

MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE HELD ON 27 NOVEMBER 2025

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

0 Councillor Adam	* Councillor Kiehl
* Councillor Crowe	* Councillor Martin
0 Councillor C Downey	* Councillor PMA Rivers
0 Councillor S Downey	* Councillor PS Rivers
* Councillor Duce	* Councillor Steel
0 Councillor Heagin	* Councillor Thomson
* Councillor Holliday	0 Councillor Williams

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

392. MINUTES

The Minutes of the meeting held on 30 October 2025, having been previously circulated were signed by the Chair as a true record.

393. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

394. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Councillor Crowe declared an other registerable interest in Agenda Item 9 – Grants applications – on the basis her grandchildren attend Godalming Junior School and left the Chamber when that agenda item was debated.

395. 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.

396. QUESTIONS BY MEMBERS

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

397. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since 28 October 2025 to 26 November 2025	282,618.05
Receipts received since 28 October 2025 to 26 November 2025	246,894.74
Balance held in HSBC Current Account	
Balance at 26 November 2025	30,612.46
Balance held in the HSBC Business Deposit Account	
Balance at 26 November 2025	554,893.75
CCLA Deposit Account	
Balance at 26 November 2025	1,050,000.00

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.

398. FEES & CHARGES 2026/27

The Committee considered the proposed fees and charges for council services for the civic year 2026/27, including the recommended adjustments to cemetery fees, community building hire charges, and allotment rents.

Members reviewed the supporting schedules for Community Buildings and Cemetery Fees and agreed that these schedules be approved (attached to the record minutes).

In respect of allotments, Members agreed the following charges for 2026/27:

- GTC Direct-Managed Allotments: increase from £6.70 to £6.90 per rod.
- Farncombe & District Allotment Association Rent: increase from £2,312.78 to £2,382.16 for 2026/27.

Members resolved to approve all fees and charges as set out, to take effect from 1 April 2026.

399. REVISED ESTIMATES & BUDGET

Background

In preparation of the 2026/27 budget, known factors were applied such as changes to staff structures agreed by Council, the 2025/26 staff pay award and increment and increases to non-domestic rates. This provided the initial base to which were added the costs of the decisions made by the council or its committees over the preceding year(s), such as increased community grant support and costs and provisions for Local Government Reorganisation and Community Asset Transfers, some of which are offset by efficient savings achieved through GTC's in-house facilities team adopting previously out-sourced work.

Reserves

The predicted balance of the general reserve as of 31 March 2026 is estimated to be £676,570 equating to 49.98% of the 2026/27 precept with a forecast to be at 45% of precept by 2030/31, which maintains reserves within parameters set by the GTC Reserves Policy.

Revised Estimate & Budget

The Chief Executive Officer tabled an amendment to the agenda papers following notification of the JNC Youth & Community Workers' pay award, requiring updates to the Revenue Budget and Statement of Variation. Members acknowledged the reason for the submission and agreed the amendment. Updated budget papers, including a revised Statement of Variation, were received and noted (attached to the record minutes).

Following a budget presentation by the Chair and Members' debate, the Committee considered the amended recommendations in full.

The amended Recommendations A–E (as tabled) were:

- A.** That the revised estimates for 2025/26 be recommended to Full Council.

- B.** That the draft budget and a precept of £1,357,554 for 2026/27, representing a Band D equivalent of £132.09 an increase of £9.94 per annum (8.14%), be recommended to Full Council.
- C.** That the 3-year forward projections for 2027/28–2029/30, as indicated in the Statement of Variation, be recommended to Full Council as noted.
- D.** That Members determine whether the forecast level of the Council's General Reserve is at an appropriate percentage of the precept.
- E.** That Members review the Council's Earmarked Reserves to ensure that their purposes are valid and at an appropriate level.

Additional Recommendation F

An additional recommendation (Recommendation F) was proposed by Cllr Follows, seconded by Cllr Holliday:

- F.** That the CEO issue an invitation to the Godalming BID to present an update to the Council on the work of the Godalming BID since its inception.

Members resolved to approve Recommendation F.

