

GODALMING TOWN COUNCIL

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107-109 High Street
Godalming
Surrey
GU7 1AQ

2 July 2021

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 8 JULY 2021 at 7.00pm.

Andy Jeffery
Town Clerk

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

| | |
|-----------------------|----------------------------------|
| Committee Members: | Councillor Follows – Chair |
| | Councillor Williams – Vice Chair |
| Councillor Adam | Councillor Ashworth |
| Councillor Boyle | Councillor Cosser |
| Councillor Crooks | Councillor Duce |
| Councillor Faraday | Councillor Heagin |
| Councillor Hullah | Councillor Martin |
| Councillor Neill | Councillor Purvis |
| Councillor PMA Rivers | Councillor PS Rivers |
| Councillor Rosoman | Councillor Stubbs |
| Councillor Welland | |

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 24 June 2021, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chairman of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

6. RECEIPT OF OFFICIAL LETTERS – ITEM TO NOTE

The following letters have been sent on behalf the Policy & Management Committee of Godalming Town Council (attached for the information of Members):

CEO of Waverley Borough Council – Letter in Support of Farncombe Skateboard & Bike Park

Rt Hon Robert Jenrick MP – Secretary of State for Housing, Communities & Local Government – Letter Highlighting issues regarding pre-CIL application funding for feasibility studies and design.

7. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS – ITEM FOR DECISION

RFO to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chairman should sign the schedule of accounts paid.

8. COMMITTEE WORK PROGRAMME – ITEM TO NOTE

The Committee's work programme is attached for the information of Members.

9. POLICY DOCUMENT REVIEW – ITEM FOR DECISION

Recommendation: Members to resolve to approve the recommendation to Full Council for the re-adoption of the following policy documents:

- [Complaints Procedure – How to Handle](#)
- [Complaints Procedure – How to Make](#)
- [Freedom of Information – Publication Scheme](#)
- [Safeguarding](#)
- [Statement of Staff Management](#)

Officers have no recommendations for amendments to the existing policies, listed above.

To ensure GTC Policies and Procedures are correctly maintained, the Support Services Executive has produced a document setting out a review schedule for GTC documents (attached for the information of Members).

10. **SAFEGUARDING REPORT FOR THE QUARTER ENDED 30 JUNE 2021 – ITEM TO NOTE**

The Safeguarding Officer managed one potential safeguarding issue during the previous quarter.

The Safeguarding Officer received a telephone call on Sunday, 1 May 2021 from a Caseworker caring for a family in Godalming concerning a potential safeguarding issue. The caseworker was given the number for MASH and the Emergency Duty Surrey Number and was advised that if unable to speak to MASH, the Caseworker should call 101, or if situation escalated, to call 999 immediately.

The Caseworker updated the Safeguarding Officer later that day to say a social worker had taken over the situation. No further action required.

11. **NEW LGA MODEL MEMBERS' CODE OF CONDUCT - ITEM FOR DECISION**

Recommendation: It is recommended that the Policy & Management Committee resolve to agree:

A. To recommend to Full Council that the new LGA model code be adopted without any local amendments.

B. To request the Town Clerk asks the Borough Monitoring Officer to provide appropriate information and training for Members on the new Code of Conduct

In December 2020 the Local Government Association (LGA) published a new Model Code of Conduct, subsequently updated in January and May 2021 (attached for the information of Members). The LGA consulted widely on the new code before publishing the final version. The Committee is requested to resolve to recommend to Full Council that the new model code be adopted.

Local Councils remain responsible for their own local code and so there is no 'requirement' to adopt the code, either in part or in full. Councils may choose to amend the model code prior to adopting it and/or can choose to amend it at any point in the future. Godalming Town Council has previously adopted the same Members' Code of Conduct as Waverley Borough Council, thus ensuring commonality of approach for Members and residents. Waverley adopted the new Members' Code of Conduct at Full Council on 22 March 2021. The Committee can, if it wishes, propose to Council amendments to the model code although none have been recommended by Officers.

Adopting the LGA Model Code of Conduct will ensure that the Code follows best practice for the sector. All councils are required to have a local Member Code of Conduct. Godalming Town Council's current [Members' Code of Conduct](#) can be viewed on our website.

Councillors, upon taking up office, sign an oath which binds them to comply with their code of conduct. The LGA has committed to undertaking an annual review of the code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation.

