

GODALMING TOWN COUNCIL

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14 April 2023

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 20 APRIL 2023 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery
Town Clerk

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

Committee Members:	Councillor Follows – Chair
	Councillor Weightman – Vice Chair
Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Heagin	Councillor Hullah
Councillor Kiehl	Councillor Martin
Councillor Neill	Councillor PMA Rivers
Councillor PS Rivers	Councillor Steel
Councillor Stubbs	Councillor Welland
Councillor Williams	

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 23 March 2023, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chair of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for Principal Councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chair should sign the schedule of accounts paid.

7. COMMITTEE WORK PROGRAMME

The Committee's work programme is attached for the information of Members.

8. APPLICATIONS FOR GRANT AID – ITEM FOR DECISION

Members to note the 2023/24 grants budget has been allocated in accordance with Min No. 456-22.

Information:	£
22/2023 Grants Budget	60,000.00
Allocations this year to date	41,500.00
Balance available for allocation	18,500.00
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22/2023 General Grant Fund Allocation	7,500.00
Allocations this year to date	0.00
General Grant Fund applications this meeting	0.00
Balance unallocated if applications agreed	7,500.00
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22/2023 SLA Fund Allocation	41,500.00
Allocations this year to date	41,500.00
Uncommitted Balance	00,000.00
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22/2023 Council Community Fund Allocation	11,000.00
Allocations this year to date	0.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	2,694.00
Balance unallocated if applications agreed	8,306.00
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Total balance unallocated if applications agreed	<u>15,806.00</u>

SLA Funding

Members to note that the Service Level Agreements for the organisations listed below are in their final year. Letters will be sent to the organisations to inform them of the procedure for future applications.

- Citizens Advice Guildford and Ash (CAGA) – Formerly Citizens Advice Waverley (CAW) - **£28,000**
- Farncombe Day Centre - **£5,000**
- Hoppa Community Transport – Hospital Hoppa - **£5,000**
- Wharf Nursery School - **£3,500**

Applications for Council Community Funding

Farncombe Cricket Club

Sponsors: Cllr Kiehl, Cllr Adam

£250 is applied for as financial support towards the running costs of re-establishing state school representative cricket across the area. The cost would go towards the pitch fee for the Farncombe Wanderers Square at Broadwater Park.

Previous Community Grants: 2020/21 £350, 2021/22 £500

Farncombe Cricket Club, as part of its youth activities, wish to run a Cricket Project to raise the cricket standards within the Godalming and surrounding area.

Essentially Farncombe Cricket Club is trying to re-establish district representative cricket across the area where selected pupils (boys and girls) from state schools come together on a regular basis to compete against players of similar standards, importantly there is no cost to the pupils or schools.

The matches will be at Broadwater Park across both Farncombe and Farncombe Wanderers' squares. Farncombe will make its square free for use for this project, but there is a cost of £43.08+VAT for using the Farncombe Wanderers' Square (managed and prepared by Waverley), Farncombe Cricket Club will be hiring and paying the invoice from Waverley for the use.

The costs in total will be around £300-£350 for the hire of the pitches, hence £250 would be gratefully received for this project and go a long way to helping raise the levels of cricket in state secondary schools. Farncombe Cricket Club hopes to receive funding from the Surrey Cricket Foundation to cover some of the costs for coaches to help manage the games provided through [Twenty20 Community Cricket](#).

For information, Farncombe Cricket Club has also donated £1,000 to Broadwater School to have new indoor cricket nets this coming summer, another aspect of how the club is supporting the local schools to promote cricket.

Godalming Library of Things

Sponsors: Cllr Weightman, Cllr Faraday

£850 is applied for by What Next? for the purchase of a display cabinet to be located within Godalming Library to support the Godalming library of Things (GLoT).

An example of the type of cabinet to be purchased in consultation with the Godalming library can be seen by at <https://www.displaysense.co.uk/display-cabinets-c1/free-standing-cabinets-c10/stahldas-silver-glass-display-cabinetwith-storage-1000mm-p8>

Previous Community Grants: None

Previous Carbon Reduction & Biodiversity Grants: 2021/22 £4,100

The Project: The Godalming Library of Things (GLoT)

Aims: To lend occasionally used items to the public so they can avoid the need to purchase the item. This project has a carbon reduction goal and will benefit people who can't afford to buy the items.

Introduction to the Godalming Library of Things

This community project is a joint venture between **What Next?**, **Godalming Library** (part of Surrey Library Service) and **Waverley Borough Council**. What Next? believes in the power of community and the value of sharing. The donation-only Library of Things aims to provide access to a wide range of items, tools, and resources that can help reduce waste by promoting a culture of sharing and sustainability. The GLoT collection aims to offer everything from gardening equipment, DIY tools, and kitchen appliances to electronics. All items will have been either ethically sourced or generously donated by community.

