

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 21 APRIL 2022**

* Councillor Follows – Chair
0 Councillor Williams – Vice Chair

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

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

Cllr Weightman voted in as Vice Chair in absence of Cllr Williams.

530. MINUTES

The Minutes of the meeting held on 10 March 2022, having been previously circulated were signed by the Chair as a true record.

531. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

532. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Heagin declared a non-pecuniary interest in Agenda Item 6 on the grounds that she is a volunteer at Citizens Advice Waverley and stayed in the Chamber when that agenda item was debated,

533. 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.

534. QUESTIONS BY MEMBERS

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

535. RECEIPT OF LETTERS

Members received letter dated 8 April 2022 from Citizen's Advice Waverley.

Members requested a vote of thanks be given to Paul Rees for his work over the last 10 years as Chair of the Citizens Advice Waverley.

536. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

| | £ |
|---|------------|
| Godalming Town Council | |
| Accounts paid between 11 and 31 March 2022 | 84,329.86 |
| Receipts received 11 and 31 March 2022 | 12,923.88 |
| Balance held in HSBC Current Account | |
| Balance at 31 March 2022 | 27,470.12 |
| Balance held in the HSBC Business Deposit Account | |
| Balance at 31 March 2022 | 600,388.03 |
| CCLA Deposit Account | |
| Balance at 31 March 2022 | 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.

537. FINAL ACCOUNTS YEAR ENDING 31 MARCH 2022 – ITEM FOR DECISION

Members resolved to approve the final accounts for the year ending 31 March 2022.

Members thanked the Responsible Finance Officer for her work in presenting the final accounts and her management of the Council's finances.

538. COMMITTEE WORK PROGRAMME

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

539. APPLICATIONS FOR GRANT AID

Members considered and resolved to agree the following:

Applications for Council Community Funding

Farncombe Youth Football Club

£500 was granted as financial support towards the running of the second season of the Waverley Cup Football Tournament. The grant going towards provision for referees to ensure safe running of the event for the 11 participating clubs.

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

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 £84 as an exemption from fees for the use of meeting rooms – 4 times per annum for 3 hours per meeting and training session of the Community Responders.

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).

Godalming Run

Grant Aid in Kind of £80 as an exemption from fees for the use of the Wilfrid Noyce Centre for the registration base for the annual Godalming Run.

Godalming Repair Café

Grant Aid in Kind of £336 as an exemption from fees for the use of a community hall on the 4th Saturday of each month to host the Repair Café.

540. MOTION ON NOTICE

DEFERRED FROM P&M MEETING ON 10 MARCH 2022

Proposed by Cllr Adams, Seconded Cllr Cosser

Motion: For Godalming Town Council to support the post Covid 'bounce back' of Staycation Live Music Festival

Amendment: On the proposal of Cllr Heagin, which was accepted by the proposer and seconder, the word 'support' was amended to 'promote'. Members therefore considered the Motion as amended:

For Godalming Town Council to promote the post Covid 'bounce back' of Staycation Live Music Festival.

Members resolved to approve the Motion and the implementation of the Motion as set out in the Motion's recommendation.

In recognising the challenges of recreating the event following its hiatus, Members reiterated their support for the Staycation Live Music Festival and Members resolved to agree that in line with the Council's Community Events & Community Support Policy, the Town Clerk is authorised to support the Staycation organising team to provide general advice and guidance relating to the promotion of Staycation Live Music Festival, the event management plan and providing assistance in obtaining appropriate licences to support the event programme, as well as providing facilities and loaning equipment to support the event.

Background:

Staycation Live is a hugely popular and successful annual event, which is the highlight of the local event calendar for many. As an event it appeals to a wide range of residents from families with young children to adults who enjoy the wide range of music and activities provided over the course of the weekend.

Following the cancellation of the 2020 and 2021 events, Staycation Live Music Festival 2022 will be the belated 10th anniversary since Godalming Town Council first began its support for this hugely popular community event. The anticipated programme for Staycation Live Music Festival 2022 will run from Friday 5 to Sunday 7 August:

| | | |
|---------------------|--------------------------------|--------------------------|
| Friday, 5 August: | Cloisters Lockiedread Stage | music and dance 6pm-11pm |
| Saturday, 6 August: | Staycation Live Festival Stage | (Bandstand) Midday-7pm |
| Saturday, 6 August: | Cloisters Lockiedread Stage | music and dance 7pm-11pm |
| Sunday, 7 August: | Staycation Live Festival Stage | (Bandstand) Midday-7pm |

As exemplified by the 2021 Town Show and the Pride in Surrey event held in September 2021, community events such as Staycation Live Music Festival not only provide a community focus and a sense of community wellbeing, they are also important for the economic wellbeing of the retail and hospitality sector of the town. As with Staycation Live, neither the Town Show nor Pride in Surrey were held in the town centre, however, between them they averaged a 38% footfall increase in the centre of town when compared to a normal Saturday (Town Show 40%, Pride 36%). It is also reported that the one-day Pride in Surrey event was worth in excess of £300K to the local economy.

