

# PARISH OF GODALMING

## MINUTES OF A MEETING OF THE TOWN COUNCIL

### OF THE PARISH OF GODALMING HELD

ON THURSDAY, 16 FEBRUARY 2023

- \* Town Mayor (Cllr Faraday)
- \* Deputy Town Mayor (Cllr Duce)

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

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

#### 494. MINUTES

The Minutes of the meeting of the Council held on 15 December 2022 were signed by the Mayor as a correct record.

#### 495. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

#### 496. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Heagin declared an other registerable interest in Agenda Item 14 on the grounds she is a volunteer with Citizens Advice Waverley and stayed in the Chamber.

Councillor Follows declared an other registerable interest in Agenda Item 14 on the grounds he is the Waverley Borough Council representative for Citizens Advice Waverley and stayed in the Chamber.

Councillor Adam declared an other registerable interest in Agenda Item 10 on the grounds his wife is part of the organising committee and his son attends Broadwater School and stayed in the Chamber.

#### 497. 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.

#### 498. QUESTIONS BY MEMBERS

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

499. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

500. 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 one recommendation to Full Council regarding the award of Neighbourhood Community Infrastructure Levy (CIL) to Broadwater School. This recommendation was considered at agenda item 10 below.

**Policy & Management Committee**

Fireworks Event

The Policy & Management Committee made one recommendation to Full Council regarding a proposal to support a new Charity Firework, Bonfire and Procession event in partnership with Guildford Rugby Club. The Policy & Management Committee, recommended that, subject to further approval on cost, Full Council approved to underwrite elements of this event. This recommendation was considered at agenda item 11 below.

Policy Document Review

Members considered the adopted documents detailed below and resolved to approve the documents for re-adoption by Full Council.

GCPR – [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](#)

501. TO RECEIVE MINUTES OF COMMITTEE MEETINGS

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

	Meetings Dated
Audit	2 February 2023
Environment & Planning	15 December 2022 12 January 2023 2 February 2023
Policy & Management	12 January 2023
Staffing	20 October 2022

502. PENSION REVALUATION

Members noted the contents of a letter received from Surrey Pension Fund Employer Manager. With effect from 1 April 2023 the Town Council's employer's contribution rate to

the LGPS will be 17.7%. That is less than the current contribution rate of 18.4%. The saving to the Council's employee budget in 2023/24 will be approximately £3,200.

The rate given is based on Godalming Town Council being part of a town and parish pool. This pool was established to help reduce the volatility in employer contribution rates between Triennial Valuations.

503. NEIGHBOURHOOD CIL FUNDING APPLICATION – BROADWATER SCHOOL CANOPY GARDEN

Full Council approved an award of £79,400 from Neighbourhood CIL funds to support the Broadwater School Garden Canopy project subject to the conditions set out below:

- funding to be used for the provision of phase 1 of the overall project, the *Canopy Garden* area;
- Friends of Broadwater School to raise a minimum of £5,000 of funding above their current funding balance as of 12 January 2023;
- the Neighbourhood CIL award to be reduced by £1, to a maximum of £10,000, for each £1 raised by the Friends of Broadwater School toward the project before the target start date of the project on 25 July 2023; and
- Friends of Broadwater School to provide their accounts as requested by the RFO prior to the first payment of CIL funds.

504. APPROVAL OF EXPENDITURE IN SUPPORT OF 2023 NOVEMBER FIREWORK, BONFIRE & PROCESSION EVENT

Full Council approved the underwriting of expenditure of up to £10,000 on a cost recovery basis to support the organisation and delivery of a Town Firework, Bonfire & Procession event for 2023.

On 12 January 2023, the Policy & Management Committee considered a proposal for Godalming Town Council to support a new Fireworks, Bonfire & Procession event in partnership with Guildford Rugby Club. (Min No 451-22 refers).

This proposal seeks to leverage a new partnership with Guildford Rugby Club to deliver not just a replacement fireworks event but a bonfire, torchlight procession and commercial event to Guildford Rugby Club (at Broadwater Park) and to the community of Farncombe more widely. In doing so, it also seeks to ensure that Farncombe hosts one of the more significant community events in the annual calendar going forward.

