

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 8 JANUARY 2026**

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

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

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

**451. MINUTES**

The Minutes of the meeting held on 27 November 2025, having been previously circulated were signed by the Chair as a true record.

**452. APOLOGIES FOR ABSENCE**

Apologies for absence were received and recorded as above.

**453. 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.

**454. 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.

**455. QUESTIONS BY MEMBERS**

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

**456. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS**

	£
Godalming Town Council	
Accounts paid since the 27 November 2025 to 31 December 2025	203,966.53
Receipts received since the 27 November 2025 to 31 December 2025	257161.91
Balance held in HSBC Current Account	
Balance at 31 December 2025	83,708.84
Balance held in the HSBC Business Deposit Account	
Balance at 31 December 2025	344893.75
CCLA Deposit Account	
Balance at 31 December 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.

457. BUDGET MONITORING

Members noted the budget monitoring report to 17 December 2025 (detailed report attached to record minutes) and raised no concerns.

458. REVIEW OF COMMITTEE STRUCTURE – MEMBER CONSULTATION

Members considered a report related to a consultation on the council's committee/governance structure and agreed the next steps:

- issuing of a questionnaire to all Members to gather views on the Council's current committee structure;
- responses to be collated and anonymised by the Chief Officer; and
- a further report to be brought back to Members for determination of any further actions.

During discussion, some Members expressed concerns that any outcomes arising from the consultation would require careful consideration, and that sufficient time must be allowed to manage and implement any changes that might result from the process.

Members were therefore asked to include their views on appropriate timescales for any potential changes within the final narrative question of the questionnaire.

459. POLICY DOCUMENT REVIEW

Members reviewed the policy documents listed below and resolved to recommend adoption by Full Council.

[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](#)

460. THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018 – WEBSITE REASSESSMENT

Members considered a report outlining the background to the Council's statutory obligations under The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. The report summarised the outcome of the previous accessibility assessment, the approval of the Council's Accessibility Statement, and the progress made since then in addressing identified issues through ongoing updates to website themes and plugins.

Members noted that, given the passage of time since the last formal assessment and further updates having been applied, it was timely to obtain an updated independent review to confirm current levels of compliance and identify any remaining accessibility barriers.

Accordingly, Members approved the recommendations set out in the report, namely that an updated accessibility compliance assessment of the Town Council's website be

commissioned, subject to costs being met within the approved 2026/27 IT and Website budget, with any costs outside the approved budget to be referred back to this Committee. Members further approved that the Accessibility Statement be reviewed and updated following receipt of the reassessment report, as appropriate.

461. APPROVAL OF VARIABLE DIRECT DEBITS

Members resolved to authorise the RFO add the Council's IT support provider, IT Support & Security to the list of suppliers paid by variable direct debit.

462. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

There were no updates received.

463. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no items from this meeting requiring additional publicity.

464. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 29 January 2026 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

465. ANNOUNCEMENTS

Members were informed that the CEO would be attending the National Loo of the Year awards on behalf of Godalming Town Council who had been awarded a Platinum plus award for accessibility standards for Crown Court Public Toilets, the highest level of award.

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) 16 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E COMMERCIAL-IN-CONFIDENCE

466. WHARF NURSERY SCHOOL STAY AND PLAY SERVICE LEVEL AGREEMENT REPORT

Members noted the annual report and financial information relating to the current SLA between The Wharf Nursery Stay and Play and GTC.