Godalming Town Council, through its Godalming Town Centre Area Strategy and Community Events & Community Support Policy has recognised both the economic and community benefit of such events and the role GTC can play, through either direct delivery or partnership support, which can include general advice on format and timing, assistance with road closures, assistance with obtaining appropriate licences and the loan of equipment.

Following the cancellations of 2020 and 2021 due to Covid, the support and assistance from the Town Council for the small, but dedicated Staycation Live Music Festival organising team, is more important than ever.

541. PERFORMANCE INDICATORS

Members resolved to agree the development of Performance Indicators shown in the draft Godalming Town Council Performance Indications 2022/3-2026/27 V1 document. In doing so Members agreed that each committee would consider the proposed Performance Indicators allocated to that committee and determine whether to accept, remove, amend or add additional Performance Indicators to the document.

On completion of consideration by each committee, the revised Godalming Town Council Performance Indications 2022/3-2026/27 document is to be presented to Full Council for further consideration.

Members noted the following information relating to Performance Indicators:

Definition:

A Performance Indicator (PI) expresses what is wanted to be achieved and by when. It is a quantifiable, outcome-based statement used to indicate whether an organisation is on track to meet specific goals or objectives. The anatomy of a structured PI includes:

- **A Measure** – Every PI must have a measure.
- **A Target** – Every PI needs to have a target that matches the measure and the time period of the goal or objective. These are generally a numeric value.
- **A Data Source** – Every PI needs to have a clearly definable data source so there is no grey area in how each is being measured and tracked.
- **Reporting Frequency** – A PI should have an agreed reporting period and frequency.

Background:

To monitor effectively how the Council is performing, Officers proposed a series of Performance Indicators for a range of council service areas. Several indicators that are measured but for which the Council does not have direct control over, such as retail unit vacancies, were included as the information may be considered useful in determining the overall 'health' of the town.

Baseline Data:

Members noted that, at this stage, the baseline data for the draft Performance Indicators had not been included. Members were informed that the baseline data and proposed 4-year target would be provided to the committees considering the detail of each indicator.

542. COMMUNITY CENTRES

Members noted the occupancy figures of the Council-run community buildings for Q1 2022 (1 January-31 March) against the same period in 2021, 2020 and 2019.

Members noted with the exception of the Undercroft and the Oglethorpe Room, community buildings were in lockdown between January and March 2021. Additionally, Members noted that during Q1 2020 the last 17 days of March were subject to the first lockdown and that Q1 2019 provides a more complete pre-covid comparator.

The Pepperpot

| Pepperpot | Hours Booked Q1 2022 | % Used | Hours Booked Q1 2021 | % Used | Hours Booked Q1 2020 | % Used | Hours Booked Q1 2019 | % Used |
|------------|----------------------|--------|----------------------|--------|----------------------|--------|----------------------|--------|
| Undercroft | 302 | 26% | 273 | 23% | 270 | 23% | 266 | 23% |
| Upper Room | 168 | 14% | 85 | 7% | 140 | 12% | 140 | 12% |

Wilfrid Noyce Community Centre

| Wilfrid Noyce | Hours Booked Q1 2022 | % Used | Hours Booked Q1 2021 | % Used | Hours Booked Q1 2020 | % Used | Hours Booked Q1 2019 | % Used |
|-----------------|----------------------|--------|----------------------|--------|----------------------|--------|----------------------|--------|
| Caudle Hall | 695 | 59% | 51 | 4% | 460 | 39% | 844 | 72% |
| Wyatt Room | 374 | 32% | 40 | 3% | 276 | 23% | 481 | 41% |
| Oglethorpe Room | 1,170 | 100% | 1,170 | 100% | 150 | 13% | 292 | 25% |

In regards to the Oglethorpe Room, Members noted that during Q1 2022, it remained occupied by the Community Store and that the Community Store will be moving from the Oglethorpe Room to a new location at Broadwater Park over 28 and 29 April 2022.

Broadwater Park Community Centre

Members also noted that in September 2021, Broadwater Park Community Centre was designated as the Broadwater Youth Centre and is only available as a venue on an ad-hoc basis. As such its occupancy is no longer measured in the same way as other community buildings. During Q1 2022 ad-hoc use of the centre amounted to 110.5 hours.

Members were pleased to note that The Pepperpot usage has not only fully recovered but has exceeded pre-covid occupancy rates and that the Wilfrid Noyce Centre has made a strong daytime and weekday evening recovery.

543. COMMUNITY STORE FIGURES

Members noted the weekly figures for the Community Store, which indicated that 6,377 days' worth of support was provided between 3 January and 1 April 2022.

In doing so, Members were informed that when added to the 49,798 days' worth of support recorded prior to 3 January 2022, the Community Store has provided a total **56,175** days' worth of support to members of the community since it first opened in April 2020. It should be noted that these figures do not include 'light' support provided by the community basket (help-yourself trolley) located outside the Community Store during operating hours, nor the support provided by others within the community to alleviate food poverty.

