

**MINUTES AND REPORT OF THE EXTRAORDINARY POLICY & MANAGEMENT COMMITTEE
HELD ON 2 NOVEMBER 2023**

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

- | | |
|-----------------------|-------------------------|
| 0 Councillor Adam | * Councillor Martin |
| * Councillor Clayton | * Councillor PS Rivers |
| * Councillor Crooks | * Councillor PMA Rivers |
| * Councillor Crowe | * Councillor Steel |
| 0 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

337. MINUTES

The Minutes of the meeting held on 12 October 2023, having been previously circulated were signed by the Chair as a true record.

338. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

339. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Councillor Kiehl declared an other registerable interest in Agenda Item 11 on the grounds his son attends The Wharf Nursery and remained in the Chamber when that agenda item was debated in the Chamber.

Councillor Heagin declared an other registerable interest in Agenda Item 11 on the grounds she is a volunteer at Citizens Advice and remained in the Chamber when that agenda item was debated in the Chamber but did not vote on the item.

340. 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.

341. QUESTIONS BY MEMBERS

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

342. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid between 13 and 31 October 2023	121,691.11
Receipts received between 13 and 31 October 2023	224,373.13
Balance held in HSBC Current Account	
Balance at 2 November 2023	31,763.56

Balance held in the HSBC Business Deposit Account Balance at 2 November 2023	1,008,577.42
CCLA Deposit Account Balance at 2 November 2023	850,000.00

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.

343. CEMETERY FEES & CHARGES

Members resolved to agree a three-tier fee structure for Cemetery Fees & Charges applicable from 1 April 2024.

Further to this committee's discussion of 12 October 2023, Members requested the following information (Min No 310-23 refers):

- a) An estimate of the number of unsold plots at Eashing Cemetery.
- b) A benchmarking report of cemetery charges of burial authorities in surrounding areas; and

In relation to point a) the estimated number of unsold plots within Eashing Cemetery is shown below.

- Main Cemetery – 6,500
- AMA – 368

Members agreed to a three-tier fee structure based on a 7% increase to resident fees, a Waverley & Guildford Residents' rate at double the resident costs, and a Residents of Other Areas option with the primary fees being at three times the Residents' rate. Fees and Charges table attached to record minutes.

Additionally, Members requested that the burial statistics report be amended to reflect use by each of the three charging categories.

344. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no items from this meeting to be publicised.

345. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 23 November 2023 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

346. ANNOUNCEMENTS

The Chair informed Members that the ballot for the formation of a Business Improvement District in Godalming was successful, as was the ballot for the Farnham BID.

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) 11 BY REASON OF THE

347. SERVICE LEVEL AGREEMENTS

On 7 September 2023, having made an initial consideration of Service Level Agreement applications, Members reconfirmed their commitment to the aims and activities of all four SLA applicants. In doing so, as The Wharf Nursery had met all previous reporting requirements and had reduced the amount requested, Members unanimously agreed to award The Wharf Nursery an SLA for £3,000 per annum on the current terms.

Members approved the draft SLA for The Wharf Nursery and, subject to acceptance of terms by the service provider, recommend Full Council authorises the Town Clerk to sign the SLA on behalf of Godalming Town Council, which provides £3,000 pa financial support from 1 April 2024 to 31 March 2028.

Members approved the draft SLA for the Farncombe Day Centre and, subject to acceptance of terms by the service provider, recommend Full Council authorises the Town Clerk to sign the SLA on behalf of Godalming Town Council, which provides £7,500 pa financial support from 1 April 2024 to 31 March 2028.

Members approved the draft SLA for the Citizens Advice South-West Surrey and subject to acceptance of terms by the service provider, recommend Full Council authorises the Town Clerk to sign the SLA on behalf of Godalming Town Council, which provides £35,000 pa financial support from 1 April 2024 to 31 March 2028.

Members resolved not to offer an SLA to Waverley Community Transport and to agree the draft letter to inform them of the council's decision.

Members resolved to adjust the revenue budget for 2024/25 to reflect an increase to the grants budget cost centre and to adjust the non-SLA grants budget by CPI.