

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 23 APRIL 2026**

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

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

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

661. MINUTES

The Minutes of the meeting held on 12 March 2026, having been previously circulated were signed by the Chair as a true record.

662. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

663. 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.

Councillor Heagin declared an other registerable interest in Agenda Item 11 on the grounds that she is a volunteer with Citizens Advice South West Surrey and stayed in the Chamber.

664. 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.

665. QUESTIONS BY MEMBERS

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

666. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid between 11 March and 31 March 2026	131,933.27
Receipts received between 11 March and 31 March 2026	85,537.58
Balance held in HSBC Current Account	
Balance at 31 March 2026	68,538.60
Balance held in the HSBC Business Deposit Account	
Balance at 31 March 2026	46,281.30

CCLA Deposit Account
Balance at 31 March 2026 1,150,000.00

A schedule of the accounts paid was tabled for the information of Members. 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.

667. APPLICATIONS FOR GRANT AID

SLA Funding

Members NOTED the Service Level Agreements for the organisations listed below:

- Citizens Advice South-West Surrey (CASWS) £35,000
- Farncombe Day Centre £7,500
- Wharf Nursery School £3,000

Grant Aid in Kind (allocated from the Council Community Fund)

Members RESOLVED to approve Grant Aid in Kind use of the Town Council's premises for the organisations and reasons listed below.

Farncombe & District Allotment Association

Grant Aid in Kind of £85.50 as an exemption from fees for the use of meeting rooms – 3 times per annum for 3 hours per meeting of the Allotment Association.

Godalming Round Table

Grant Aid in Kind of £240 as an exemption from fees for the use of the Wilfrid Noyce Centre for the operational base for the annual Town Show.

Go Godalming Association

Grant Aid in Kind of £57 as an exemption from fees for the use of meeting rooms – 3 times per annum for 2 hours per meeting of the Go Godalming Association committee.

Go Godalming Association

Grant Aid in Kind of £317.50 as an exemption from fees for the use of the Wilfrid Noyce Centre of 7 and 3 hours' hire respectively to enable two groups that come under the 'umbrella' of the Go Godalming Association ie. Sport Godalming for its annual sports awards and Godalming in Bloom for its annual prize-giving.

Godalming Run

Grant Aid in Kind of £90 as an exemption from fees for the use of the Wilfrid Noyce Centre for the registration base for the annual Godalming Run.

Godalming Relaxed Cinema Club

Grant Aid in Kind of £960 as an exemption from fees for the use the Wilfrid Noyce Centre 12 times per annum to host the relaxed screening film shows.

ChoirBLAST

Grant Aid in Kind of £570 as an exemption from fees for the use the Wilfrid Noyce Centre for use at ChoirBLAST 2026.

Godalming BID

Grant Aid in Kind of £190 as an exemption from fees for the use The Pepperpot meeting room for 2 hours, 10 times per annum for BID board meetings.

Godalming & District Chamber of Commerce

Grant Aid in Kind of £190 as an exemption from fees for the use The Pepperpot meeting room for 2 hours, 10 times per annum for Chamber of Commerce management meetings.

Godalming First Responders

Grant Aid in Kind of £360 as an exemption from fees for the use the Oglethorpe Hall for 4 hours use by Godalming First Responders monthly training sessions.

668. DATE FOR ANNUAL COUNCIL

Members NOTED that due to unforeseen circumstances the Annual Meeting of the Council has been rescheduled to 7.00pm on Wednesday, 20 May 2026. This revised date is within the statutory period required for the Annual Meeting.

669. REVIEW OF STANDING ORDERS, COMMITTEE TERMS OF REFERENCE, SCHEME OF DELEGATION AND FINANCIAL REGULATIONS – SERVICE COMMITTEE GOVERNANCE MODEL

Members considered the report of the Chief Executive Officer regarding the revised Standing Orders, including Committee Terms of Reference (Annex A), the Scheme of Delegation (Annex B) and Financial Regulations, together with the proposed Service Committee governance model and associated meeting schedule.

