

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 11 MARCH 2021**

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

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

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

392. MINUTES

The Minutes of the meeting held on 28 January 2021, having been previously circulated were signed by the Chair as a true record.

393. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

394. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Heagin declared a non-pecuniary interest in Agenda Item 17 as a Trustee of the Henry Smith Charity and in Agenda Item 18 as volunteers at Citizens' Advice Waverley. Councillor Heagin stayed in the Chamber whilst the item was debated.

Councillor Williams declared a non-pecuniary interest in Agenda Item 18 as his wife is a volunteer for the Citizens' Advice Waverley. Councillor Williams stayed in the Chamber whilst the item was debated.

Councillor Follows declared a non-pecuniary interest in Agenda Item 18 as he is the Waverley Borough Council representative for the Citizens' Advice Waverley. Councillor Follows stayed in the Chamber whilst the item was debated.

395. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

Statement received from Martyn Sandford of the Godalming Cycle Campaign in accordance with Standing Order No 4 was read at Agenda Item 15.

395. QUESTIONS BY MEMBERS

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

396. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Balance held in HSBC Current Account	
Balance at 11 March 2021	24,712.08

Balance held in the HSBC Business Deposit Account Balance at 11 March 2021	410,364.92
CCLA Deposit Account Balance at 11 March 2021	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.

### 397. BUDGET MONITORING

Members considered a budget monitoring report to 28 February 2021.

The monitoring report shows a current variance of £45,663 underspend against revised estimates. Items to note in the forecast:

- Income from third parties (i.e. Surrey County Council and the Godalming Joint Burial Committee) has been more than expected.
- Grants budget underspent by £6,200.
- Fees paid for Performing Rights have resulted in underspends in some cost centres and overspends in others, depending upon whether events were cancelled and whether the cost would normally be recharged to a third party.
- For prudence, we did not budget for any rent from The Square but have received monies from the leaseholder.
- We have had tree works done in our allotments for health and safety purposes resulting in an overspend.

### 398. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and noted progress within.

### 399. APPLICATIONS FOR GRANT AID

#### **Application for Council Community Funding – Sponsor Cllr Follows**

##### Surrey Hills to South Downs Community Rail Partnership

£500 was granted to assist with the production of a Line Guide for the Surrey Hills to South Downs Community Rail Partnership, promoting the Surrey Hills and South Downs area as visitor destinations by rail. The Line Guide will promote both Farncombe and Godalming and destinations accessible from both and will be distributed via the railway operators and also on the CRP's new website and social media platforms. Godalming Town Council is an adoptee of both Farncombe and Godalming Stations and a founding member of the SD2SH CRP.

#### **SLA Funding**

Members received the Farncombe Day Centre Annual Report, an organisation supported by SLA funding from Godalming Town and acknowledged the invaluable work of the Day Centre.

400. DIRECT DEBIT FOR COMMERCIAL CARD

In accordance with Financial Regulation 6.6, Members resolved to approve that the payment to HSBC for the commercial card be made by variable direct debit.

Members also agreed that given the value of cumulative transactions on the card can be significant, the Responsible Finance Officer is to continue to circulate the monthly statement for authorisation each month.

401. 107-109 HIGH STREET, GODALMING

Members noted progress made on 107-109 High Street.

Members wish to record their formal appreciation to the Town Clerk, the Buildings Maintenance Operative and local tradespeople used on the office refit for the work done on this project.

402. POLICY DOCUMENT REVIEW

Members resolved to approve the recommendation to Full Council for the re-adoption of the Community Engagement Strategy.

403. RESTRUCTURING

Members noted that it is for the Staffing Committee to consider the details of staffing structures and make recommendations, and for the Policy & Management Committee to approve the financial resource required to support the recommendations.

Members resolved to agree the recommendations of the Staffing Committee as set out below:

1. The Staffing Committee, having approved a revised staffing structures for Godalming Town Council that will allow the Council to continue to provide the high level of service expected by residents, whilst also ensuring the welfare of its staff requests that the Policy & Management Committee resolved to agree the financial approval to:
  - a. appoint a Grounds Maintenance Assistant as of 1 April 2021, engaged for 30 hours per week starting on NCJ SCP5 within LC1 (5-6);
  - b. appoint a Clerical Assistant & Receptionist as of 3 May 2021, engaged for 22.5 hours per week starting on NCJ SCP1 within Scale range 1-5;
  - c. increase the Museum Coordinator's hours by an additional 6 hours per week at SCP12 effective from 1 October 2021;
  - d. transfer the Buildings Maintenance Operative from a Fixed Term Contract to a Permanent Contract with effective from 1 April 2021; and
  - e. transfer of the Grounds Maintenance Operative from a Fixed Term Contract to a Permanent Contract effective from 1 April 2021.
2. Subject to a successful validation by the Staffing Committee of the proposed National Joint Council Scale for the positions set out below, Members of the Policy & Management Committee are resolved to agree the financial approval for:
  - a. the re-issuing of Particulars of Employment with a revised Job Description to regrade the current Buildings Maintenance Operative to the position of Buildings Maintenance Supervisor, effective from 1 October 2021;
  - b. the re-issuing of Particulars of Employment with a revised Job Description to regrade the current Grounds Maintenance Operative to the position of Grounds Maintenance Supervisor, effective from 1 October 2021;

- c. the adjustment of the Town Clerk’s grade scale within the NJC Scale as confirmed by the validation exercise, effective from 1 October 2021; and
- d. the adjustment of the Finance & Corporate Services Officer’s grade scale within the NJC Scale as confirmed by the validation exercise, effective from 1 October 2021.