The LGA documentation is largely self-explanatory. However, there are a few things worth noting about the new code:

- (i) The model code seeks to build upon the Committee for Standards in Public Life's seven 'Nolan Principles' of public life (selflessness; integrity; objectivity;

accountability; openness; honesty and leadership). It builds on these principles with a set of 'general principles' developed specifically for the role of the councillor. Helpfully, these are phrased in the first person, reminding anyone reading the document that the code of conduct belongs to councillors. It is they who must own, champion and embody it. The Council's Senior Officers and the WBC Monitoring Officer and others have a professional responsibility to support councillors in upholding high standards of conduct but ultimately only councillors can make or break their own code.

- (ii) Earlier consultation drafts of the model code used the phrase 'civility' (where most authorities' codes, including Godalming's, had long used the terminology of 'respect'). Some consultees supported this shift in terminology. Others did not. There were pros and cons to this proposed change in focus. Ultimately, the LGA decided to use the more familiar word 'respect' rather than 'civility' in their final model code. Helpfully, the new model code provides a definition of respect in case it is not immediately obvious or perhaps as a useful reminder to reflect upon. It clarifies that councillors can 'express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner' but that councillors should not 'subject individuals, groups of people or organisations to personal attack'. The new model code also clarifies that councillors have a right to expect respectful behaviour from the public, other councillors and employees (code para 1)
- (iii) The model code contains specific references to councillors not bullying or harassing others. The original LGA model code did not contain these references although many authorities, including Godalming, had already amended their codes in recent years to clarify this duty. Helpfully, the model code explicitly refers to definitions of bullying and harassment (from ACAS and the Protection of Harassment Act 1997 respectively) (code para 2).
- (iv) The preamble to the code makes it clear that the code applies to 'all forms of communication and interaction' including online meetings, on the telephone and via social media ('application of the code of conduct'). This is helpful given so many alleged breaches of the code relate to electronic communications of one form or another (and this was the case prior to the increased levels of remote working brought about by Covid).
- (v) The model code contains new duties to undertake code of conduct training and to cooperate with any code of conduct investigation undertaken (code para 8).
- (vi) The new model code uses the terminology of 'disclosable pecuniary interests' (see code Appendix B table 1), 'other registerable interests' (see code Appendix B table 2) and 'non-registerable' interests (see code Appendix B paras 7-10). This terminology will be partly familiar and partly unfamiliar to those used to the current Godalming code. If adopted, it will be important that officers and councillors familiarise themselves with this new way of thinking about and describing interests. If adopted, councillors will be expected to use this terminology when registering and disclosing interests. Officers regard the new ways of describing interests within the model code as helpful.

'Disclosable pecuniary interests' The model code reiterates the legal duty to register and disclose 'disclosable pecuniary interests' and lists what these are (see table 1 within the model code).

'Other registerable interests' It also confirms that councillors 'must' register a specific set of 'other registerable interests' (see table 2 within the model code).

'Non-registerable interests' The model code also covers the need to disclose interests, when a matter arises at a meeting, that do not fall into either of the above categories but which directly relate to a councillor's 'financial interest or wellbeing'. The code is clear that councillors 'must' disclose this type of interest when it arises (para 7). The code sets out when this type of interest will be deemed to have arisen (para 8) and the two tests councillors should apply when considering whether or not they should participate and vote (para 9).

The new code also sets out new provisions for dealing with 'sensitive' interests which means those which 'could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation'. In short, the code allows for these types of interest to be registered with the Town Clerk but not put on public record.

12. **COUNCIL PROGRAMME 2019-2023 – ITEM FOR DECISION**

Recommendation: Members to resolve to approve the updated GTC Work Programme 2019-2023.

Members to review the Council Programme 2019-2023 adopted by Full Council on 26 September 2019 (attached for the information of Members), amended on 25 June 2020 and updated by Officers 29 June 2021. If updates are agreed, Members are requested to agree the updated version be posted on the Council's website.

13. **PLANNING – ITEM FOR DECISION**

TC/2021/01406 Proposed Telecommunications Site, Marshall Road, Godalming

G.P.D.O. Schedule 2, Part 16; Class A: Installation of a 15m monopole with 2 no. 6-port antennas, two dishes, three cabinets and associated ancillary works thereto

Whilst this application is contained within both week 23 and week 24 planning schedules issued by WBC, the Town Council has also been informed by letter from the Head of Planning that states:

"I refer to the above application and I should be pleased to receive your observations by 13/07/2021."