Who it will benefit:

People in Godalming who can borrow the items from the Library of Things. People who can't afford to buy/hire items they need. Future generations owing to reduction in carbon produced.

Project to be delivered by:

What Next? (Charity Number 1196404) in partnership with Godalming Library and Waverley Borough.

What Next? will:

- i) share their findings about what people would like to borrow, canvassed from the streets of Godalming;
- ii) secure donations of functional, well-maintained items from members of the public/businesses, or raise further funds to purchase new items for the GLoT;
- iii) provide volunteers to maintain items and work in collaboration with the Repair Café Godalming to repair items as required;
- iv) provide volunteers to transfer items between the storage at Waverley Borough Council Offices and Godalming Library;
- v) provide a website for viewing and reservations of items from the GLoT;
- vi) co-ordinate the lending and returning process to be carried out by staff at Godalming Library.

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

Members to consider whether to renew Grant Aid in Kind for the organisations that are regular users of the Town Council's premises.

Farncombe & District Allotment Association

Grant Aid in Kind of £36 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 Round Table

Grant Aid in Kind of £192 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 £54 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 £112 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 and Godalming in Bloom for its annual prize-giving.

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 £720 as an exemption from fees for the use of a community hall on the 4th Saturday of each month to host the Repair Café.

Godalming Film Society

Grant Aid in Kind of £400 as an exemption from fees for the use of a community hall 4 times per annum to host the relaxed screening film shows.

9. THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018 – ITEM FOR NOTE

To assess the Council's compliance with the above regulation, a high-level accessibility review of the Town Council's new website was completed in January 2023. The review concluded that the Council's website is currently somewhat accessible. A total of 9 general and 7 specific issues were identified mainly affecting users of assistive technologies and keyboard only users navigating the website.

Work has been done to address the issues that are largely to do with design. The remaining issues are dependent upon the theme creator with whom we have been in contact and highlighted the relevant issues. It is hoped that these issues will be addressed via their updates and are, in the meantime, noted on the Council's [Accessibility Statement](#), as required by the Regulation.

10. CAPITAL WORKS PROGRAMME – DECARBONISATION OF BROADWATER YOUTH CENTRE – ITEM FOR DECISION

Recommendation: Members to consider the report below and if minded are to resolve to approve:

- a. **The amendment of the 2023-2026 Capital Work Programme to bring forward the decarbonisation of the Broadwater Park Community Centre for completion in 2023/24.**
- b. **Deferral of the works to the Oglethorpe Hall and Pepperpot planned for 2023/24**
- c. **Authorisation for the Town Clerk to submit a bid as part of Phase 3a of the Public Sector Decarbonisation Scheme.**

On 13 October 2023 Members considered the proposed capital works programme 2023-26 and resolved to approve the programme (Min No. 314-22 refers).

Members noted that the capital works programme not only supports the Council's drive to net zero, but also 'invest to save' initiatives, which will help to reduce the Council's future energy costs.

Members are requested to approve an amendment to the work programme that will allow for the decarbonisation of Broadwater Park Community Centre to take place during 2023/24 as opposed to being spread over two years. This would involve the installation of PV solar panels and the upgrade of the existing domestic hot water system as planned for 2023/24

along with the bringing forward from 2024/25 the installation of an air source heat pump system.

A range of quotes have been received for the installation of Solar PV, when compared like for like, utilising the same assumptions for energy tariffs, rates of import and export energy cost inflation, performance loss over 25 year and a split of 60% of energy consumed and 40% exported utilising battery storage, a range of average yields over 20 years of between 20.40% and 9.10% has been predicted, along with a payback point of 7 to 9 years.

A system with a battery storage capability allows for self-generated electricity to be stored and used during the evening when the PV's are no longer generating power, thus reducing the amount of imported electricity being consumed.

Whilst based on a 50/50 consumption/export ratio, a higher yield at 25.74% could be achieved without utilising battery storage, it is considered that due to the operational tempo of the building, i.e. it is used more in the late afternoon/evening than during the day, it is likely that a higher percentage of generated electricity would be exported than consumed. The greatest savings achieved from a PV system is when self-generated electricity is consumed on site, as opposed to being exported. (Currently a saving of 34p KW/h of self-generated electricity consumed on site verses a payment of 5p KW/h received for exported energy).

The cost of a 34-panel system with 10KW/h battery is quoted as £21,750, which gives an average 20-year yield of 20.40% and a payback of 7 years.

