

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 24 JUNE 2021**

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

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

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

99. MINUTES

The Minutes of the meeting held on 20 May 2021, having been previously circulated were signed by the Chair as a true record.

100. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

101. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Follows declared a non-pecuniary interest in Agenda Item 9 Grant Aid in Kind on the grounds that his partner is an allotment tenant. Cllr Follows remained in the Chamber when that agenda item was debated.

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

The following petition was received in accordance with Standing Order No 5:

The Green Hub Project for Teens

Tone Tellefsen Hughes gave a presentation on the work and vision of the Green Hub Project for Teens in support of their application for Grant Aid.

103. QUESTIONS BY MEMBERS

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

104. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 21 May 2021	117,679.66
Receipts received since the 21 May 2021	6,111.59
Balance held in HSBC Current Account	
Balance at 24 June 2021	37,234.73

Balance held in the HSBC Business Deposit Account Balance at 24 June 2021	695,364.92
CCLA Deposit Account Balance at 24 June 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.

#### 105. BUDGET MONITORING

Members considered a budget monitoring report to 31 May which showed a current variance of £16,963 overspend against budget. Items to note in the forecast:

- Head Office – Equipment budget overspent due to purchase of a new computer for the Receptionist and two new laptops to enable hybrid meetings based at WBC Council Chamber. Grants budget over budget due to payment of SLA grants – this is a timing issue only.
- Civic Expenses – £2k over budget due to non-budgeted Professional Fees to produce videos for Annual Town Meeting.
- The Square – Based on advice given by the Leaseholder, we did not budget for any income in 2021/22 but they have managed to get some monies from the Sub-Leaseholder. This is not expected to continue as new lease is currently being negotiated.
- Allotments – Tree works on all allotment sites has been carried out resulting in significant costs. This work is required for public safety.
- Wilfrid Noyce Centre – The centre has been given some rates relief which has resulted in the current underspend. WBC have indicated this relief will expire shortly and we will then be invoiced for remaining year's rates.
- Bandstand – Music in the Park have not been invoiced for their use of the Bandstand.
- Museum – A replacement computer has been purchased for the Curator. This is offset by savings on renegotiated insurance.

#### 106. COMMITTEE WORK PROGRAMME

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

#### 107. APPLICATIONS FOR GRANT AID

Members considered the following applications for grant aid.

##### **Applications for General Grant Fund Support**

##### The Brigitte Trust

£500 was granted to go towards the Trust's home visiting service in Godalming.

Members requested that the Town Clerk write to The Brigitte Trust to request that, in order to assist the council in future considerations, they inform the council of how many Godalming residents benefitted from this grant.

##### Godalming Town Football Club

£1,500 was granted to purchase a new consumer unit and remedial electrical works to the Club's boardroom.

#### The Green Hub Project for Teens

£5,000 was granted for structural projects to create garden infrastructure, to purchase gardening materials and plants, to run a series of workshops and to assist with the day-to-day running costs of the project.

#### Parkinson's UK - Guildford & South Surrey Branch

Application was declined. Members requested that the Town Clerk write to the branch informing them that the Council would be happy to receive a grant application for an active project.

### **Applications for Council Community Funding**

#### Godalming Climate Forum – Application Sponsor Cllr Wardell

£500 was granted to assist with operation costs of managing and providing Climate Forum events.

Members noted that as with other groups who do not hold a dedicated independent bank account, any funds granted from the Council's Community Grant Fund will be retained by the Council and administered by the RFO.

### **Grant Aid in Kind (allocated from the Council Community Fund)**

Members renewed Grant Aid for six organisations that are regular users of the Town Council's premises and noted the Pride in Surrey Grant Aid in Kind agreed at P&M 20 May 2021 (Min No. 51-21 refers).

#### Farncombe & District Allotment Association

Grant Aid in Kind of £28 as an exemption from fees for the use of meeting rooms – 2 times per annum for 2 hours per meeting of the Allotment Association.

#### Godalming & District Community First Responders

Grant Aid in Kind of £126 as an exemption from fees for the use of meeting rooms – 6 times per annum for 3 hours per meeting and training session of the Community Responders.

#### Godalming Cycle Campaign

Grant Aid in Kind of £168 as an exemption from fees for the use of The Pepperpot – one Wednesday per month for 2 hours per session.

#### Godalming Round Table

Grant Aid in Kind of £80 as an exemption from fees for the use of the Wilfrid Noyce Centre for the operational base for the annual Town Show.

#### Go Godalming Association

Grant Aid in Kind of £42 as an exemption from fees for the use of meeting rooms – 3 times per annum for 2 hours per meeting of the Go Godalming Association committee.

