

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 21 MARCH 2024**

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

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

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

557. MINUTES

The Minutes of the meeting held on 11 January 2024, having been previously circulated were signed by the Chair as a true record.

558. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

559. 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.

560. 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.

561. QUESTIONS BY MEMBERS

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

562. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

|   | £          |
|---|------------|
| Godalming Town Council                            |            |
| Accounts paid since the 12 January 2024           | 297,531.52 |
| Receipts received since the 12 January 2024       | 93,469.45  |
| Balance held in HSBC Current Account              |            |
| Balance at 21 March 2024                          | 21,441.17  |
| Balance held in the HSBC Business Deposit Account |            |
| Balance at 21 March 2024                          | 487,880.92 |
| CCLA Deposit Account                              |            |
| Balance at 21 March 2024                          | 900,000.00 |

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.

#### 563. BUDGET MONITORING

Members considered a budget monitoring report to 29 February 2024 (detailed report attached to record minutes).

The RFO informed Members that the recharge received from WBC for the 2023 Local Elections was much higher than had been expected and was almost double that of 2019.

The Town Clerk informed Members that under the Representation of the Peoples Act 1983 Section 36 (3b), where the polls at any elections are combined, the cost of taking the combined polls (excluding any cost solely attributable to one election) and any cost attributable to their combination shall be apportioned equally among the elections.

This means that as the 2023 local elections were a combined poll of the Borough and Town Council elections, the cost of the election for Godalming Town Council is 50% of the cost of the election. Members noted that not only was there a 22.6% inflationary increase between the elections, but additional costs were also incurred because of the introduction of Vote ID requirements and the fact that the count was conducted on the Sunday due to the Coronation taking place on the Saturday.

At the request of RFO, Members agreed that the contribution to the election reserve should be increased annually from £6,000 to £10,000.

Members further agreed that any surplus resulting from the financial year 2023/24 should be distributed as follows:

1. Ensure the minimum balance in General Reserves is £600,000 to ensure best practise of 50% of Precept is maintained.
2. Allocate £15,000 for professional fees to enable all of Council's buildings to be revalued for insurance purposes (last revaluation done in 2017).
3. Allocate £2,000 for professional fees to enable the Youth Service to access professional support in regard to safeguarding requirements.
4. Balance to be added to the Land & Property Maintenance reserve.

#### 564. MAJOR WORKS PROGRAMME – UPDATE

Members noted that at its meeting of 13 October 2022, the Policy & Management Committee approved an outline major works programme for the period 2023-26. (Min No 314-22 refers) and that the programme was subsequently amended on 20 April 2023 (Min No 602-22 refers) to:

- bring forward the decarbonisation of the Broadwater Park Community Centre for completion in 2023/24;
- defer works to the Oglethorpe Hall and The Pepperpot planned for 2023/24; and
- authorise the Town Clerk to submit a bid as part of Phase 3a of the Public Sector Decarbonisation Scheme.

As reported to the Environment & Planning Committee on 1 February 2024, the installation of the PV panels at Broadwater Youth & Community Centre was completed on 15 December 2023. As of 10 March 2023, 80% of the power generated by the PV units has been used by

the youth centre and overall, since 1 January 2024, the PV's have provided 47% of the youth centre's total electricity needs. It is expected the percentage will increase as the days get longer. Of the imported energy, GTC sources from a 100% renewable energy provider.

Members noted that installing air source heat pumps capable of providing an output sufficient to meet the building's needs has been more challenging than initially expected. However, they also noted that whilst the project may be subject to delay, it has made progress. The heat loss survey has been completed and the system requirements are known. Planning permission has been granted and the planning conditions have been fulfilled. The delaying issue lies in upgrading the existing electrical supply from a single to three phase system. It is hoped that this will be achievable over the next few months, which would enable GTC to seek updated quotes and have the installation completed before for the 2024/25 autumn/winter period.

The deferred works to the Oglethorpe Hall and The Pepperpot are expected to be progressed over the summer of 2024 and will be reported to this committee.

In regard to the Public Sector Decarbonisation Scheme (PSDS), it is expected that guidance for Phase 4 of the PSDS will be published in Summer 2024. The Town Clerk has subscribed to the schemes newsletter so as to be kept informed as to when the details of Phase 4 are released.

In reviewing the progress of the 2023-26 major works programme, Members noted works not originally included but which have been added to the programme, notably the additional work for the extension to the Broadwater Youth & Community Centre and the awarding of funds from the UK Shared Prosperity Fund which will see the Crown Court Public Toilets completely renovated over the summer of 2024.

#### Pepperpot

The original major works programme 2023-26 envisaged the renovation/repair and decoration of the external areas of The Pepperpot including the bell cupola to be undertaken during the 2024/25 civic year.

External decoration is an integral part of the maintenance of any building's fabric. However, when the building is also the symbol of the town there is an increased expectation that it should be maintained in a presentable condition. Delayed maintenance is a false economy, which costs more in the longer term. Whilst additional works not anticipated in October 2022 have arisen, as the external decoration of The Pepperpot was last undertaken in 2009/10, Members may wish that, if possible, the original timescale for this work is maintained.

Funding for the major works programme has been set within the 2024/25 budget.

Members to resolve to agree for Officers to engage with surveyors to produce a specification and seeks tenders for the external decoration of The Pepperpot with the aim for works to be complete by the end of September 2024. Tender report to be brought to this committee.

#### 565. COMMUNITY OWNERSHIP FUND UPDATE

Members noted that, although notification was received on 22 September 2023 informing GTC of the award from the Community Ownership Fund, due to a number of delays in the funding process and in order to maintain the delivery of this project within the stipulated funding period (22 Sept 23-22 Sept 24) GTC progressed design work at risk.

