

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 9 JANUARY 2025**

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

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

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

412. MINUTES

The Minutes of the meeting held on 28 November 2024, having been previously circulated were signed by the Chair as a true record.

413. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

414. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Councillor Heagin declared an other registerable interest in Agenda Item 15 on the grounds that she volunteers with the Citizens’ Advice.

415. 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.

416. QUESTIONS BY MEMBERS

Cllr Kiehl submitted the following question in accordance with Standing Order 6.

“The Government’s English Devolution White Paper, published 16 December 2024, announced ministers would support local leaders to establish new local authority structures, “including taking decisions to postpone local elections where this will help to smooth the transition process”.

Taking into account that there is no mandate for any new county wide reorganisation, the postponing of the forthcoming county council elections for Surrey in May 2025, as proposed by Cllr Tim Oliver, Leader of Surrey County Council, in a letter to Jim McMahon MP, Minister of State for Local Government and English Devolution, would be a profoundly undemocratic step and disenfranchise residents of Godalming from important local decision-making.

Would the Chair of the Policy & Management Committee (i.e. the Leader of Godalming Town Council) consider writing to both the Leader of Surrey County Council and relevant ministers at the Ministry of Housing, Communities and Local Government to make representations on behalf of residents across Godalming asking for elections to Surrey County Council in May 2025 to proceed as planned?”

Cllr Follows responded by stating he would draft a letter to the relevant ministers and the Leader of Surrey County Council and will place the letter before this committee at its next scheduled meeting for approval by Members.

417. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

This item was deferred until the next meeting.

418. BUDGET MONITORING

Members noted the budget monitoring report to 30 November 2024 (detailed report attached to record minutes) and raised no concerns.

419. COMMITTEE REPORTS & KEY DATES

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

420. POLICY DOCUMENT REVIEW

Members reviewed the policy documents listed below, and having made no amendments to the documents resolved that the unamended policies remain extant.

[GDPR-Removable Media Policy](#)

[GDPR-Subject Access Policy](#)

[GDPR-Privacy Notice – General](#)

[GDPR-Privacy Notice – Staff, Councillors & Volunteers](#)

[GDPR-Document Retention Policy](#)

[GDPR-Information Data Protection Policy](#)

421. TOWN CLOCK

Members noted that following the annual inspection and maintenance of the 'Town Clock' located in the cupola of The Pepperpot, it was recommended that the clock's existing movement, an obsolete T1 Oil Bath movement, be upgraded to a modern T1R movement to allow parts to be readily available in the event that anything should fail.

Members also noted that it was reported that the hammer is not striking the bell even though the toller unit was functioning and that this issue was known prior to the inspection and the plan is for this to be investigated further once scaffolding is in place for the external decoration of The Pepperpot.

The price for this work is estimated at £1,517 and Members resolved to approve works to the Town Clock to replace the existing movement and repair the bell strike. Cost of the works to be met from the Land & Property reserve.

Additionally, following debate, Members requested the Town Clerk investigate options for the repair of the other publicly displayed historic clocks on the High Street for consideration by this committee.

422. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

Members noted that due to the Town Council's representative for Go Godalming being unavailable to attend their next meeting, the Town Clerk will attend on behalf of the Council.

Cllr Follows informed the committee that he would be attending the next meeting of Sport Godalming.

423. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no items from this meeting to be publicised.

424. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 30 January 2025 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

425. ANNOUNCEMENTS

There were no announcements.

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) 15, 16 AND 17 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS, COMMERCIAL-IN-CONFIDENCE

426. CITIZENS' ADVICE SOUTH-WEST SURREY

Members received the annual report and accounts of the Citizens' Advice SW Surrey (CASWS) for the period 2022/23 & 2023/24. Additionally, Members received an update from the Town Clerk on recent changes to the operation of CASWS in relation to the current SLA between GTC and CASWS. Members noted that although CASWS have had to make changes to their operating model, the conditions of the Service Level Agreement between GTC & CASWS are being met, with the Godalming Office being open for drop-in appointments 5 days per week.

427. MUSEUM

Cllr Downey, Chair of the Museum Co-ordinating Group provided Members with an update on the work of the group in renegotiating the Management Agreement between the Godalming Museum Trust (GMT) and Godalming Town Council and a new lease agreement for the museum building.

Members were informed of the changes over the previous 6 months of GMT trustees and of the focus of the trust in re-establishing a sustainable revenue/fundraising stream which had been knocked off track during COVID. Members also noted and wished to record their thanks to the museum staff and volunteers for their hard work and dedication over the previous 12 months in making the museum the undoubted success it is. Members especially wished to thank the Museum Curator, Rhiannon Jones, for the immense effort she has made to enable the museum to be in a position that it is able to seek Art Council England Accreditation.

Members were informed of the difficulties faced by the museum (and many other local organisations) in recruiting volunteers and of the challenges of operating the museum at current staffing levels. Members noted that the Staffing Committee will be reviewing options and proposals in support of creating a viable and sustainable operation.

428. STAFFING MATTERS

Members received an update on staffing matters from the Chair of the Staffing Committee, noting that the recruitment process for the Youth Service Manager and the second Maintenance Assistant is ongoing.