Recorded Vote on Recommendations A–E (as amended)

The Chair requested a recorded vote on Recommendations A–E. The vote was recorded as follows:

- **For:** Cllr Crowe, Cllr Duce, Cllr Follows, Cllr Kiehl, Cllr PMA Rivers, Cllr PS Rivers, Cllr Steel, Cllr Thomson, Cllr Weightman
- **Abstained:** Cllr Holliday, Cllr Martin

400. APPLICATIONS FOR GRANT AID

Community Grants

The Committee considered the applications submitted for Council Community Funding, and the following decisions were made:

Godalming Junior School - UKSA School Residential Trip – Year 6

Sponsors: Cllr Paul Rivers, Cllr Penny Rivers

£1,050 was awarded to cover $\frac{1}{3}$ of the cost for 6 free school meal children (FSM) in the current year 5 cohort to attend the UKSA residential trip to the Isle of Wight in September 2026 (when they will be in year 6).

Godalming Junior School – Sayers Croft Residential Trip – Year 4

Sponsors: Cllr Paul Follows, Cllr Clare Weightman

£840 was awarded to cover $\frac{1}{3}$ of the cost for 10 free school meal children (FSM) in year 4 to take part in the residential trip to Sayer Croft Outdoor Learning Centre, Ewhurst in June 2026

Godalming Town Football Club – Replacement of Floor Covering

£1,000 was awarded towards the cost of the removal and disposal of existing floor covering and its replacement with new, hygienic and resilient floor covering for the main hall at the Godalming Town FC ground. The projected cost of the project is £1,221 plus fitting costs.

St Mark's Community Centre - Outdoor Community Space

The Committee approved £1,000 of the requested £2,000 towards refurbishment works to the Centre's outdoor community space and replacement of a storage facility.

Members expressed strong support for the project and encouraged the Centre to contact

their Surrey County Councillor to seek the remaining £1,000 through the Member Community Allocation.

Roots for the Future – Tree Planting Project

£1,500 was awarded in support of the costs of a tree planting project at Combe Road Recreation/Play Area. The project cost being £3,300.

St Edmund's Catholic Primary School PSA – Refurbishment & Enhancing of Playground Equipment

£1,500 was awarded to St Edmund's Catholic Primary School Parent Staff Association (PSA) towards the cost of refurbishing and enhancing the school playground surface and markings

Members noted the overall project cost (£11,000) and the fundraising target being undertaken by the PSA.

Members also noted that this was the first time St Edmund's had applied for a Council Community Grant, and, should a fundraising shortfall remain by June 2026, the PSA was encouraged to seek further support.

Presentations

Members received presentations from Roots for the Future and St Edmund's School in support of their respective applications.

The Committee thanked both presenters for their contributions and for their patience due to the delayed start of the meeting caused by the extended business of the preceding Environment & Planning Committee.

Following the award of grants at this meeting the Councils Grant Funds standing is shown below:

Information:		£
	25/2026 Grants Budget	65,100.00
	Allocations this year to date	57,260.12
	Balance available for allocation	7,839.88
	25/2026 SLA Fund Allocation	45,500.00
	SLA Fund allocated	45,500.00
	Balance unallocated	0.00
	25/2026 Council Community Fund Allocation	19,600.00
	Allocations this year to date	18,650.12
	Balance unallocated	949.88

401. UPCOMING EVENTS

Members noted the following upcoming event(s):

Date	Event
Saturday, 29 November	Godalming Christmas Festival Market
Friday, 5 December	Farncombe Christmas Lights Switch-on
Saturday, 6 December	Farncombe Christmas Market

Members wished to record their thanks to GTC staff for their dedication and hard work throughout November in organising and delivering the Remembrance Day Service, the Godalming Fireworks Event, and the Christmas Lights Switch-On, and for their continued efforts in delivering the remaining Christmas events scheduled over the next two weekends.

402. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

This item was deferred until the Full Council meeting on 11 December to allow Cllr Heagin to present her report on the Surrey Association of Local Councils – Conference.

403. LGR & COMMUNITY ASSET TRANSFERS – UPDATE

This item was deferred until the Full Council meeting on 11 December.

404. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the Community Grant awards as the matter to be publicised.

405. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 8 January 2026 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

406. ANNOUNCEMENTS

There were no announcements.