

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 19 FEBRUARY 2026**

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

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

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

565. MINUTES

The Minutes of the meeting held on 29 January 2026, having been previously circulated were signed by the Chair as a true record.

566. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

567. 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.

568. 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.

569. QUESTIONS BY MEMBERS

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

570. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid from 29 January 2026 to 18 February 2026	66,331.57
Receipts received from 29 January 2026 to 18 February 2026	136,130.85
Balance held in HSBC Current Account	
Balance as at 18 February 2026	124,605.28
Balance held in the HSBC Business Deposit Account	
Balance as at 18 February 2026	196,281.30
CCLA Deposit Account	
Balance as at 18 February 2026	1,150,000.00

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.

It was reported that an error had been made in the previously reported CCLA balance. The Chair advised that the discrepancy was identified following the meeting of the Policy & Management Committee held on 29 January. At that meeting, the CCLA balance had been reported as £1,050,000.00; the correct balance was £1,150,000.00.

The source of the reporting error has since been identified. Statements detailing the movement of funds and confirming the correct CCLA balance were tabled for Members' information.

The Chair further advised that a revised procedure has now been implemented to prevent recurrence. In addition to the Accounts Paid and Schedule of Payments Report, the supporting bank and CCLA statements will henceforth be presented to the Committee, enabling Members to verify that the closing balances shown on the statements correspond with those reported.

On the proposal of Cllr Follows, seconded by Cllr Weightman, it was **RESOLVED** that a report outlining the matter and the revised procedure be submitted to the Audit Committee for consideration.

Members agreed that the Chair should sign the schedule of accounts paid as presented.

#### 571. BUDGET MONITORING

Members noted the budget monitoring report to 31 January 2026 (detailed report attached to record minutes) and raised no concerns.

#### 572. REVIEW OF COMMITTEE STRUCTURE

##### **Recommendations**

Having undertaken a review in accordance with Min No 501-25, and having:

- developed and assessed structural options side-by-side;
- applied the agreed governance principles (reduced duplication, clear accountability, transparency and reporting back, Member involvement, and capacity/resilience);
- considered delegation thresholds and reporting arrangements in draft form; and
- stress-tested likely meeting cycles, workload, Member capacity and Officer support implications,

Members **RESOLVED**:

- i. That, in fulfilment of Min No 501-25, Option B (Hybrid/Service Committee model) be approved as the preferred governance structure for further consideration for use by Godalming Town Council.
- ii. That having been considered and assessed as less suitable within the parish governance framework, Option C (More Strongly Delegated/Executive-style model) will not be pursued.
- iii. That Option A (Refined Committee System) is noted as representing refinement of the current arrangements but is not adopted as it does not sufficiently address duplication, clarity of accountability, or workload distribution.
- iv. That Officers be instructed to prepare a comprehensive Scheme of Delegation, including:
  - committee and Proper Officer delegations;

- financial thresholds;
  - urgency provisions; and
  - mandatory reporting requirements for transparency and audit trail;
- for consideration by Council.

## **Background**

At Min No 501-25, Members resolved to undertake a structured review of the Council's governance arrangements and agreed the following approach:

1. To agree governance principles to guide option development:
  - reduced duplication;
  - clear accountability;
  - transparency and reporting back;
  - Member involvement; and
  - capacity and resilience.
2. To develop structure options side-by-side:
  - **Option A** – Refined committee system;
  - **Option B** – Hybrid model; and
  - **Option C** – More strongly delegated model.
3. To produce a clear Scheme of Delegation (committees and Proper Officer).
4. To stress-test each option for capacity and deliverability, including likely meeting cycles, agenda volumes, Member availability and Officer support.
5. To adopt a phased approach, implementing “no-regrets” improvements where appropriate.

Members considered a report from the CEO (attached to the record minutes) that responded directly to that resolution and the recommendations before them.

Prior to consideration of the substantive recommendation, on the proposal of Cllr Heagin, seconded by Cllr PS Rivers, it was **RESOLVED** that Option B (Hybrid/Service Committee Model) be amended to include the establishment of a Youth Service Committee comprising five Members and meeting on a quarterly basis.

Members then considered a further amendment. On the proposal of Cllr Follows, seconded by Cllr Weightman, it was **RESOLVED** that, should Option B be adopted, the revised committee structure be subject to review after nine months' of operation.

Members then considered Option B as amended.

During debate, Members emphasised that, as a significant element of the Council's service provision, the Youth Service required enhanced Member oversight. It was noted that, once constituted, it would be for the Youth Service Committee to determine whether to establish a Youth Council or other advisory body and to bring forward any appropriate proposals.

Clarification was provided that:

- Political proportionality would apply to the revised committee structure;
- Nominations to committees would continue to be made by Group Leaders and confirmed at Annual Council;
- Standing Order 121 would remain extant, enabling any councillor, having given notice to the Chair and Chief Executive Officer, to attend a meeting of a Standing Committee and, with the leave of the Chair of that meeting, to speak on an agenda item;

- Standing Orders would be amended to ensure that any Member who is not a member of the Planning Committee would have the automatic right to speak on a planning application being considered by that Committee and would retain the ability to call-in an application for consideration by the Planning Committee.

On the proposal of Cllr Follows, seconded by Cllr Weightman, it was **RESOLVED** that:

- Option B (Hybrid/Service Committee Model), as amended to include the establishment of a Youth Service Committee comprising five Members and meeting quarterly, and subject to a review after nine months' of operation, be approved as the Council's preferred governance structure;
- The Chief Executive Officer be instructed to prepare a comprehensive Scheme of Delegation and the necessary revisions to Standing Orders to support implementation of Option B, for consideration by the Policy & Management Committee; and
- All necessary preparatory work be undertaken to enable the revised Service Committee structure to be implemented in time for the next Annual Council.

573. UPCOMING EVENTS

Members noted the following upcoming event(s):

<b>Date</b>	<b>Event</b>
7 March 2026	Antiques & Vintage/Artisan Market

574. GODALMING BANKING HUB – UPDATE

Members received a brief from the Deputy Chief Officer regarding the plans for a Godalming Banking Hub and noted that a representative from the banking Hub would be remotely joining the Annual Town Meeting on 19 March.

575. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

There were no updates received.

576. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no items from this meeting.

577. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 12 March 2026 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

578. ANNOUNCEMENTS

Members were informed that on 30 October it had been agreed that up to £4,500 be allocated for diagnostic and repair works to fix the Council's electric VW ABTe Transporter (Min No 355-25 refers). The CEO informed Members that finally the electrical issues with the vehicle had been resolved and that the problem was caused by a fault in the wiring loom. The repair itself had cost £528, but unfortunately it had cost a further £1,209 in recover and diagnostic costs in order to identify the fault.