

PARISH OF GODALMING

MINUTES OF A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD

ON THURSDAY, 15 FEBRUARY 2024

- * Town Mayor (Cllr Duce)
- 0 Deputy Town Mayor (Cllr PS Rivers)

- | | |
|-----------------------|-------------------------|
| * Councillor Adam | * Councillor Kiehl |
| 0 Councillor Clayton | * Councillor Martin |
| * Councillor Crooks | 0 Councillor PMA Rivers |
| * Councillor Crowe | * Councillor Steel |
| * Councillor S Downey | 0 Councillor C Downey |
| * Councillor Follows | * Councillor Thomson |
| * Councillor Heagin | * Councillor Weightman |
| * Councillor Holliday | * Councillor Williams |

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

497. MINUTES

The Minutes of the meeting of the Council held on 14 December 2023 were signed by the Mayor as a correct record.

498. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

499. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY 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.

500. 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.

501. QUESTIONS BY MEMBERS

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

502. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

503. COMMITTEE REPORTS

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

Audit Committee

Review Of Risk Assessment – Heat Source Pumps & Solar Panels

Members considered the risk assessment on Heat Source Pumps and Solar Panels and were delighted to note that the Solar Panels installed at Broadwater Park Youth & Community Centre were producing a significant portion of Centre's energy requirements. Members agreed the Audit Committee's recommendation to assess the project in 6-12 months to determine if there are any operational issues or lessons learned that should be considered for the next project.

Environment & Planning Committee

Neighbourhood CIL Funding Application From Farncombe Cricket Club

Full Council resolved to agree an award of £35,000 Neighbourhood CIL funding to Farncombe Cricket Club.

Policy & Management Committee

Councillors Dependents' Carers' Support Scheme & Councillors' Parental Leave Policy

Full Council resolved to agree to adopt the Councillors Dependents' Carers' Support Scheme and the Councillors' Parental Leave Policy and agreed that as of 2025 the Dependents' Carers' Support Scheme be subject to review at Annual Council.

Staffing Committee

The Chair of Staffing committee reported on the appointment of the Operations & Compliance Officer.

504. 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 Committee	1 February 2024
Environment & Planning Committee	14 December 2023 11 January 2024 1 February 2024
Policy & Management Committee	11 January 2024

505. CITIZENS ADVICE SOUTH-WEST SURREY – SLA REPORTING

As required by the Service Level Agreement between Godalming Town Council and Citizens Advice South-West Surrey (CASWS), Members noted the Quarter 3 2023/24 clients' engagement report.

Members requested that this information be tracked over time to determine trends and to guide future actions the Council could take to address issues. Members also requested that the slide pack used at WBC briefings be made available to GTC.

Additionally, Members requested the Town Clerk contact Waverley parishes to raise awareness of the work of CASWS within each parish area and to encourage them to continue their support.

506. UKSPF QUARTERLY PROJECT REPORT

Members noted the United Kingdom Shared Prosperity Fund report for the period 1 October 2023-31 December 2023 relating to the Mobile Outreach Youth Service Project.

Members requested that the Town Clerk write to Cllr Kika Mirylees Portfolio Holder for Community Services, Leisure and EDI at Waverley Borough Council alongside Waverley's Community engagement officers and the Clerks of Witley & Milford and Elstead to discuss funding options beyond the UKSPF grant period.

507. EVENTS TASK & FINISH GROUP

Following the success of the partnership between GTC and Guildford Rugby Club in delivering the 2023 Godalming Fireworks event, and on the recommendation of the Events Task & Finish Group, Full Council resolved to agree to:

- i. authorise Officers to work with Guildford Rugby Club to deliver the 2024 Godalming Fireworks Display and Torch-lit procession on Friday, 1 November 2024;
- ii. underwrite 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 2024. Funding to be set against the Emerging Projects Fund.
- iii. Event expenditure to be set against ticket sale income with net profit distributed in equal share between GTC and Guildford Rugby Club.

Members considered a report from the Events Task & Finish Group relating to the Christmas Festival Market and Lights Switch-on events and resolved to agree:

- i. a stand-alone Christmas Lights Switch-on event to be held on the Sunday prior to the Christmas Festival Market (24 November 2024);
- ii. the Christmas Festival Market, to include entertainment between 10.00 and 16.00 based at The Pepperpot, Santa's Grotto located at the Museum and (subject to sponsorship) a popular Childrens' Character Meet & Greet, to be held on the last Saturday in November (30 November 2024).

508. APPLICATIONS FOR GRANT AID

Members requested that the Town Clerk bring forward options ahead of the next budget setting round for Members to review the Grants Policy including the number of categories, the limits for individual applications and the frequency of considering applications.

Applications for Community Grant Funding

Members considered the following applications for Council Community Fund grant aid – the summary of the application is given below.

1254 (Godalming) Squadron Air Training Corps – Sponsor – Cllr PS Rivers

1254 (Godalming) Squadron Air Training Corps were granted £380 to purchase a laptop as a replacement for the existing 15-year old desktop used to support the unit's administration.

1254 (Godalming) Squadron Air Training Corps – Sponsors – Cllr Follows & Cllr PMA Rivers

1254 (Godalming) Squadron Air Training Corps were granted £1,000 to assist with the purchase of two Virtual Reality headsets for the flight simulators so cadets get a better and more immersive experience.

Godalming Junior School

Members authorised the RFO to vire £1,516 from the Community Grants fund to the General Grants fund.