In relation to air source heat pumps, which would include an upgrade to the domestic hot water system, a quote of £24,190 has been obtained. This system would require planning permission due to the size of the pumps (2 x 12KW/h). A smaller system is quoted at £14,430 (1 x 14KW/h). However, until an energy efficiency audit is completed it is unknown whether the smaller system would be sufficient to meet requirement. Additional quotes for air source heat pumps are being sought.

Assuming that the 34-panel system was installed along with the 24KW air source heat pump system, the total cost would be £36,180 (plus planning application fees), which is £10,000 more than the sum allowed for in the 2023/24 capital works programme. However, bringing works forward would reduce the expected capital expenditure for 2024/25 from £58,000 to £37,000.

If Members were minded to bring forward the decarbonisation of Broadwater Park Community Centre by moving the installation of the air source heat pump from 2024/25 to 2023/24, it is suggested that in the first instance the additional funds required are allocated against the land and property reserve, which currently stands at £126,865.

In relation to the work proposed for The Pepperpot and Wilfrid Noyce Centre under the current works programme (replacement of gas fired combination boilers in the Oglethorpe Hall and The Pepperpot with electric powered combination boilers), it is proposed that these be included, alongside the installation of a 3-phase air source heat pump for the Wilfrid Noyce Centre and Solar PV installation at Eashing Cemetery (including Eashing Lodge), in a bid for the [Phase 3c of the Public Sector Decarbonation Scheme](#), which is expected to open for submissions in Autumn 2023.

11. **MANAGEMENT AND SCRUTINY ARRANGEMENTS FOR BEREAVEMENT & CEMETERY SERVICE – ITEM FOR DECISION**

Recommendation: Members to resolve to determine a recommendation to Full Council for the management and scrutiny of the bereavement and cemetery service.

Members will be aware that the constituent members of the Godalming Joint Burial Committee agreed to the dissolution of the Godalming Joint Burial Committee. The outcome being that the management of Eashing & Nightingale Cemeteries and the delivery of a bereavement service for the Godalming area, including the residents of Busbridge, will be vested solely with Godalming Town Council.

With the dissolution of the Godalming Joint Burial Committee, new arrangements are required for the oversight of the management of the cemeteries and bereavement service. To that end officers request that Members consider two options which could be introduced from civic year 2023/24.

Option 1. A new committee of Godalming Town Council be formed, to be known as the Cemeteries Committee. The proposed terms of reference for the Cemeteries Committee are set out below:

The Cemeteries Committee shall comprise five councillors one of which is to be the Chair of E&P. The Town Mayor shall not be a member of the Cemeteries Committee.

1. Purpose of the Cemeteries Committee

To manage the safe and efficient operation of the Council's cemeteries, to ensure compliance with relevant legislation and to develop proposals for the maintenance or improvement of the Council's cemeteries.

2. Functions of the Cemeteries Committee

- i. Review the schedule of Cemetery Fees & Charges on an annual basis.
- ii. Review Cemetery Rules & Regulations on a regular basis.
- iii. To consider the effectiveness of the risk management arrangements within the Bereavement and Cemetery Service area
- iv. To ensure appropriate arboriculture tree testing is undertaken on an 18-month cycle and the implementation of any recommendations arising from the testing.
- v. To develop proposals for the environmental improvement of the cemeteries.

NB. It should be noted that the budget monitoring of the bereavement and cemetery service income/expenditure will be incorporated within the Council's overall budget procedure and therefore will be reported to P&M.

Option 2. As with other services provided by the Town Council, such as the Museum, the scrutiny and management functions of the bereavement service and cemeteries is vested as appropriate within existing Council committees as indicated below:

- i. Review the schedule of Cemetery Fees & Charges on an annual basis – **P&M**
- ii. Review Cemetery Rules & Regulations on a regular basis – **P&M**
- iii. To consider the effectiveness of the risk management arrangements within the Bereavement and Cemetery Service area – **Audit**
- iv. To ensure appropriate arboriculture tree testing is undertaken on an 18-month cycle and the implementation of any recommendations arising from the testing – **P&M work programme**
- v. To develop proposals for the environmental improvement of the cemeteries – **E&P**

12. SAFEGUARDING REPORT Q1 2023

A concern regarding anti-social behaviour from a neighbour of a Godalming resident was reported to the Safeguarding Officer. The resident was given the WBC Link for reporting an issue and has been given the WBC's EHO's email address.