The signed funding agreement from the DLUHC was received by Godalming Town Council on 29 January 2024 and the Planning application [WA/2024/00280](#) was validated on 9 February, with a decision date expected on 5 April 2024.

Alongside the submission of the planning application, work has been ongoing in detailing the specification for Tender and that the tender documents were posted on contract finder (as per Government procurement requirements) on 20 March.

The Town Clerk has completed the first project monitoring reports as required by the funding agreement and has indicated that at present the project remains on track, albeit just. Additionally, the first submission to reclaim expenditure to date for professional and planning fees has been submitted. The claim for build costs will be submitted once tender prices are known.

Subject to the landlord permissions being received from WBC, GTC Officers remain optimistic that the project can be delivered within the funding period.

Members considered the delays in receiving the signed funding agreement to be the fundamental reason for the delivery programme being right up to the deadline date. In light of this Members requested, that in order to provide a contingency buffer, the Town Clerk seeks an extension of time from the DLUHC for the project delivery. Additionally, Members requested the Town Clerk writes to the Secretary of State to voice the Council's concerns.

566. WBC DRAFT ECONOMIC DEVELOPMENT STRATEGY 2024-32 AND ACTION PLAN FEEDBACK – CONSULTATION

Waverley Borough Council Economic Development Team has sought GTC Members' views on the WBC Draft Economic Development Strategy 2024-32 and Action Plan.

Members were asked to consider the WBC Draft Economic Development Strategy 2024-32 and Action Plan and to provide feedback to the Town Clerk by 26 March for forwarding to WBC.

Members agreed that the Town Clerk should complete the WBC survey based on Members' feedback.

Members noted that the Draft Economic Development Strategy 2024-32 and Action Plan will be considered by the Waverley Full Council on 23 April, and that GTC Members who are also members of WBC will also have an opportunity to provide comments at that meeting.

567. COMMITTEE REPORTS & KEY DATES

The Committee's reports' schedule and key dates programme was noted.

568. APPLICATIONS FOR GRANT AID

Members considered the following applications for grant aid:

**Applications for Council Community Funding**

Godalming Repair Cafe  
Sponsor – Cllr Holliday

Members resolved to approve a grant of £300 to the Godalming Repair Café to assist with the purchase of equipment required to enable it to operate more efficiently and continue to repair items brought to the café.

## The Bury's Scout & Guide Headquarters

Sponsor – Cllr Crooks, Cllr Steel

Members resolved to approve a grant of £1,000 to the Management Committee of The Bury's Scout & Guide Headquarters to assist with the cost of renewing the disability accessible toilet facilities at the HQ, which is leaking and needs renewing. Both the Scouting and Guiding Associations believe in inclusion and without a properly working toilet we are excluding an important group of people.

### 569. POLICY DOCUMENT REVIEW

At Full Council of 15 February 2024, 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 (Min No 508-23 refers). As such Members defer from reviewing the current Grants Policy and Procedure due at this meeting and agree it remains extant in its current form until new Policy & Procedures are brought forward.

In furtherance of expediting an amended policy for Members to consider before the start of the next civic year Members agreed the points below to provide direction so that a draft could be considered at P&M on the 25 April and if agreed forwarded to the Full Council on the 9 May for adoption and implementation for the 2024/25 grants year.

- Retaining the current policy & procedures for consideration of the award of Service Level Agreements SLAs, with the following amendments:
  - Awarding of Service Level Agreements will only be considered once per administration.
  - Consideration of SLAs will take place in the September of the first year of an administration with the aim that negotiations are to be concluded by the December Full Council.
  - Agreed SLA's will be awarded for four years to run from the 1 April following the last 'All Up' Local Elections to the 31 March of the year following the next 'All Up' Local Election (a period of four years).
- The current General Grant Fund to be withdrawn with funds transferred to the Council's Community Grant Fund.
- The amount of funds to be allocated to the grants budget will be agreed annually as part of the budget setting process taking regard of the funds committed via SLAs.
- Funds agreed as part of the budget setting process over the sum required to support SLAs will be allocated to the Council's Community Grant Fund.
- The level of a single community grant award to rise from the current £1,000 to £1,500. Exceptionally, if agreed by Members, a council community grant of up to £2,500 may be awarded.
- All community grant applications are to have two named Councillors as sponsors of an application.
- With the exception of SLAs, grants are to be awarded for 'capital' purposes only i.e. not to support revenue costs.
- Requests for project funding in excess of the Council Community Grant Fund are to be directed to make a Neighbourhood CIL application.
- Community Grant applications are to be considered by the Policy & Management Committee three times per civic year, July, October and February with the allocated 'grants' meeting to be indicated on the published schedule of meetings.
- The process for Grant Aid in Kind for use of council facilities to remain as is, with costs allocated against the Community Grant Fund

The aim of the above is to provide funding security via SLAs and to provide meaningful support to as many community organisations as possible for lower cost projects.

570. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

Cllr Paul Rivers informed members that the AGM of the Mayen Association will be taking place in the Wyatt Room on 17 April and that they are looking for a new treasurer.

571. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the grants awarded at this meeting to be publicised via social media.

572. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Oglethorpe Hall, Wilfrid Noyce Centre on Thursday, 25 April 2024 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

573. ANNOUNCEMENTS

The Chair announced to Members that he was delighted to report that The Star public house in Church Street, Godalming, has been awarded the accolade of being the Surrey & Hants Border CAMRA Pub of the Year and the Cider Pub of the Year for the 12<sup>th</sup> year running. It is hoped a celebration can be arranged to be held in Church Street later in May.

The Chair considered this to be an excellent achievement and good news for a Godalming business in one of the most challenging sectors in the current economic climate.