – SOUTH DOWNS COMMUNITY RAIL PARTNERSHIP

Members noted a report from Councillor Follows on the Surrey Hills – South Downs Community Rail Partnership, an organisation upon which Councillor Follows represents the Town Council.

285. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING MUSEUM TRUST

Members noted a report from Councillor Purvis on the Godalming Museum Trust, an organisation upon which Councillor Purvis represents the Town Council.

Members recorded their thanks to the Curator and Volunteer Co-ordinator for all their hard work during a very hard season.

286. COMMUNICATIONS ARISING FROM THIS MEETING

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

- Programme of Events
- Community Store
- Fees and Charges
- Allotments
- Climate Change Forum

287. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held via Zoom on Thursday, 28 January 2020 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

288. ANNOUNCEMENTS

New Tiers announced by the Government today with Waverley remaining in Tier 2 even though the rest of the county is Tier 3.