Costs to be allocated against the Emerging Projects budget.

505. COUNCIL PROGRAMME 2019-2023

Members resolved to approve the status designation of GTC objectives.

Members reviewed the Council Programme 2019-2023 adopted by Full Council on 26 September 2019 and approved the status designations of the GTC objectives and the publication of the updated document.

506. GODALMING TOWN CENTRE AREA – PAST, PRESENT & FUTURE

Members resolved to approve the updated action grid contained within the Godalming Town Centre Area document.

Members reviewed the Godalming Town Centre Area - Preserving the Past, Protecting the Present, Planning the Future document adopted by Full Council in April 2021, reviewed July 2022 and approved the updated Action Grid contained within the document.

507. CITIZENS' ADVICE WAVERLEY (CAW) – ASSIGNMENT OF SLA

Members considered a request by Citizen Advice Waverley (CAW) for the assignment of the existing Service Level Agreement between GTC and CAW to Citizen Advice Guildford and Ash (CAGA) in support of the merger between the organisations. Members agreed to approve the assignment as requested and authorised the Town Clerk to make the necessary arrangements for the assignment.

An aim of the merger is to create a better, more accessible and, importantly, more financially sustainable service for residents. Together the merged entity will, have a more influential voice for local people, be a better partner to key stakeholders, and be able to provide more opportunities for staff and volunteers.

For clarity and as required by the existing SLA, prior to this item being brought forward for consideration by Members, the Town Clerk sought and received a written assurance that for the period 2023/24 (the last year of the existing SLA) the intention is to maintain a 5-day per week access to Citizens' Advice services within the Parish of Godalming.

508. UK SHARED PROSPERITY FUND (UKSPF) – YOUTH PROVISION

Members received an update on the allocation of UKSPF award to GTC for youth service provision. Full Council approved the delegation of the approval of the MoU to the Policy & Management Committee with the delivery arrangements for the UKSPF to be delegated to the Town Clerk, RFO & Youth Service Officer, in consultation with the Youth Service Management Group and the Staffing Committee as appropriate to their terms of reference, with any decisions or commitments being within the funding allocation of the UKSPF and in accordance with the requirements of the UKSPF, including procurement, financial, branding, publicity and reporting regulations.

On 13 October 2022 Members resolved to approve that, if Waverley Borough Council is successful in its bid for UK Shared Prosperity Funding, Godalming Town Council should act as a delivery partner to support the Government's Levelling Up agenda through the implementation of the UK Shared Prosperity Fund Project for Youth Provision as approved by the Department of Levelling Up, Housing & Communities (Min No 315-22 refers).

The UKSPF covers a period to 31 March 2025, and funding will be provided from the WBC allocation. Therefore, this project should be considered as a wider Waverley project, at no financial cost to GTC, being delivered by the Godalming Town Council Youth Service.

509. 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.

510. DATE OF NEXT MEETING

**PLEASE NOTE THERE IS CHANGE IN THE MEETING TIME AND VENUE FOR THE MEETING TO BE HELD ON THURSDAY, 27 APRIL 2023 DUE TO THE COUNCIL CHAMBER BEING USED FOR ELECTION MATERIALS.**

The date of the next Full Council meeting is scheduled to be held in the Borough Hall on Thursday, 27 April 2023 at 7.30pm. **To gain entry to the Borough Hall please use the Bridge Street entrance.**

511. ANNOUNCEMENTS

In response to the earthquakes in Turkey and Syria, Rotary in Godalming will be holding a collection on Saturday for Turkey and Syria.

To mark the anniversary of the invasion of Ukraine, there will be a period of reflection held at Crown Court at 10.am on Friday, 24 February.

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) 19 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E. COMMERCIAL-IN CONFIDENCE

512. AUTHORISATION FOR WRITE-OFF

Members authorised the write off invoice GTC5052 £20.00 in accordance with Financial Regulation 1.13 and our Credit Control Process.