

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 9 SEPTEMBER 2021**

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

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

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

245. MINUTES

The Minutes of the Extraordinary meeting held on 2 September 2021, having been previously circulated were signed by the Chair as a true record.

246. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

247. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Rosoman declared a non-pecuniary interest in Agenda Item 7 on the grounds that she is a Museum Trustee and related to the temporary Museum Steward. Councillor Rosoman remained in the Chamber.

The Responsible Finance Officer declared a non-pecuniary interest in Agenda Item 17 on the grounds she is the Secretary of the Godalming District Scouts Executive Committee. The RFO has no voting rights on the matter and was not party to the request being considered.

248. 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 4.

249. QUESTIONS BY MEMBERS

Councillor Williams submitted the following question of the Chair of the Policy & Management Committee.

“In light of recent press coverage regarding comments attributed to the Police and Crime Commissioner for Surrey that appear to have labelled some campaigners for inclusion as “dangerous” and “misogynistic”, does Godalming Town Council support this view or does it believe that such comments have a potential negative impact for policing in Godalming, especially as the Town is due to host Pride in Surrey 2021 on 25 September?”

Councillor Follows responded to the question by stating that:

Whilst there are genuine concerns over the important debate to be held about how victims of crime are fully and sensitively supported, whatever their gender status and identity, as well as the provision of safe spaces that meet their needs at times of difficulty, those of us in public life must listen to the voices of those who have experiences and who have concerns. Evidence and direct accounts from vulnerable individuals and communities must be at the centre of such discussions. If the Police and Crime Commissioner has evidence that informed her recent comments, if they are as reported, such evidence should be made available.

Godalming Town council embraces diversity within its community and believes that sensitive debates can be held without stigmatising anyone or pitting people against one another.

As Godalming welcomes Pride in Surrey to the town on 25 September, we have witnessed the support provided by our Neighbourhood Policing teams and the Policing LBGTQ+ representatives in ensuring a safe and successful event.

As ever, Godalming Town Council looks forward to working with all our partners on how we can best support victims of all crime and promote inclusion across our community.

250. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 10 July 2021	143,938.74
Receipts received since the 10 July 2021	36,342.19
Balance held in HSBC Current Account	
Balance at 9 September 2021	29,824.31
Balance held in the HSBC Business Deposit Account	
Balance at 9 September 2021	570,364.92
CCLA Deposit Account	
Balance at 9 September 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.

251. BUDGET MONITORING

Members considered the budget monitoring report to 31 August 2021 and noted the following:

- 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. Salaries overspend due to part-time Receptionist and part-time Grounds Maintenance Assistant as agreed per Min No 403-20.
- Civic Expenses – £2k over budget due to non-budgeted Professional Fees to produce videos for Annual Town Meeting.
- Town Promotion – costs of feasibility study for Broadwater pavilion changing rooms' renovation per Min No 110-21.
- The Square – Based upon 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. The level of income going forward will be at a reduced rate to that previously achieved, but more than the £3,000 minimum the lease allows for.

- Allotments – Tree works on all allotment sites has been carried out resulting in significant costs. This work is required for public safety. Rental income for Allotments have not yet been invoiced.
- Wilfrid Noyce Centre – The centre has been given some rates relief which has resulted in the current underspend. WBC has indicated this relief will expire shortly and we will then be invoiced for remaining year's rates. The Wyatt Room has been repainted now that the Community Store has vacated the hall. Whilst regular hirers are returning, income levels are still well below pre-COVID levels and below budget.
- Bandstand – Music in the Park has not been invoiced for its use of the Bandstand.
- Museum – A replacement computer has been purchased for the Curator. This is offset by savings on renegotiated insurance. Salaries over budget due to increase in Museum Curator hours per Min No 403-20, and resource required to cover Curator leave.

Members confirmed that Professional Fees used to assess the feasibility of CIL projects should be funded from the Emerging Projects reserve.

Members requested a review of the spending authorities of Committees and the Cost Centre structure in advance of commencing the 2022/23 budget.

252. COMMITTEE WORK PROGRAMME

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

253. YOUTH SERVICE OFFICER

Members considered and agreed the recommendation of the Staffing Committee and approved the recruitment of the Youth Service Officer, funded from employment starting date until 31 March 2022 from the Emerging Projects Reserve and any unused Youth Provision reserve.

