

PARISH OF GODALMING

MINUTES OF A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD

ON THURSDAY, 13 JANUARY 2022

- * Town Mayor (Cllr Steel)
- * Deputy Town Mayor (Cllr Faraday)

* Councillor P Martin	0	Councillor Stubbs
* Councillor PMA Rivers	*	Councillor Cosser
* Councillor PS Rivers	*	Councillor Welland
* Councillor Follows	*	Councillor Adam
* Councillor Ashworth	*	Councillor Boyle
* Councillor Crooks	*	Councillor Duce
* Councillor Heagin	*	Councillor Hullah
* Councillor Neill	0	Councillor Rosoman
* Councillor Williams	*	Councillor Weightman

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

414. MINUTES

The Minutes of the meeting of the Council held on 23 September 2021 were signed by the Mayor as a correct record.

415. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

416. 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.

417. 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 5.

418. QUESTIONS BY MEMBERS

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

419. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

Members noted receipt of official acknowledgement from WBC regarding this Council's request for a Community Governance review (Min No 374-21 refers).

420. COMMITTEE REPORTS

The reports of the following Committees setting out decisions taken pursuant to delegated powers were RECEIVED:

Environment & Planning Committee

The Environment & Planning Committee made no recommendations for consideration by Full Council.

Policy & Management Committee

Review of Policy Documents

Full Council resolved to accept the recommendations of the Policy & Management Committee to re-adopt 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

Documents to be re-adopted are published at: <https://godalming-tc.gov.uk/council-policies-procedures/>

Grants Policy & Procedures

Full Council resolved to accept the recommendation of the Policy & Management Committee to adopt the Grants Policy & Procedure Document.

Schedule of Meetings 2022/23

Members resolved to approve the Schedule of Meetings for the Local Government year 2022/23.

Staffing Committee

Review of Policy Documents

Full Council resolved to accept the recommendations of the Staffing Committee to adopt the documents listed below:

- Disciplinary Policy & Procedure
- Grievance Policy & Procedures
- Training Statement of Intent

421. TO RECEIVE MINUTES OF COMMITTEE MEETINGS

The reports of the following committees setting out decisions taken pursuant to delegated powers were RECEIVED:

	Meetings Dated
Environment & Planning	23 September 2021 14 October 2021 4 November 2021 25 November 2021
Policy & Management Committee	2 September 2021 14 October 2021 25 November 2021
Staffing Committee	11 November 2021

422. GODALMING JOINT BURIAL COMMITTEE

The report of the meeting of the Joint Burial Committee held on 4 November 2021 was noted.

423. COUNCIL'S BANKING ARRANGEMENTS

Members noted that with the closure of the local HSBC branch, the Audit Committee reviewed the current banking arrangements of the Council. The Audit Committee considered a number of factors but gave priority to supporting a banking presence in the Godalming High Street and the physical proximity of the bank when making changes in the bank mandate.

Members approved the opening of new bank accounts at Lloyds and NatWest banks. Members authorised the Responsible Finance Officer to open the new bank accounts.

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

Members considered a report (attached to record minutes) from the Responsible Finance Officer. A recorded vote was called on the following recommendations

- a) Members to resolve to approve the revised estimates for the financial year 2021/22.

The above motion was carried and Members resolved to accept the revised estimates for financial year 2021/22 with the recorded vote as follows:

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

- b) Members to resolve to approve the budget for the financial year 2022/23.

The above motion was carried and Members resolved to approve the budget for the financial year 2022/23 with the recorded vote as follows:

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

- c) Members to resolve to approve a precept requirement of £928,755 for the financial year 2022/23, which represents a band D increase of £15.88 per annum (19.2%).

The above motion was carried and Members resolved to approve a precept requirement of £928,755 for the financial year 2022/23, which represents a band D increase of £15.88 per annum (19.2%) with the recorded vote as follows:

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

Additionally, Members noted the budget forecast projections for period 2023/24 & 2024/25 which are based on Officers' understanding of the Council's potential future activities.

425. BUDGET MONITORING

Members considered the budget monitoring report to 31 December 2021 against Revised Estimates as approved above.

The monitoring report shows a current variance of £44,625 underspend against Revised Estimates. Items to note in the forecast:

- Christmas Lights – slightly more was spent on replacing damaged lights than budgeted for.
- The Square – more monies from the Sub-Leaseholder received than planned for.
- Museum – unexpected repair work that came to light during an inspection of the loft area.

426. AUTHORISATION OF DELEGATED AUTHORITY DURING HEIGHTENED CORONAVIRUS CASES

On 8 December 2021 the Prime Minister announced that England would adopt 'Plan B' Covid-19 restrictions, which included the compulsory wearing of face coverings in most public settings other than hospitality and asking people to work from home if they can. Both these were instigated by Godalming Town Council for its public venues and staff working arrangements.

