

**MINUTES AND REPORT OF THE EXTRAORDINARY POLICY & MANAGEMENT COMMITTEE
HELD ON 29 JUNE 2023**

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

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|-----------------------|-------------------------|
| * Councillor Adam | * Councillor Martin |
| * Councillor Clayton | * Councillor PS Rivers |
| 0 Councillor Crooks | * Councillor PMA Rivers |
| * Councillor Crowe | 0 Councillor Steel |
| * Councillor Downey | * Councillor Taylor |
| * Councillor Heagin | * Councillor Thomson |
| * Councillor Holliday | * Councillor Williams |
| * Councillor Kiehl | |

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

111. MINUTES

The Minutes of the meeting held on 1 June 2023, having been previously circulated were signed by the Chair as a true record.

112. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

113. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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.

114. 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.

115. QUESTIONS BY MEMBERS

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

116. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 2 nd of June 2023	134,801.60
Receipts received since the 2 nd of June 2023	28,506.92
Balance held in HSBC Current Account	
Balance at 29 June 2023	18,574.26
Balance held in the HSBC Business Deposit Account	
Balance at 29 June 2023	1,358,094.82
CCLA Deposit Account	
Balance at 29 June 2023	200,000.00

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.

117. MOTION ON NOTICE

Members considered the motion set out below and following debate unanimously agreed to approve the motion and its recommendations.

Proposer: Cllr Paul Follows

Seconder(s): Cllr Clare Weightman, Cllr Stuart Downey

MOTION FOR THE PROVISION OF A NEW, MODULAR FACILITY ADJACENT TO BROADWATER PARK YOUTH & COMMUNITY CENTRE TO EXTEND THE AVAILABLE FACILITIES

Recognising the commitment of this administration to the provision of community facilities, to a robust and financially prudent town council, the provision of youth services in our town and our declared state of climate emergency, Godalming Town Council -

1. Authorises the Town Clerk to:

- a. Explore options for the provision of a new, modular facility to the rear of the existing Broadwater Park Youth & Community Centre for community use (subject to the requirements of clause 2).
- b. Explore options to extend the Broadwater Park Youth & Community Centre to provide additional office space for the Godalming Town Council Youth Services.
- c. Engage, funded from the professional services budget, with surveyors to consider the following (non-exhaustive) matters:
 - i. Consideration of the land/site condition.
 - ii. Availability of utilities/services connections.
 - iii. Highways access to the site.
 - iv. Positioning/orientation of the building on the site.
 - v. Landscaping and groundworks.
- d. Engage, funded from the professional services budget, with planning consultants and/or Waverley Borough Council to consider the following (non-exhaustive) planning considerations:
 - i. Qualification of exceptional circumstances in the Green Belt.
 - ii. Maintenance of the view of the listed 'Crinkle Crankle' Wall and any associated listed building consent requirements.
 - iii. Submission of a full planning consent.
 - iv. Building control/compliance matters
- e. Explore potential funding options (subject to part 3). This should consider Neighbourhood and Strategic Community Infrastructure Levy (CIL) and an application to the Public Works Loan Board (PWLB).
 - i. This must include consideration of the 'for yield' rules of the PWLB as part of this assessment.

2. Imposes the following restrictions upon clause 1:

- a. Any modular building proposed must be a second-hand, reused structure (i.e., the recycling of a redundant modular building or manufactured using materials from a sustainable source).
- b. Any modular structure that is procured must be compatible with additional (future) carbon reduction measures (such as roof mounted solar panels) and any report to council must show the consideration of such measures.

3. Authorises the Town Clerk, Leader of the Council and Deputy Leader of the Council to:

- a. Produce a GTC Business Plan for the site.
- b. Engage with potential main tenant regarding the creation of a business case/customer requirement for use of the facility during the day.
- c. Engage with the Godalming Town Council Youth Services as to any requirements for use outside of main tenant operating time.

118. COMMUNITY OWNERSHIP FUND – CROWN COURT PUBLIC TOILETS

Members unanimously approved the working design Option 1 and high-level budget for the renovation of Crown Court public toilets to be used in support of an application to the Department for Levelling Up, Housing and Communities (DLUHC) Community Ownership Fund (COF).