Application 1 – Sponsors – Cllr PMA Rivers & Cllr Clayton

Godalming Junior School was granted from the General Grants fund £1,516 to support 10 FSM children, who are currently in year 5, to cover 1/3 of the cost of the UKSA trip (Isle of Wight) at an all-inclusive waterside activity centre in September 2024.

Application 2 – Sponsors – Cllr Follows & Cllr Williams

Godalming Junior School was granted £376 (£75.20 per child) from the Community Grants Fund to support 5 FSM children to attend the year 4 group residential trip to Sayer Croft Outdoor Learning Centre, Ewhurst, which would cover 1/3 of the cost. The trip is planned for 21 June 2024.

Godalming Run – Sponsors – Cllr Martin & Cllr Adam

£700 was awarded to enable the 2024 Godalming Community Run to proceed. The Fee for the TTRO will be paid by GTC on behalf of the Run Organisers.

As Members will be aware the planning for the Godalming Community Run starts many months before the date of the event, which for 2024 is planned for the 19 May 2024.

The history of this community event is that of a 2012 Olympic Games legacy event. Since its inception the event has run on the basis that, as a community event, the Temporary Traffic Regulation Orders (TTRO) fee would be waived by Surrey and until January of this year that remained the case.

However, GTC has been informed that Surrey County Council are no longer in a position to bear the costs of raising a TTRO for a third-party event without recharging those costs. As such, in order for the Godalming Community Run to be able to be held in 2024, the fee for the notices that are required to be published in the press will have to be met.

509. MUSEUM DEVELOPMENT PLAN & MUSEUM COORDINATING GROUP

Members noted that the Museum Coordination Group, consisting of Cllr Heagin, Cllr S Downey & Cllr PMA Rivers along with the Town Clerk for GTC and Godalming Museum Trustees (GMT) William Edwards & Catherine Smith, met on the 27 December to establish the role of the Coordination Group in enhancing and improving communications between the Trust and GTC.

The Coordination Group considered the development plan proposed by the Curator and agreed to recommend it to their respective bodies. The Godalming Museum Trust unanimously approved the development plan at their meeting of 18 January 2024.

Members considered and approved the proposed development plan (copy attached to the record minutes).

The Coordination Group proposed that the Town Clerk and Mr Edwards should work towards preparing a draft for the renewal of the lease between GTC and the GMT to be put to GTC and GMT for consideration. It is hoped that the final draft will be available for consideration for the May Full Council meeting.

The next meeting of the Coordinating Group is scheduled for 21 February, when it is hoped work will begin on updating the management agreement between GTC and GMT that will better reflect the existing arrangements and provide clarity of roles and responsibilities for the day-to-day running of the Museum.

510. SOCIAL MEDIA PLATFORM BENCHMARKING REPORT TO 31 DEC 2023

Members noted the Social Media Platform benchmarking report to 31 December 2023.

511. INTERNAL AUDITOR'S REPORT

The Audit Committee considered the report from the Council's Internal Auditor, Mulberry & Co on an interim internal audit conducted on the 19 September 2023 for the 2023/24 financial year and noted the following responses to concerns raised:

Audit Point	Audit Findings	Council Response
Procedures & Governance	The business case information presented to Council was identified as a weakness by the RFO and internal audit concurs. A paper is being prepared to present to Council for a new process to ensure each business case presentation addresses key risks as described in the Council's Risk Management Strategy. I have seen a draft copy of this proposal and I would recommend its adoption in due course.	Council did adopt this proposal at Full Council on 21 September 2023 (Min 279-23 refers). Further, Members of the Audit Committee went back to previous decisions on electric vehicles, Staycation Live and Solar panels & Heat Source Pumps to implement this proposal and ensure risks were considered per the Risk Management Strategy.

Members noted and agreed Council responses as above.

512. ELECTRIC VEHICLE UPDATE

At the meeting on 7 September 2023, Members resolved to agree the purchase of an electric tipper and the disposal of the Peugeot Partner (Min No 227-23 refers). Unfortunately, the vehicle identified for purchase became unavailable.

As such, Members requested that a report come back to Full Council providing comparative data for vehicles that fit the requirements that covered a range of alternative fuel and purchase options.

Members consider the revised Project Assessment Form and resolved to authorise the purchase of a Maxus e-deliver 9 tipper with tool pod on a lease purchase basis at a cost up to £13,000 pa on a 60-month lease and the disposal of the Peugeot Partner.

Additionally, in accepting that GTC cannot operate a vehicle fleet that could cover all possible user need scenarios/requirements, Members resolved to authorise the RFO to budget £1,500 for on-off hire of specialist vehicles.

Year 1 costs to be met from the Land and Property Other reserve, thereafter to be met from revenue budget.

513. AUTHORISATION OF THE CLERK

TO AUTHORISE the Clerk 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 Council.

514. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 9 May 2024 at 6.30pm.

515. ANNOUNCEMENTS

There were no announcements.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 20 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E COMMERCIAL-IN CONFIDENCE/LEGALLY PRIVILEGED INFORMATION.

516. COMMUNITY BUILDING – OCKFORD PARK

Members considered the proposed Heads of Terms for the Freehold transfer to Godalming Town Council of the Community Building (use class F2(b)) located at the junction of Ock Way and Hornbeam Way on the Ockford Park development.

Members resolved to accept the Heads of Terms and authorised the Town Clerk to arrange for the legal transfer of the building to Godalming Town Council.