As observations are requested before the next scheduled meeting of the Environment & Planning Committee, the Chair of that Committee has requested that it is considered at Policy & Management in order to provide agreed observations.

14. **TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FARNCOMBE DAY CENTRE – ITEM TO NOTE**

Members are asked to note a report from Councillor Hullah on the Farncombe Day Centre (report attached for the information of Members) an organisation upon which Councillor Hullah represents the Town Council.

15. **TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARK'S COMMUNITY CENTRE MANAGEMENT COMMITTEE – ITEM TO NOTE**

Members are asked to note a report from Councillor Ashworth on the St Mark's Community Centre Management Committee (report to be tabled for the information of Members) an organisation upon which Councillor Ashworth represents the Town Council.

16. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 9 September 2021 at 7.15pm or at the conclusion of the preceding Staffing Committee, whichever is later.

18. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

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Tel: 01483 523575
E-Mail: office@godalming-tc.gov.uk



107-109 High Street
Godalming
Surrey
GU7 1AQ

25 June 2021

Mr Tom Horwood
Chief Executive
Waverley Borough Council
The Bury
Godalming
GU7 1HR

Dear Mr Horwood

Re: Farncombe Skateboard & Bike Park

I am writing on behalf of Godalming Town Council (GTC) following a presentation from a young citizen of Godalming, Zac Shovelton, to the Council's Environment & Planning Committee for the provision of a Skateboard and BMX Park in Farncombe on the site of the former Broadwater Golf Course (copy of presentation attached to email).

Zac presented a vision to GTC, which was both informative, visionary and aligned with the aspiration of the Godalming & Farncombe Neighbourhood Plan (GoFarNP) and it is believed meets the aims of Waverley Borough Council (WBC) in as much as:

- the Waverley Local Plan Pt 1 8.2 states that sustainable development aims to support strong, vibrant and healthy communities with accessible local services that reflect the community's needs and support its well-being. To achieve this, the right community facilities and other local services must be planned to enhance the sustainability of communities and meet local needs;
- the Waverley Local Plan also states that "The provision of improved recreational facilities supports the drive for healthier lifestyles and benefits the quality of life for many people". The Waverley local plan identifies that the delivery of improved recreational facilities is through infrastructure projects associated with the adoption of the Community Infrastructure Levy and working with partners to identify issues and co-ordinate the delivery of infrastructure;
- WBC corporate strategy aims to provide high quality public services, accessible for all, including sports, leisure, arts, culture and open spaces.
- Additionally, Zac Shovelton's vision supports WBC's and GTC's strategy to improve facilities for young people and to promote 'reduce & re-use' through the re-purposing of existing facilities which meets the aim of sustainable development.

Whilst GTC has an understanding of the issues relating to the site, as you will see from Zac's presentation, if those issues were to be resolved the repurposing of the site to a combined Skateboard, BMX, scooter and outdoor activity hub, which includes commercial income opportunities, could be seen as an opportunity to provide public amenity for the benefit of Godalming and surrounding communities.

In considering the potential for such a development, GTC wishes to express its support for such an opportunity alongside its willingness to work with WBC to explore opportunities to deliver on the aspirations of the GoFarNP.

Web: www.godalming-tc.gov.uk

GTC requests that the Executive of WBC and senior management team gives serious consideration to this proposition, which could make a vision into a reality.

GTC wishes to support WBC in any way it can to develop this opportunity and looks forward to hearing from you on any potential project that may arise from your considerations.

Yours sincerely

Andy Jeffery

Andy Jeffery
Town Clerk

Enc: Presentation by Zac Shovelton attached by email

cc: Cllr Paul Follows – Leader WBC
Zac Shovelton c/o Amanda Shovelton

By email to: Tom.horwood@waverley.gov.uk
Paul.follows@waverley.gov.uk

Clerk: Andy Jeffery MSc MCGI
Tel: 01483 523575
E-Mail: office@godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

30 June 2021

Rt Hon Robert Jenrick MP
Secretary of State for Housing, Communities
& Local Government
House of Commons
London
SW1A 0AA

Dear Minister

Re: Inability to Award Community Infrastructure Levy (CIL) to Establish Feasibility/ Specifications/Costs of Community Infrastructure Projects

As a Town Council of a community with an adopted Neighbourhood Development Plan, Godalming Town Council is fully supportive of the principles and delivery of CIL. Although the level of CIL funds within our particular area may be relatively modest, each project that can be supported by 'Neighbourhood CIL' funds provides a benefit to our community.