In light of the above and ongoing pandemic, combined with the fact that councils in England do not have the ability to hold remote meetings, Members considered there is, for a variety of reasons, the potential that physical meetings of the Full Council and its committees may

not be quorate. As such, Members to consider the delegation of authority as a contingency arrangement in the event of the need arising for an urgent council decision.

Members agreed that in order to trigger the urgent business authority an item that maybe subject to such delegation is to be clearly marked on an agenda as '**Urgent Business**' along with the reason for the agenda item being so marked.

Additionally, Members considered precautions that would reduce council meetings to a minimum until such time as Plan B restrictions are removed that would postpone meetings of the Environment & Planning Committee until such time as restrictions revert to the previous Plan A level. In doing so Members also considered how to continue to meet the statutory timescales for responding to planning applications contained within the planning system.

Members resolved to approve the following actions:

- a) **That in relation to any meeting of Full Council, or its committee's convened for the period up to 1 May 2022, in the event that the meeting is not quorate, any decisions identified on the meeting agenda as being Urgent, will be delegated (as far as the law allows) to the Town Clerk in consultation with the Mayor, the relevant Committee Chair and the Members of the Group Leaders' Forum.**
- b) **Until the 'Plan B' restrictions are rescinded, meetings of the Environment & Planning Committee are suspended.**
- c) **In the event that a scheduled meeting of the Environment & Planning Committee is either not called or is not quorate during the period up to 1 May 2022, the Council resolves to agree to provide delegated authority to the Town Clerk in consultation with the Chair and Vice-Chair of the Environment & Planning Committee and the Members of the Group Leaders' Forum for the determination of observations of planning applications to be submitted to the Planning Authority on behalf of Godalming Town Council.**

427. COMMUNITY GOVERNANCE REVIEW

Full Council resolved to approve the proposed Community Governance Review initial consultation submission document to Waverley Borough Council.

Members considered the Community Governance Review – Initial Submission Consultation Response Form, which has been compiled based upon the feedback provided by Members on 14 October 2021 in response to the Local Government Boundary Commission Review (Min No 326-21 refers).

428. ADDRESS OF CONGRATULATIONS TO HER MAJESTY THE QUEEN

Members considered the wording of an Address of Congratulations and on the proposal of Cllr Boyle, and seconded by Cllr Follows Members resolved that this Council should send an Address of Congratulations to Her Majesty Queen Elizabeth II on the occasion of completing the 70th year of her reign on 6 February 2022. The Address to be worded thus:

To OUR MOST GRACIOUS SOVEREIGN LADY QUEEN ELIZABETH II

May it please your Majesty,

We, the Mayor, Councillors and people of the ancient Town of Godalming, in the County of Surrey, send our hearty congratulations on the occasion of the Platinum Jubilee of your reign.

We thank you for your service and for the valuable influence throughout your lengthy period of office.

We wish that your Majesty good health for many years to come.

In token whereof the Common Seal of the Council was hereto affixed this [xx day of January 2022].

[SEALED]

(Signed) Michael Steel, Mayor
Andrew Jeffery, Town Clerk

429. SEALING OF DOCUMENTS, ETC.

The following resolution was passed nem con.

THAT THE TOWN CLERK BE AUTHORISED TO SIGN OR WHERE APPROPRIATE, TO HAVE SEALED ON BEHALF OF THE TOWN COUNCIL ANY ORDERS, DEEDS OR DOCUMENTS NECESSARY TO GIVE EFFECT TO ANY OF THE MATTERS CONTAINED IN THE REPORTS RECEIVED AT THIS MEETING OR IN ANY RESOLUTION PASSED BY THE TOWN COUNCIL.

430. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 28 April 2022 at 7.00pm.

431. ANNOUNCEMENTS

There were no announcements.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COUNCIL RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 19 & 20 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

432. LEASE ARRANGEMENTS – GODALMING TOWN COUNCIL – NATIONAL TRUST

Item deferred from P&M 25 November 2021

Members reviewed the proposed lease arrangements between Godalming Town Council and the National Trust to enable Godalming Town Council to support youth water sports activities at Godalming Wharf.

Members resolved to authorise the Town Clerk to arrange for the signing of the lease between Godalming Town Council and the National Trust and subsequent sub-leases to support the continuation of water sports activities at Godalming Wharf.

433. DEPUTY MAYOR ELECT FOR CIVIC YEAR 2022/2023

Members received a nomination for the position of Deputy Mayor as proposed by Councillor PMA Rivers and seconded by Councillor PS Rivers, there being no other nominations, Members duly resolved that Councillor Adam Duce be recommended to the Annual Council for election as Deputy Mayor for the 2022/23 civic year.