During debate, the Chief Executive Officer provided assurance that any changes to the Council's governance structure remain subject to resolution of Full Council. Members noted that Full Council is sovereign in all matters relating to governance and committee structure and may amend arrangements at any time. Accordingly, any decision to introduce a revised Service Committee model would not be irreversible and would be subject to review, with Members determining whether the revised arrangements deliver a more efficient and effective system than the current structure.

On the proposal of Councillor Heagin, seconded by Councillor Follows, it was **RECOMMENDED** that the six-month review of the effectiveness of the Council's committee structure should also include a review of Standing Orders to ensure they are appropriate and practicable in supporting the revised governance arrangements.

Following consideration, the Chair moved to the vote on the recommendations as revised and it was **RESOLVED** that:

- a. the revised Standing Orders, including Annex A (Committee Terms of Reference) and Annex B (Scheme of Delegation), be approved and recommended to Full Council for formal adoption;
- b. the revised Financial Regulations be approved and recommended to Full Council for formal adoption;
- c. it be confirmed that the documents reflect the decisions of the Committee made on 12 March 2026;
- d. the proposed Service Committee governance model be endorsed and recommended to Full Council for adoption;
- e. the proposed schedule of meetings for the 2026/27 municipal year be noted;
- f. the meeting schedule be recommended to Full Council for approval; and
- g. the six-month review of the effectiveness of the Council's committee structure shall include a review of Standing Orders to ensure they remain appropriate and practicable in supporting the revised governance arrangements.

700. OCKFORD RIDGE & AARON'S HILL HUB – SIX MONTH REVIEW

Members considered the six-month review report relating to the Ockford Ridge & Aaron's Hill Hub.

Members noted the contents of the report and acknowledged that the Hub operates within a more restrictive environment than other Town Council community buildings. In particular, its location does not lend itself to generating use through passing trade, and that successful use of the facility is primarily dependent on organisations actively promoting their own services and activities.

Members further noted that the Hub is able to accommodate a number of community service and support organisations on a free-of-charge basis, whilst ensuring that the overall operating costs of the facility are being met.

701. CITIZENS ADVICE SOUTH-WEST SURREY (CASWS) – UPDATE FOLLOWING BRIEFING

Members considered the update provided following the CASWS briefing hosted by WBC and attended by Cllr PMA Rivers and the CEO.

Members noted the report and acknowledged the challenges likely to arise as a consequence of Local Government Reorganisation and the transition to a single Unitary Authority.

In recognising the significant benefits delivered by CASWS, Members expressed concern that any future reduction in funding by Unitary Authorities would be short-sighted and may result in increased costs elsewhere in the public sector arising from unresolved issues.

In considering the Council's current support, Members noted that Godalming Town Council provides the highest level of financial contribution from a Town/Parish Council within the Waverley and Guildford area. In this context, it was considered that any future Service Level Agreement should include a more clearly defined requirement in respect of the condition relating to "five-day-a-week access to in-person consultation at the Godalming office", to ensure that the level of financial support continues to deliver tangible benefit to residents.

Members further noted that a more detailed understanding of service data and statistics will be required to inform future SLA negotiations, particularly in relation to the number and frequency of drop-in sessions and their location.

702. MOTION ON NOTICE

Proposer: Councillor Follows Seconder: Councillor PMA Rivers

Recommendation:

Members to consider the Motion and if minded are requested to resolve to approve the implementation of the motion as set out at points a-e in the motion.

Motion:

Provision of a temporary home for the 'Kit4Kids' charity.

Members are asked to note:

- the invaluable contribution to our local community, particularly for vulnerable children and families, that Kit4Kids has provided and continues to provide;
- that Kid4Kids has been given notice to vacate its current premises by 2 May 2026; and
- that Godalming Town Council is uniquely placed to intervene to provide support and has a duty to do so on behalf of our community.

