

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 25 NOVEMBER 2021**

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

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

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

367. MINUTES

The Minutes of the meeting held on 14 October 2021, having been previously circulated were signed by the Chair as a true record.

368. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

369. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

370. 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.

371. QUESTIONS BY MEMBERS

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

372. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 15 th of October	174,079.55
Receipts received since the 15 th of October	118,901.09
Balance held in HSBC Current Account	
Balance at 25 November 2021	25,979.42
Balance held in the HSBC Business Deposit Account	
Balance at 25 November 2021	855,367.32

CCLA Deposit Account
Balance at 25 November 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.

373. REVISED ESTIMATES 2021/22 AND DRAFT BUDGET 2022/23

Members considered a report from the Responsible Finance Officer. Members agreed the revised estimates 2021/22 and draft budget 2022/23 and resolved to agree to recommend them and a precept of £928,755 for 2022/23 to Full Council, which represents a Band D increase of £15.88 per annum (19.2%).

On the proposal of Cllr Follows, seconded by Cllr Williams, Members agreed that a Budget Strategy Task & Finish Group be formed by five members to consider:

- cost savings
- revenue generation
- reserve management
- resilience for future inflationary pressures

The following Councillors are to form the membership of this Group:

- Councillor Boyle
- Councillor Heagin
- Councillor Williams
- Councillor Adams
- Councillor Paul Rivers

374. MOTION ON NOTICE

Councillor Follows on behalf of the Administration, and Councillor Cosser on behalf of the Opposition of Godalming Town Council put forward the motion detailed below.

The Motion:

Godalming Town Council requests:

- i. that Waverley Borough Council (WBC) conducts a Community Governance Review for the wards within the Godalming Town Council area.
- ii. that should WBC agree to the review it be conducted at a time suitable for it to be implemented for the 2023 election cycle.
- iii. that the town/parish wards be compatible with the final outcomes of the Local Government Boundary Commission review and acknowledges the caveat that the final outcomes of that review need to be confirmed by Parliament.
- iv. that, if desirable to the residents and councillors of Busbridge Parish, WBC to explore options for the abolition of Busbridge Parish and for the current area of the civic parish of Busbridge to be incorporated within the civic parish of Godalming and be represented as an electoral ward of Godalming Town Council.

Members resolved to support the Motion, and recommended the Town Clerk writes to the Chief Executive of Waverley Borough Council to make a formal request for the points above to be considered by the Full Council of Waverley Borough.

375. 40TH ANNIVERSARY OF TWINNING BETWEEN GODALMING & MAYEN

Members endorsed the continuation of twinning on the basis of the Council's resolution of 25 June 2015 and resolved the following:

- i. Members resolved to accept the invitation to the 40th anniversary of the twinning of Godalming & Mayen as set out in Mayen's letter received 13 October 2021.
- ii. The Mayor Elect and Consort to be asked to confirm whether they wish to accept the invitation to Mayen 14 October-17 October 2022 – Travel and accommodation costs to be met from the Civic budget.
- iii. If the Mayor Elect is unable to attend, the Deputy Mayor Elect and Consort are to be asked as the official representatives. In the unlikely event that neither is available, current Members who have been past Mayors are to be asked in order starting from the most recent holder of office.
- iv. Other Members may indicate their wish to attend and will be allocated on a first come basis, excepting that the first member of a differing political grouping will move ahead of a member of the same political grouping of the Mayor or the Mayor's representative as appropriate.
- v. Travel is to be via the railway system, which is the least expensive option in terms of both cost and carbon footprint.
- vi. Once attendance is confirmed, the current Mayor writes to Mayen accepting the invitation.
- vii. The Mayor Elect to engage with local schools to explore how twinning for young people could be strengthened.

The following matter to be determined at a later date:

- i. Members to resolve whether they wish for an Officer of the Council to accompany the elected representative to Mayen, if Members wish an Officer to attend costs are to be met from miscellaneous staffing budget.

376. COMMITTEE WORK PROGRAMME

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

Councillor Cosser requested that when the Quarterly Community Store report is given in January that it includes information on how the Community Store and the Youth Service have impacted on community space availability and hire income.

Councillor Cosser requested an update on the progress of the land transfer requests from Waverley Borough Council. Councillor Follows to follow this up and circulate a response to all Members in early December.

377. SCHEDULE OF MEETINGS FOR 2022/23

After noting several amendments to be made to the schedule, Members agreed to recommend to Full Council the revised Schedule of Meetings for the Local Government year 2022/23.

Members requested the amended schedule be re-circulated.

378. REVIEW OF POLICY DOCUMENTS

Members resolved to agree to recommend the re-adoption by Full Council of the documents listed below.

- Exercise of Employer Discretions

- GDPR – Removable Media Policy
- GDPR – Subject Access Policy
- GDPR – Privacy Notice – General
- GDPR – Privacy Notice – Staff & Councillors
- GDPR – Document Retention Policy
- GDPR – Information Data Protection Policy

379. APPLICATION FOR COUNCIL COMMUNITY FUNDING

Applications for Council Community Funding

Farncombe Cricket Club

£500 was granted for to install an externally-housed heart defibrillator for community use.
Previous Grants: £350.00 in 2020/21.

380. DEVOLUTION OF SERVICE

Members resolved to authorise the Town Clerk to enter into an arrangement to undertake the burial administration on behalf of WBC at Shottermill Cemetery for an agreed percentage of the published fees and charges.

Members noted that Officers considered the following to be a fair percentage charge of the published fees that would cover GTC costs whilst continuing to provide WBC with an income to undertake the grounds maintenance at the cemetery.

- Interment including where required submitting claims to the Children’s funeral fund 20% of published resident costs.
- Purchase of Exclusive Rights of Burial 15% of published resident’s costs
- Memorial Rights/Transfer of Exclusive Rights 50% of published costs.

381. CONSULTATION ON ENVIRONMENTAL PERMITTING (ENGLAND AND WALES) REGULATIONS 2016

Members noted the Godalming Joint Burial Committees response to the DEFRA consultation on the Environmental Permitting (England and Wales) Regulations 2016.

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

This item was deferred until the next Policy & Management meeting on 13 January 2022.

383. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – 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.

384. COMMUNICATIONS ARISING FROM THIS MEETING

Members did not identify any items from this meeting to be publicised.

385. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 13 January 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

386. ANNOUNCEMENTS

Christmas Festival is on Saturday, 27 November 2021.

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) 21 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E LEGALLY PRIVILEGED INFORMATION.

387. LEASE ARRANGEMENTS – GODALMING TOWN COUNCIL – NATIONAL TRUST

This item was deferred until the Full Council meeting on 16 December 2021.