#### Go Godalming Association

Grant Aid in Kind of £90 as an exemption from fees for the use of the Caudle Hall of 4 and 3 hours' hire respectively of the Caudle Hall to enable two groups that come under the 'umbrella' of the Go Godalming Association ie. Sport Godalming for its annual sports awards (usually held in October) and Godalming in Bloom for its annual prize-giving (usually held in July).

#### Pride in Surrey

Grant Aid in Kind of £192 as an exemption from fees for the use of the Wilfrid Noyce Centre for the Youth and Family centre on 25 September (Members to note this request replaces a

usual Grant Aid in Kind provision for the Godalming Community Run which was cancelled for 2021).

108. TOWN CENTRE TRAFFIC TASK & FINISH GROUP

Members nominated Councillor Penny Rivers and Councillor Heagin to the Town Centre Traffic Task & Finish Group.

109. FRIDAY/SATURDAY NIGHT PROJECT

Members resolved to agree to provide use of Broadwater Park Community Centre for up to 4 hours per week, free of charge, in support of the Friday/Saturday Night Project led and staffed by the WBC Leisure Team.

110. EMERGING PROJECTS FUNDING

An anomaly of the CIL process is that although professional fees may be costed in a CIL bid for the delivery of a CIL project, CIL funding cannot be utilised to support work designed to test the feasibility, design or project costs to prepare for a CIL bid, as such a risk exists that potential CIL bids may be either poorly thought out and/or designed or incorrectly costed. Submitting a CIL bid without first established the these essentials could result in either the CIL project being underfunded and therefore not delivered or over costed, meaning less funds are available for other projects until the final accounts on the over costed project are settled.

The potential refurbishment of the Broadwater Park sports changing rooms and community space fall into this void. Although this Council has allocated funds for the temporary work required to rehouse the Community Store, and the Town Clerk, in conjunction with the main users of the sports changing rooms, has undertaken an outline design and feasibility exercise to determine whether facilities that could meet sports governing bodies' standards could be provided within the available space, the process has stalled due to an inability to validate the concept sketch plans or determine the potential cost of such works required to make an informed CIL bid.

Members considered the feasibility specification and confidential fees reports and agreed to support the professional fees set out in the reports to determine the design, feasibility, specification and cost estimate requirements to enable an informative CIL bid to be made.

Members requested that the Town Clerk write to The Rt Hon Jeremy Hunt MP for South West Surrey and the The Rt Hon Robert Jenrick MP as Secretary of State for Housing, Communities and Local Government expressing the negative impact of not being able to include feasibility studies within CIL bids with recent examples from our own experience.

Members further requested that copies of those letters be circulated to the Surrey Association of Local Councils and the National association of Local Councils for their consideration in adding their support.

111. FARNCOMBE INITIATIVE EARMARKED RESERVE

Members resolved to agree that the Farncombe Initiative Reserve be renamed the Farncombe Station Reserve and that the balance remaining in the reserve on completion of the Southbound Platform Art Project be made available for community use to provide flower planters at Farncombe Station.

112. SOCIAL MEDIA BENCHMARKING

Members noted a report from the Community & Communications Officer which provided Members with an indication of the range of GTC's digital communication engagement and the increases in reach over the previous 6 months. Members expressed their thanks to the Community & Communications Officer for the clarity of presentation and for the work and success in increasing GTC's social media reach.

113. PILOT SCHEME

Members received a recommendation from the Chair of the Environment & Planning Committee relating to considerations of a confidential item on the agenda of the Environment & Planning Committee meeting that preceded this meeting.

Members supported the recommendation and resolved to agree that the Emerging Projects Fund supports the cost of installing the infrastructure required to undertake the proposed pilot scheme up to £5,000.

114. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING PARK RUN GROUP

Members noted a report from Councillor Duce on the Godalming Park Run Group, an organisation upon which Councillor Duce represents the Town Council.

115. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FAIRTRADE STEERING GROUP

Members noted a report from Councillor Faraday on the Fairtrade Steering Group, an organisation upon which Councillor Faraday represents the Town Council.

116. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified grants awarded, the pilot scheme (once Heads of Terms were agreed) and the Friday Night Project (once WBC agreed) for further publicity.

117. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 8 July 2021 at 7.00pm.

118. ANNOUNCEMENTS

Members were reminded of the following two upcoming events:

- A. Music in Park, 2-5pm on Sunday, 27 June – an event sponsored by the Council
- B. Take the Jump, 3-8pm on Saturday, 3 July