

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 23 NOVEMBER 2023**

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

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| <ul style="list-style-type: none"> * Councillor Adam * Councillor Clayton * Councillor Crooks * Councillor Crowe 0 Councillor Downey * Councillor Heagin * Councillor Holliday * Councillor Kiehl | <ul style="list-style-type: none"> * Councillor Martin * Councillor PS Rivers * Councillor PMA Rivers * Councillor Steel * Councillor Taylor * Councillor Thomson * Councillor Williams |
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* Present # Absent & No Apology Received 0 Apology for Absence L Late

385. MINUTES

The Minutes of the meeting held on 2 November 2023, having been previously circulated were signed by the Chair as a true record.

386. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

387. 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.

388. 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.

389. QUESTIONS BY MEMBERS

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

390. STAFFING STRUCTURE

Standing Order 100 vests responsibility with the Staffing Committee to review staffing structures to ensure they are sufficient to deliver the aims of the Council and also to make recommendations to the Council on employees' remuneration. However, Standing Order 96 states that the Policy & Management Committee is to ensure the Council is adequately resourced to achieve its aims. As such it is contended that in these matters it is for the Staffing Committee to manage staffing requirements, including structure and to make recommendations to the Policy & Management Committee for the required financial approval.

On 16 November, the Staffing Committee considered the existing staffing structure and reviewed that against the adopted Corporate Plan to ensure the staffing resource within each service area was appropriate for the 2024/25 financial/civic year to deliver the Council's aims as set out in the adopted Corporate Plan.

Members will appreciate the sensitivities and confidentiality required regarding staffing matters. The task of determining the appropriate staffing structure falls to the Staffing Committee; the Staffing Committee will inform Members of the finer detail following the completion of any consultation and/or appropriate notice required by legislation and/or GTC Policies and Procedures.

The Chair of the Staffing Committee provided Members with further updates on the work of the Staffing Committee and Members resolved to agree:

- a. To recommend that Full Council approve the 2024/25 budget containing an uplift in 2024/25 salary budget by £66,000 to facilitate changes to the staffing structure.
- b. Members authorised the RFO to vire up to £16,000 of Emerging Projects to support the 2023/24 salary budget if recruitment is required to support the staffing requirement for the delivery of council services prior to the start of the 2024/25 financial year.
- c. To establish a working group to identify actions relating to the GTC Corporate Plan Pt 6.5, including a review of the governance of the museum. Members of the working group to be Cllr Heagin, Cllr Downey, Cllr Rivers and the Town Clerk.

391. REVISED ESTIMATES & BUDGET

Members considered a report from the Responsible Finance Officer and a presentation by Cllr Follows. Members resolved on a recorded vote to agree to the revised estimates 2023/24 and put forward a revised draft budget 2024/25 to Full Council recommending a precept of £1,147,744 for 2024/25, which represents a Band D increase of £7.97 per annum (7.36%).

In doing so, Members noted that the precept requirement had been reduced by the addition of £19,000 of income from investment interest. The RFO informed Members that although unlikely for 2024/25, if the returns on investments fell below 2.5% then there would be a shortfall in the base budget.

The record of the vote is shown below.

For	Cllr Adam	Against	Cllr Martin
For	Cllr Clayton	For	Cllr RMA Rivers
For	Cllr Crooks	For	Cllr PS Rivers
For	Cllr Crowe	For	Cllr Steel
For	Cllr Follows	For	Cllr Thomson
For	Cllr Heagin	For	Cllr Weightman
For	Cllr Holliday	For	Cllr Williams
For	Cllr Kiehl		

392. COMMITTEE WORK PROGRAMME

Members noted the Committee's Reports' Schedule and Key Dates Programme.

393. APPLICATIONS FOR GRANT AID

Applications for Community Grant Funding

ChoirBLAST

Sponsors: Cllr Penny Rivers, Cllr Duce, Cllr Steel, Cllr Paul Rivers.

£1,000 was awarded to help towards the cost of staging and marquee hire to support the Choirblast Festival on 8 June 2024 in Godalming.

Additionally, Members encouraged Choirblast to apply for Grant Aid in Kind for use of the Wilfrid Noyce Centre if required to support this event.

In making the award, Members set the condition that GTC is recognised as a sponsor of the event.

Godalming High Street Vinyls

Sponsors: Cllr Heagin, Cllr PS Rivers

£1,000 was awarded as a contribution toward the cost of installing artwork vinyls on empty High Street properties so as to improve the visual appearance of the town.

As Members will be aware, the three empty shops 61-63 and 65 A/B (Lorimers/Vape Shop/Well & Good) have been an eyesore for some time. Whilst GTC has sought and been granted permission to clean the frontage of these shops, this will do little in the way of overall appearance.

The Economic Development Team has been in contact with the owners to try to persuade them to improve the external appearance, and whilst they will give permission for others to do so, they will not meet any costs of any clean up or temporary improvements such as vinyls.

Having explored the cost of window vinyls (similar to those installed at 69 High Street) the Economic Development Team has received costs from local designers and printers at £2,170 for printing plus £1,000 for design of artwork (69 High Street unit vinyls were £4,000).

The Economic Development Team did contact the Godalming BID Project Manager, however, until the BID is an entity, with full board approval for expenditure, it is unable to contribute to these costs. Although this could be a possible option once the BID is established in April 2024.

The Economic Development Team at Waverley would therefore like to apply to GTC for a community grant of £1,000 to go towards these costs, with WBC contributing the balance.

394. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING & DISTRICT CHAMBER OF COMMERCE

Members noted a report from Councillor Holliday on the Godalming & District Chamber of Commerce; an organisation upon which Councillor Holliday represents the Town Council.

395. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GO-GODALMING ASSOCIATION

Members noted a report from Councillor Steel on the Go-Godalming Association; an organisation upon which Councillor Steel represents the Town Council.

396. UKRAINIAN FAMILY SUPPORT – ITEM WITHDRAWN

397. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the grants awarded at this meeting to be subject to additional social media posts.

398. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 11 January 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

399. ANNOUNCEMENTS

Members were reminded of the Farncombe Christmas Lights Switch on Friday, 1 December 2024 and the Farncombe Christmas Market on Saturday, 2 December 2024.