The Safeguarding Officer has undertaken the following training:

- Safeguarding Level 3 Training – valid until February 2025
- Safeguarding Lead (previously Designated Safeguarding Officer) Level 3 – Valid until February 2025

DBS Checks – Three DBS checks have been undertaken, 1 x staff, 2 x volunteers.

Safeguarding issues arising from Youth Services:

- 4 young people referred to Police Youth Engagement Team, anti-social behaviour
- 3 young people were referred to Police for other matters.
- Youth Service in attendance at three Multiagency Contextual Safeguarding Meetings
- 3 incidents where significant information was shared with Broadwater school (with parent's permission)
- 1 young person referred to The Surrey Children's Single Point of Access (C-SPA). C-SPA is the umbrella term for the front door to support, information and advice for residents, families and those who work with Surrey Children. This replaces the Surrey Multi Agency Safeguarding Hub (MASH). The C-SPA is the conduit for access to services at levels 3 and 4 of [SSCP Effective Family Resilience Dec 2020](#), it also provides direct information, advice and guidance to residents and people who work with children in Surrey about where and how to find the appropriate support for families.

The Youth Service has established multiagency relationships. Through these, the Youth Service is actively contributing to maintaining contextual safeguarding and seeking to work with young people who identified as at risk.

13. ANNUAL SAFETY REPORT 1 APRIL 2022 TO 31 MARCH 2023 – ITEM TO NOTE

Members will wish to note that during the reporting period there were no health and safety incident relating to the Town Council's staff reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

On 15 December 2022, Full Council approved the appointment of a provider of an integrated Health & Safety management system for the Council. Citation has been appointed to support the council and council staff, the new H&S management system was introduced in February 2023.

14. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

15. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 25 May 2023 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

16. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

7. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18). Full Survey conducted in Oct/November 2022. Maintenance programme now complete.	Biennially	Nov 2024
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	40-19	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	Biennially	May 2024
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council – Item on this agenda	Annually	April 2023
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019–2023 Reviewed in September 2022 – New programme to be determined post May 2023		June 2023
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers. Request for Head of Terms with WBC.		October 2021

REPRESENTATION ON EXTERNAL BODIES REPORTS:

External Organisation	TC Rep	Report Status	Required Date	Revised Date
Fairtrade Steering Group	Cllr Faraday	Report deferred until clarified if still required	26/05/22	
Godalming Park Run Group	Cllr Duce	Report provided	26/05/22	
Farncombe Day Centre	Cllr Hullah	Report provided	09/06/22	
St Marks CC Management Committee	Cllr Ashworth	Report provided	09/06/22	30/06/22
Godalming/Joigny Friendship Association	Town Mayor Cllr Boyle	Report provided	30/06/22	
Godalming/Mayen Association	Town Mayor Cllr PS Rivers	Report provided	30/06/22	14/07/22
Sport Godalming	Cllr Adam	Report provided	14/07/22	
Godalming & District Chamber of Commerce	Cllr Stubbs	Report provided	14/07/22	
Go-Godalming Association	Town Mayor Cllr Kiehl	Report provided	01/09/22	
Godalming Museum Trust	Cllr Steel	Report provided	01/09/22	
Holloway Hill Sports Association	Cllr Martin	Report provided	13/10/22	
Waverley Citizens' Advice	Cllr Steel	Report not available	24/11/22	
SALC	Cllr Cosser	Report provided	24/11/22	
Godalming Cycle Forum	Cllr Crooks	Report provided	12/01/23	
District Scout Council	Cllr Crooks	Report provided	12/01/23	
Godalming Park Run Group	Cllr Duce	Report expected 23 March 2023	23/03/23	
Community Rail Partnership	Cllr Follows Cllr PMA Rivers	Report provided	23/03/23	

Key Dates for Members' Information (Town Events etc.)

Event	Date
Spring Festival – Spring into Godalming	Saturday, 1 April 2023
King's Coronation Concert	Saturday, 6 May 2023
Coronation Music in the Park Bandstand Concerts	Sunday, 7 May 2023
Annual Council/Mayor Making	Thursday, 18 May 2023
Godalming Run	TBC Sunday in May 2023
Town Show	Saturday, 3 June 2023
Summer Food Festival	Sunday, 2 July 2023 - TBC
Staycation	Saturday, 5-Sunday, 13 August 2023
Godalming Green Gala	Saturday, 12 August 2023
Heritage Weekend	Saturday, 16-Sunday, 17 September 2023
Remembrance Sunday	Sunday, 12 November 2023
Christmas Festival & Lights Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Friday, 1 December 2023

Events in red are organised by Godalming Town Council

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a registerable interest (non-pecuniary interest)]³ in the following matter:-

COMMITTEE: _____

DATE: _____

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.