

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 1 SEPTEMBER 2022**

- * Councillor Follows – Chair
- * Councillor Weightman – Vice Chair

* Councillor Adam		Councillor Ashworth
* Councillor Boyle	0	* Councillor Cosser
* Councillor Crooks		* Councillor Duce
* Councillor Heagin		* Councillor Hullah
* Councillor Kiehl		* Councillor Martin
0 Councillor Neill		* Councillor PS Rivers
* Councillor PMA Rivers		* Councillor Steel
0 Councillor Stubbs		* Councillor Welland
* Councillor Williams		

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

240. MINUTES

The Minutes of the meeting held on 11 August 2022, having been previously circulated were signed by the Chair as a true record.

241. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

242. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Councillor Hullah declared an other registerable interest in Agenda Item 9 in relation to the Farncombe Community Garden on the grounds that she is a member of the project development group and stayed in the Chamber when that agenda item was debated.

243. 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.

244. QUESTIONS BY MEMBERS

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

245. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid between 15 and 31 August 2022	77,828.59
Receipts received 15 and 31 August 2022	17,733.62
Balance held in HSBC Current Account	
Balance at 1 September 2022	30,901.03
Balance held in the HSBC Business Deposit Account	
Balance at 1 September 2022	710,599.96
CCLA Deposit Account	
Balance at 1 September 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.

246. BUDGET MONITORING

Members considered the budget monitoring report to 31 July 2022 showing a current variance of £12,104 underspend against Budget. Member noted the following:

- Head Office – timing issues only. SLA Grants totalling £38,000 were paid in July.
- Festivals & Markets – the Spring Festival was more successful than budgeted with costs well below that anticipated resulting in an additional £2,500 surplus to budget. This has been offset by a Street Trading license of £500 for the Farncombe area which is a new area of trading and therefore not in the budget (see Farncombe Village & Binscombe Community Vision, Action Point 3).
- WN Community Centre – Rebuilding revenue from COVID going better than planned to result in £8k above budget revenue. £3k refund from Everflow for overcharged water usage. Remainder timing issues only.
- Museum – £1.7k unplanned expenditure for Curatorial Support.

247. COMMITTEE WORK PROGRAMME

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

248. APPLICATIONS FOR GRANT AID

Members considered the following applications for grant aid.

Applications for General Grant Fund Support

Sport in Mind

£2,500 was granted to support the running of three sport and physical activity sessions for adults with mental health issues in Godalming.

Members requested that offer letter include a request to liaise with Sport Godalming.

The Brigitte Trust

£500 was granted for to assist with funding for the Trust's highly-trained volunteers to support five residents living in Godalming who have a life-threatening diagnosis. This includes training their volunteers, covering their mileage expenses, and also crucially matching new clients in Godalming with volunteers who will be a good fit to their personality, temperament and situation.

Farncombe Community Garden

£3,000 was granted for to assist with the purchase of a storage container to house the tools and garden equipment for the Community Garden subject to planning permission being granted.

Applications for SLA Funding

Members noted that unless additional funds are provided to the grants budget for 2023 onwards, any award of a new SLA will be funded from monies allocated to the General Grants Fund.

'Stay & Play' at The Wharf Nursery School

Members granted a Service Level Agreement for £3,500 between Godalming Town Council and The Wharf Nursery School for the school to be able to continue to provide for 'Stay & Play' groups for young children aged 1-3 years old and their parents/carers.

This SLA agreement is to expire on 31 March 2024 in order to ensure alignment with existing SLA's that are due to be considered for renewal in September 2023.

249. SOCIAL MEDIA BENCHMARKING

Members noted the report from the Community & Communications Officer which indicated the range of GTC's digital communication engagement and the increases in reach over the previous 18 months.

250. COUNCIL PROGRAMME 2019-2023

Members reviewed the Council Programme 2019-2023 adopted by Full Council on 26 September 2019 and last amended by this Committee in May 2022. Members agreed the indicator for the Community Engagement listening events should be changed to black.

Members resolved to approve the amended status designation of GTC objectives.

251. JOINT BURIAL COMMITTEE

Should Busbridge PC agree to withdraw from the Joint Burial Committee arrangements, Members resolved to agree:

- a. the proposed Heads of Terms to support detailed negotiations;
- b. the Town Clerk engages with Busbridge PC to reach an agreed settlement in relation to the division of the Joint Burial Committee's assets;
- c. to engage appropriate surveyors/agents to determine current market value of the lodge houses;
- d. to engage the Council's solicitors to draw up final agreements as required and complete land and property transfers and land registration as required;
- e. professional costs to be shared between GTC and Busbridge PC in the same proportion as the Joint Burial Committee revenue contributions, GTC to cover upfront costs to be recouped on final agreement and disbursement of JBC funds; and
- f. GTC aims to conclude negotiations and reach settlement by 31 March 2023.

252. POLICY DOCUMENT REVIEW

Members agreed that the review of the Accessibility Statement – Website & Mobile Applications be deferred until an accessibility audit is conducted on the new website and that this item be brought back to this Committee at a later date.

253. 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.

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

Members noted a report from Councillor Steel on the Godalming Museum Trust, an organisation upon which Councillor Steel represents the Town Council.

Members noted that the lease is currently under renewal negotiations and that the agreement between the Museum Trust and Godalming Town Council would be reviewed in conjunction with this renewal process.

255. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified that the grants awarded be publicised through normal social media channels.

256. DATE OF NEXT MEETING

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

257. ANNOUNCEMENTS

The Town Clerk announced that Staycation and Staycation Live had both been huge successes again this year.