The Chair noted that the Community Store has now been in operation for 2 years and wished to thank all involved for the dedication and hard work.

In noting the support provided by the Community Store, Members requested that as the Community Store records users in terms of households, which can range from a grouping of related people to those in cohabiting relationships or houses of multi-occupancy, it would be helpful for the Town Clerk to inform the Committee not only of the number of households that have been assisted in a particular week, but also the overall number of individuals households that have been supported during its period of operation.

Additionally, Members requested an update on the process for access/referral to the Community Store.

Weekly figures for period from 3 January to 1 April 2022

| Week commencing | Days-worth of support | Households | Adults | Children |
|-----------------|-----------------------|------------|--------|----------|
| 3 January | 497 | 31 | 42 | 29 |
| 10 January | 455 | 35 | 45 | 20 |
| 17 January | 560 | 35 | 48 | 32 |
| 24 January | 532 | 37 | 49 | 27 |
| 31 January | 413 | 30 | 39 | 20 |
| 7 February | 392 | 29 | 38 | 18 |
| 14 February | 469 | 31 | 45 | 22 |
| 21 February | 553 | 36 | 45 | 34 |
| 28 February | 546 | 37 | 51 | 27 |
| 7 March | 504 | 34 | 47 | 25 |
| 15 March | 455 | 34 | 49 | 16 |
| 21 March | 511 | 39 | 51 | 22 |
| 28 March | 490 | 35 | 46 | 24 |

544. SAFEGUARDING REPORT FOR THE QUARTER ENDED 31 MARCH 2022

Members noted the Safeguarding report for the quarter ended 31 March 2022.

545. ANNUAL SAFETY REPORT 1 APRIL 2021 TO 31 MARCH 2022

Members noted the following information relating to the annual health and safety report:

Training

During the reporting period, internal staff training was provided on the following areas:

- Health & Safety Statement and Policy.
- Lone Working.

Significant Incidents

Members noted that during the reporting period there was one health and safety incident relating to the Town Council's staff reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Members were informed that incident reports relating staff Members are, where appropriate, considered by the Staffing Committee.

Additionally, as GTC is the majority partner of the GJBC, Members were informed of the following information:

- Eashing Cemetery Chapel – High winds caused stonework and tiles to fall from the chapel roof. The Cemetery was closed and no members of the public or staff were injured. Roofing contractors were engaged to affect repairs and to check integrity of the roof tiles and coping stones.
- Nightingale Cemetery – Although within date for safety inspection, high winds caused the collapse of a cedar tree, no one was injured, and no property was damaged.

Surveys and Repairs

During the reporting period.

- the asbestos reports for all GTC and GJBC properties were reviewed, where incomplete or inadequate reports existed, new surveys were commissioned. Except for Nightingale Chapel buildings which will be surveyed over the summer period, all GTC and GJBC properties have been surveyed and where required remedial works completed.
- Workplace assessments for all permanent full-time office-based staff were undertaken, with recommendations for each workstation being implemented.
- Following repairs to ceiling joists in the museum, procedures have been implemented to limit access to the loft space and its use as a storage facility.

Concerns

The following areas have been identified as areas of concern.

- Public conveniences – occasional reporting of needles and sharps being left within the toilet cubicles – changes to the lighting environment will be undertaken when electrician on site to install power supplies for door shutters.
- Public facing maintenance staff – staff being subjected to verbally aggressive behaviour – although thankfully rare, grounds and maintenance staff have been subjected to verbally aggressive unacceptable behaviour, with the aggressor subsequently either 'posting their version' on social media or alleging staff being rude. Use of dash and bodycams to be considered to both support staff and where appropriate to verify the facts of a complaint.

Of the latter point, Members expressed concern for the well-being of staff. Members were informed that future use of dash or bodycams by staff would be considered by the appropriate committee.

546. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON DISTRICT SCOUT COUNCIL

Members noted a report from Councillor Crooks on the District Scout Council, an organisation upon which Councillor Crooks represents the Town Council.

547. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING CYCLE FORUM

Members noted a report from Councillor Crooks on the Godalming Cycle Forum, an organisation upon which Councillor Crooks represents the Town Council.

Members heard from Martin Sandford as a member from the Godalming Cycle Campaign on the work of the organisation. In doing so Members were informed of the distinction between the Godalming Cycle Campaign and the wider Waverley Cycle Forum. It was noted that the Town Clerk would amend the list of external bodies to reflect the correct title.

Following the update from Mr Sandford, Members requested that a briefing to the Environment & Planning Committee be sought from Tom Lancaster of Waverley Borough Council on the Green Way Project and the results of the recent consultation.

548. COMMUNICATIONS ARISING FROM THIS MEETING

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

- Grants given by the Council

549. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 26 May 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

550. ANNOUNCEMENTS

A formal vote of thanks was given to Cllr Rosoman for her work done on this Council.

Members informed that there will be Code of Conduct training in May and to contact the Town Clerk should they wish to attend.