254. PROCESS FOR NOMINATION OF MAYOR ELECT

Members considered a report relating to a proposal for the nomination of the Mayor Elect and Deputy Mayor Elect (attached to record Minutes) and resolved to agree the following process for nominating a Mayor Elect and Deputy Mayor Elect.

The basic ingredient of any successful procedure is goodwill on all sides. It is, of course, preferable that the decision to choose a Mayor Elect at the Annual Meeting is unanimous and anything that can be done to achieve unanimity should be pursued. The dignity accorded to the office of Mayor is not assisted by squabbles in public. Similarly, it is helpful, if possible to select the new Mayor Elect as early as possible as this gives the Mayor Elect, their family and friends, and the Officers time to prepare. It is better to hit the ground running than just to hit the ground.

At all times and stages of the selection process, one should remember that it is only the Council at its Annual Meeting who can appoint the Mayor – not a selection committee or party group meeting.

The following process will be used to support the nomination of the Mayor Elect and Deputy Mayor Elect:

- a) In an election year, due to the possibility of changes to the political make-up of the Council, there is to be no presumption that even if re-elected the previous Deputy Mayor is the Mayor Elect. Following the election results the Town Clerk will seek to establish agreement with the leaders of the political groupings prior to the Annual Meeting.

- b) Following an election year, the current Deputy Mayor is presumed to be the Mayor Elect for the following civic year.
- c) In a non-election year, five weeks prior to the penultimate scheduled Full Council of the civic year, the Town Clerk puts out a request to all Members for their nomination for the position of Deputy Mayor Elect for the following civic year.
- d) Three week prior to the penultimate scheduled Full Council meeting of the civic year nominations close and the Town Clerk contacts each nominee to check that they wish to be considered.
- e) At the penultimate scheduled Full Council meeting of the civic year, if more than one nomination has been received a secret ballot, using a simple majority system, is held at the meeting for Members to elect the Deputy Mayor Elect.
- f) In the event of a tie the Chair of the Council will be asked to exercise their casting vote, if they do not wish to exercise their casting vote the matter will be deferred until the Annual Meeting of the Council.
- g) In the final year of an administrative term, the nomination for a Deputy Mayor Elect will be held, noting paragraph 1 above.

255. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON COVID SUPPORT FUND (ROTARY CLUBS)

Members noted a report from Councillor Ashworth on the Covid Support Fund (Rotary Clubs), an organisation upon which Councillor Ashworth represents the Town Council.

256. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING/JOIGNY FRIENDSHIP ASSOCIATION

Members noted a report from Councillor Boyle on the Godalming/Joigny Friendship Association, an organisation upon which Councillor Boyle represents the Town Council.

257. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – GODALMING/MAYEN ASSOCIATION

Members noted a report from Councillor PS Rivers on the Godalming/Mayen Association an organisation upon which Councillor PS Rivers represents the Town Council.

258. COMMUNICATIONS ARISING FROM THIS MEETING

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

- Recruitment of Youth Worker

259. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 14 October 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

260. ANNOUNCEMENTS

The Town Clerk advised Members that Councillor Purvis had tendered her resignation and that he had informed both the Mayor and Waverley's Electoral Services. Members wished to

formally thank Councillor Purvis for her service, particularly in regards to advancing the Council's green agenda.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 17 AND 18 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED LEGALLY PRIVILEGED INFORMATION AND COMMERCIAL-IN-CONFIDENCE.

261. CUSTODIAN TRUSTEE

Members considered a report from the Town Clerk regarding a request for the Town Council to agree to enter a Custodian Trustee arrangement.

Members agreed with advice received that the use of a custodian trusteeship was not appropriate in this instance. However, Members considered alternative options to support the continuance of youth activities benefiting the community and resolved that the Town Clerk should pursue negotiations and report back to this Committee.

In doing so Members also resolved to agree the following caveats be placed upon the negotiations.

- a) GTC will meet its legal costs up to £5,000.
- b) The user groups of the premises are to be responsible for meeting other legal costs. This commitment is to be confirmed in writing to Godalming Town Council before it enters into negotiations.
- c) The lessors to confirm Heads of Terms that will allow amendment of existing Clause preventing sublet. Reassignment etc., so that GTC may Licence use to the user groups.
- d) Lessor to clarify whether a condition survey will be a requirement of a new lease.

262. BURYS OPTIONS

Members received a report on feedback received from Members following the WBC presentation of 2 September 2021 regarding potential options for The Burys area of Godalming.

Members resolved to approve the covering letter and agreed the collective feedback to WBC.