Members of the Policy & Management Committee resolved to approve the use of the budgeted £21,183 uplift in the 2021/22 salaries cost centre, along with the £10,075 increase in income from the Joint Burial Committee for administrative support from GTC to fund the recommended changes to the staffing structure along with a recommendation that any employment cost funding shortfall should be taken from the General Reserve for 2021/22. Members noted that an in year salary shortfall of £4,422 is anticipated and that whilst this sum may be required to be supported from general reserves for 2021/22, it would for subsequent years be built into the base budget.

The Policy & Management Committee also noted that in order to sustain the staffing structure recommended by the Staffing Committee, the 2022/23 salary budget will require uplifting by £15,433, which equates to 2% of the 2021/22 precept. However, the actual % precept increase will be dependent upon the 2022/23 tax base and revenue generation.

The recorded vote was as follows:

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

#### 404. THE SQUARE

Members noted that following on from the Council’s decision to approve a Variation of Deed for the lease of The Square to widen the permitted Class of Use (Min No 305-20 refers), this action has been concluded as per the agreed instructions at no cost to the Council.

Members also noted that the head lease holder has raised concerns regarding alleged unauthorised development on the property boundary. The Town Clerk will be contacting the Planning Authority regarding this matter.

#### 405. MOTION ON NOTICE

**Proposer, Councillor Williams, Seconder, Councillor Follows**

**Recommendation: Members to consider the Motion set out below and if agreed, resolve to approve to agree the recommendations as set out in the motion.**

##### **“20 is Plenty” Motion**

At this point the Chair read a statement submitted by Martyn Sandford on behalf of the Godalming Cycle Campaign supporting the motion.

Cllr Williams as the proposer of the Motion asked for a factual correction to be made to indicate that the United Nations had endorsed and not mandated the setting of 30kph maximum speed limits.

Therefore the Motion read:

Godalming Town Council notes that:

- the United Nations has endorsed the setting of 30kph (20mph) maximum speed limits wherever pedestrians, cyclists or other vulnerable road users mix in a frequent manner with motor vehicles;
- the growing demand locally for stricter speed limits both on grounds of safety and in order to facilitate active transport;
- research from UK and abroad that has shown wide-area default speed limits of 20mph/30kph have:
  - reduced traffic speeds in the first year of operation, with the largest speed reductions on the fastest roads;
  - reduced road traffic collisions by up to 40% and town and village casualties by 20%;
  - increased journey times by just 10 seconds per mile;
  - made streets quieter – a 10mph reduction in speed halves traffic noise;
  - encouraged walking and cycling, especially for older people and young children;
  - benefited communities, with residents more likely to stop and talk on footpaths;
  - reduced vehicle emissions by 12% due to less acceleration and braking; and
  - been popular, as 75% of residents and motorists feel that, after installation, 20mph limits have benefitted the local community.
- that wide-area 20mph limits that make effective use of signage, road markings, technology, and public engagement provide significant budgetary benefits and are more popular with motorists and residents than engineered calming methods such as speed humps.

Godalming Town Council believes that the implementation of a wide-area 20mph speed limit in Godalming, combined with a public information campaign, would have immediate beneficial impacts on road safety, air quality, active transport and community well-being in this location, and would support this Council's climate emergency objectives.

**Godalming Town Council therefore calls upon the Leader of the Council to:**

- (i) request that Surrey County Council prioritise the establishment of a wide-area 20mph speed limit in Godalming, tasking SCC Officers to work with this Council to draw up detailed plans on the scope, funding and implementation timetable of these schemes; and**
- (ii) request Waverley Borough Council to task its own Officers to work in partnership with Godalming Town Council and Surrey County Council in progressing a wide-area 20mph speed limit in Godalming.**

Following detailed debate Members voted in favour of the Motion. In doing so it was agreed that the letter sent by the Leader of the Council is to be provided to the Town Clerk for distribution to all Members and to be tabled at a future meeting to enable the content of the letter to be placed on record.

The recorded vote for the Motion was as follows:

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

406. ELECTORAL REVIEW OF WAVERLEY BOROUGH COUNCIL

Members noted that the Local Government Boundary Commission for England is undertaking an Electoral Review of Waverley Borough Council. Members also noted the timeline for the review and that this matter would be brought back to Members when the Consultation on Ward Patterns is undertaken.

407. HENRY SMITH CHARITY'S TRUSTEE

Members expressed their thanks for the service provided by Mr Andrew Wilson and Mr Tony Gordon-Smith as trustees of the Henry Smith Charity's representing the Town.

Members resolved to approve Councillor Cosser and Councillor Stubbs as nominees as the Town's Trustees of the local Henry Smith Charities.

Members requested that the Town Clerk write to previous Trustees to thank them for their service.

408. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERLEY CITIZENS' ADVICE

Members noted a verbal report from Councillor Steel on the Waverley Citizens' Advice, an organisation upon which Councillor Steel represents the Town Council.

409. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SSALC

Members noted a report from Councillor Cosser on the SSALC, an organisation upon which Councillor Cosser represents the Town Council.

410. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the following items from this meeting to be publicised:

- Grant awarded to Surrey Hills to South Downs Community Rail Partnership
- Motion to progress a wide-area 20mph speed limit in Godalming

411. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 22 April 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

412. ANNOUNCEMENTS

There were no announcements.