At the meeting of 1 June 2023, Members noted that although launched in 2021, recent changes to the eligibility criteria means that town and parish councils are now able to bid against the COF.

Consequently, Members resolved to approve that the Town Clerk engage the council's surveyors to undertake a full condition report and to scope initial designs for the renovation of the Crown Court public toilets that would provide for modern, hygienic, gender-neutral facilities that are fit for purpose. At this stage of the process, the Town Clerk has engaged the council's surveyors to produce a design and high-level budget for members' consideration and approval, prior to working-up detailed plans and specifications.

Additionally, the Town Clerk engaged with Waverley Borough Council (WBC) to seek an extension of the existing lease or an assignment of the freehold of the property to Godalming Town Council (GTC). Members were informed by the Chair that it is likely that an extension of the lease will be arranged by WBC.

Having submitted an Expression of Interest, a letter dated 6 June was received on 12 June inviting GTC to submit a full application to the fund. The deadline for the next evaluation of bids is 11.59am on Wednesday 12 July. It is hoped that GTC will be able to meet that deadline. The application process requires GTC to make a detailed and comprehensive submission that is focussed on the scoring criteria published by the COF. The level of detail required and the short lead up to close of applications has meant this work strand has taken a high staffing priority.

119. STAYCATION LIVE 2023

Members considered a report on Staycation Live and resolved to agree the following actions and recommendations:

- a) That on completion of Staycation Live 2023, TST provide the Town Clerk with a breakdown of costs relating to the 'Loki Stage' that identify expenditure associated with

daytime performances and the expenditure which are additional costs required to support the evening events.

- b) That on completion of Staycation Live 2023, TST provide the Town Clerk with a breakdown of costs identifying the non-recoverable pre-event costs, costs that would be recoverable in a situation where the event was cancelled prior to the set-up period of the event, and recoverable and non-recoverable expenditure once the event set up has begun.
- c) That on completion of Staycation Live 2023, TST provide the Town Clerk with data that indicates income recorded by sessions that includes donation income and the TST-run bar takings.
- d) That in agreeing to provide up to £20,000 support if Staycation Live 2023 makes a loss, GTC requires that the designated members of TST LLP agree that up to a 33% reduction of the management fee be applied in the event of GTC's financial support for event losses are called upon for use, the proportion of the reduction to be as indicated at paragraph 5.3 of the report.
- e) In agreeing to provide up to £20,000 support if Staycation Live 2023 makes a loss, GTC requires that the designated members of TST agree that if event losses exceeded the cap agreed by GTC, that TST is to apply the remaining 66% of the management fee indicated in the Staycation Live projected costs and income statement to mitigate those losses.
- f) That in agreeing to provide up to £20,000 support if Staycation Live 2023 makes a loss, GTC requires that the designated members of TST LLP agree that any profit generated by Staycation Live 2023 be treated as a restricted fund by TST LLP to support Staycation Live 2024.
- g) In agreeing to provide up to £20,000 support if Staycation Live 2023 makes a loss, GTC requires that the designated members of TST agree that if TST LLP determines it does not wish to organise and manage Staycation Live 2024, the designated members of TST LLP agree that 25% of any profits generated by Staycation Live 2023, held in a restricted fund as indicated at f above, are to be disbursed to each designated member of TST with the remaining 25% disbursed to Godalming Town Council as a contribution to the 2023/24 Mayor's charity.
- h) That Members nominate three of their number to form an Events Task & Finish Group, to explore future management arrangements with TST LLP for Staycation Live Music Festival and report its recommendations for consideration by the Policy & Management Committee. The Town Clerk is to be a member of the Events Task & Finish Group.

Members proposed the following Councillors for the Task & Finish group:

- Councillor Kiehl
- Councillor Heagin
- Councillor Adam

120. COMMUNICATIONS ARISING FROM THIS MEETING

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

- Renovation of Crown Court public toilets.

121. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 13 July 2023 at 6.30pm.

122. ANNOUNCEMENTS

As of 11 July 2023, the three previous areas of Guildford, Ash and Waverley. Have combined into Citizens Advice Southwest Surrey. This will require a renegotiation of the SLA Grant.

Godalming Leisure Centre has been renamed Farncombe & Godalming Leisure Centre.