Members are asked to **RESOLVE** to agree to:

- a. authorise the Chief Executive Officer to rent a portacabin or similar structure at a maximum cost of £7,000 pa for 1 year, to be funded from the Emerging Projects budget line to be deployed on the car park at the Broadwater Community Centre/Godalming Youth Service;
- b. authorise the Chief Executive Officer to spend a maximum of £3,000 for the delivery, deployment and the connection to any utilities to be funded from the Emerging Projects budget line;
- c. authorise the Chief Executive Officer to commence procurement activities to support clauses a and b;
- d. authorise the Chief Executive Officer to use Godalming Town Council resources to store material in the interim period and to assist with the move of the charity from its current location to the new location; and
- e. request that the Chief Executive Officer and the Leader of the Council work with Kit4Kids to seek a more permanent home over the next 12 months.

End of Motion

Members considered the Motion on Notice together with the supporting Officer report.

The Chief Executive Officer informed Members that initial enquiries had been made with a potential supplier. It was noted that delivery of the proposed unit is subject to confirmation that the site can be accessed by the supplier's haulage contractor. Members were advised that, should the Motion be approved, the supplier would be requested to undertake a site visit to confirm that delivery is achievable prior to any final commitment.

In response to questions, Members were advised that alternative access options may be possible in principle; however, these would also require assessment to confirm feasibility.

The Committee Chair advised that he remained hopeful that, within the next six months, confirmation would be received from Waverley Borough Council regarding support for a more permanent solution.

Following consideration, it was **RESOLVED** that the implementation of the Motion be approved as set out in the Motion and supporting papers, including:

- a. authorisation for the Chief Executive Officer to procure the hire of a portacabin or similar structure for a period of up to 12 months at a maximum cost of £7,000 per annum, to be funded from the Emerging Projects budget;
- b. authorisation for associated expenditure of up to £3,000 for delivery, installation and connection to utilities, to be funded from the Emerging Projects budget;
- c. authorisation for the Chief Executive Officer to undertake the necessary procurement activities;
- d. authorisation for the use of Town Council resources to support interim storage and relocation of the charity; and
- e. a request that the Chief Executive Officer and Leader of the Council work with Kit4Kids to identify a more permanent accommodation solution within the next 12 months.

703. LGR & COMMUNITY ASSET TRANSFERS – UPDATE

Members received an update from the Committee Chair regarding the work of the Joint Steering Committee. It was noted that further information on the work of the Steering Committee is available via Surrey County Council's website.

Councillor Heagin updated Members on the work of the LGR Working Group and advised that, whilst progress remains slow, assurances received indicate that matters are moving forward.

Concern was expressed regarding the potential cost of public notices associated with Community Asset Transfers. Members noted that clarification is awaited from Waverley Borough Council as to whether individual notices will be required for each transaction (i.e. publication in a local newspaper for two consecutive weeks), or whether a consolidated notice could be issued to cover multiple transactions, thereby reducing costs to the public purse.

Members were advised that the current public consultation runs until 30 April. In the interim, and noting that there is no direct financial commitment at this stage, Expressions of Interest for a further four community assets had been prepared for consideration.

Following consideration, it was **RESOLVED** that the Expressions of Interest be approved for submission to Waverley Borough Council for the following Community Assets:

- Combe Road Recreation Ground
- Crownpits Recreation Ground
- Longbourne Green Play Area
- Ockford Ridge Green Play Area

704. UPCOMING EVENTS

Members noted the following upcoming event(s):

Date	Event
Sunday, 17 May	Godalming Run

705. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

There were no updates received.

706. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no items from this meeting for additional publicity:

707. DATE OF NEXT MEETING

Subject to any amendments agreed at Annual Council, the next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 28 May 2026 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

708. 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) 19 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

709. STAFFING MATTERS

Members received an update from the Chair of the Staffing Committee regarding current vacancies.

It was reported that interviews for the post of Part-Time Education & Outreach Officer had been completed, with a number of strong candidates considered, and that an offer of employment had been made.

Members noted that recruitment to the Support Services Executive post had proved more challenging. Following the first round of interviews, only one candidate had been identified for progression; however, the candidate subsequently accepted an alternative offer of employment prior to a follow-up meeting.

Members were advised that the post has been re-advertised, with the job title amended to Administrative Officer to improve visibility within job search platforms. The closing date for applications is 8 May, with interviews scheduled for 15 May.

In the interim, contingency arrangements have been put in place to ensure continuity of service following the departure of the current postholder on 30 April, pending the appointment of a new incumbent.