The challenge Godalming Town Council believes exists for many potential project deliverers is the inability to overcome the initial costs and risks of establishing a viable, well designed and costed project for submission for consideration for CIL funding.

Within the last few months Godalming Town Council has found itself to be the funder of last resort to ensure that infrastructure projects of great community benefit could reach the stage for consideration for CIL funding.

The first example related to a feasibility study to establish the viability of a cycle route that would form part of a wider network, thus supporting active travel. In this case the Godalming Cycle Forum had reached the extent of the available knowledge within its group and required a professional feasibility study to support a viable bid. Quite reasonably, the Cycle Forum did not feel that it was for its membership to fund this requirement in order to access further funds to provide a public infrastructure project. As such, in order to demonstrate the project viability and hence the community benefit the Town Council found itself in a position that it either funded the study, or the project could not be progressed. In this case the Town Council funded a feasibility study, which provided the evidence required to gain support of the Borough and County Councils and was subsequently awarded significant CIL funding to allow the project to be delivered.

The second and more recent example relates to a sports changing facility built in the late 1960's which is no longer fit for purpose. In collaboration with local sports clubs the Town Council has established a clear community need to ensure that such facilities are provided to support youth teams that meet appropriate standards for safeguarding considerations and equality of access. However, once again in order to determine how this need could be met, Godalming Town Council has found itself having to fund the early stages of a potential project or see that project wither on the vine. In this case the need being to conduct a condition survey on the existing building to establish whether replacement or refurbishment would be the most cost effective and appropriate method of delivering a facility fit for purpose with a longevity appropriate to the cost.

Whilst these are only two examples from one Town Council, anecdotal evidence suggests to Members of the Council that Godalming is not the only council having to determine whether to use other funds to support the early stages of potential CIL projects or see the bid collapse.

The pre-bid stage of any potential CIL project is not only crucial to the success of the funding bid itself, but importantly the eventual delivery of the project. Without a fully considered, viable bid, the potential for projects to be underfunded and therefore not delivered is very real and the financial risk to those wishing to deliver the project is palpable.

As a solution, Godalming Town Council suggests a modest change to the CIL legislation to enable up to 5% of available 'Neighbourhood' CIL receipts to be allowed to be used to fund the preparation of CIL bids; the 5% being accounted for on the same accrued basis as the principal fund. Whilst it could be argued that such a move could risk supporting frivolous bids, the same rigour provided by local councils in determining whether to use non CIL funds to support the pre-CIL bid process would be used to determine whether a potential project has community support and could provide a community benefit.

Godalming Town Council would like to thank you for your consideration of this matter. The Council looks forward to a positive outcome that would allow it to continue to support its community through the CIL process whilst utilising other funds to support non-infrastructure issues of equal importance to its community.

Yours sincerely

Andy Jeffery
Town Clerk

cc: Rt Hon Jeremy Hunt MP
Jonathan Owen, Chief Executive, NALC
Anne Bott, Chief Executive, Surrey Association of Local Councils

8. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|--|-------------------------------|------------|---|-------------|-----------------------|
| COMMUNITY CENTRES – PERFORMANCE MONITORING | Town Clerk | 46-16 | On-going item for approximately quarterly reporting. Due to the current limited use of the community centres, no performance monitoring has been undertaken | Quarterly | September 2021 |
| CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP | Town Clerk | 414-16 | Works to progress as agreed by Members (Min No 263-18). Full Survey conducted in Oct/November 2020, maintenance programme ongoing. | 2 yearly | Nov 2022 |
| APPROVAL OF VARIABLE DIRECT DEBITS | RFO | 40-19 | Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years. | Two yearly | May 2022 |
| ANNUAL SAFETY REPORT | Town Clerk | 444-18 | Health & Safety Policy requires an annual safety report to the Council. | Annual | April 2022 |
| GTC PROGRAMME 2019 – 2023 | Town Clerk | | Review of GTC Work Programme 2019 – 2023 Item on this agenda | Quarterly | July 2021 |
| Transfer of Land Assets | Town Clerk | 280-20 | Members resolved to authorise the negotiation of the potential asset transfers indicated below. Request for Head of Terms with WBC | | October 2021 |
| Youth Provision Survey | Youth Provision Working Group | 215-20 | Consultation with residents regarding future youth provision Consultation underway concluding 12 July 2021 | | May/June 2021 |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|---|-------------------------------|------------|--|----------------------|----------------------|
| REPRESENTATION ON EXTERNAL BODIES REPORTS: | | | | Required Date | Revised Date |
| St Mark's Community Initiative Group | Cllr Ashworth | | Report provided. | 28/01/21 | |
| Holloway Hill Sports Association | Cllr Martin | | Report provided. | 28/01/21 | |
| Waverley Citizens' Advice | Cllr Steel | | Report provided. | 17/10/19 | 16/04/20 11/03/21 |
| SALC | Cllr Cosser | | Report provided. | 05/03/20 | 16/04/20 11/03/21 |
| Godalming Cycle Forum | Cllr Crooks | | Report provided | 16/04/20 | 22/04/21 |
| District Scout Council | Cllr Crooks | | Report provided | 16/04/20 | 22/04/21 |
| Godalming Park Run Group | Cllr Duce | | Report provided | 25/06/20 | 24/06/21 |
| Fairtrade Steering Group | Cllr Faraday | | Report provided. | 24/06/21 | |
| Farncombe Day Centre | Cllr Hullah | | Report expected 8 July 2021. Report on this agenda | 08/07/21 | |
| St Mark's Community Centre Management Committee | Cllr Ashworth | | Report deferred from 11 July 2019 to 30 July 2020. Report expected 8 July 2021. Report on this agenda | 11/07/19 | 30/07/20 08/07/21 |
| COVID Support Fund – Rotary Clubs | Cllr Ashworth | | Report expected 9 September 2021 | 09/09/21 | |
| Godalming/Joigny Friendship Association | Town Mayor/ Cllr Boyle | | Report expected 9 September 2021 | 09/09/21 | |
| Godalming/Mayen Association | Town Mayor/ Cllr PS Rivers | | Report expected 9 September 2021 | 09/09/21 | |
| Sport Godalming | Cllr Adam | | Report expected 14 October 2021 | 14/10/21 | |
| Godalming & District Chamber of Commerce | Cllr Stubbs | | Report expected 14 October 2021 | 14/10/21 | |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|--|-------------------------------------|---------------|----------------------------------|-------------|----------|
| Go Godalming Association | Town Mayor/ Cllr Heagin | | Report expected 25 November 2021 | 25/11/21 | |
| Surrey Hills – South Downs Community Rail Partnership | Cllr Follows/ Cllr PMA Rivers | | Report expected 25 November 2021 | 25/11/21 | |
| Godalming Museum Trust | Cllr Purvis/ Cllr Rosoman | | Report expected 25 November 2021 | 25/11/21 | |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
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Godalming Town Centre Area – Action Plan

| Action 1 | Planning | Progress |
|----------|--|---|
| | Continue to provide an opportunity for the public to express their views on planning matters and to provide advocacy for the protection of the character and historic setting of the town centre area. Utilise GTC's social media to promote knowledge of how residents are able to express concerns to Members at meeting of the council or its committees. | |
| Action 2 | Article 4 Directive | |
| | Environment & Planning Committee to monitor planning schedules to ensure that any matter relating to Change of Use development within the Article 4 Direction Order area is subject to a planning application and to review all planning applications for development within the Article 4 Direction Order area. | |
| Action 3 | Wiggins Yard Environmental Improvement Scheme | |
| | To continue to explore options with WBC for the environmental improvement works to Wiggins Yard, bring forward proposals that are within the available S106 funding agreement and also provide the maximum benefit for residents. GTC to consider proposals and if approved, formally accept responsibility for the delivery of the project. | GTC officers reviewed the Wiggins Yard appraisal report and responded to WBC on 22 Feb 2021. A number of issues were raised regarding costs v available funding v community benefit. WBC to take forward a number of legal considerations to progress project. |
| Action 4 | Guildford to Godalming Greenway – Cross Godalming Section | |
| | When available bring the outcomes of the Design and Feasibility report to the Environment & Planning Committee and, if appropriate, support a bid for Strategic CIL funding. | On 6 April 2021, WBC awarded £200,000 Strategic CIL Funding to the Guildford to Godalming Greenway – Godalming Gateway |
| Action 5 | Current Pedestrianisation | |
| | Continue to implement the road traffic restrictions upon Godalming High Street to meet the requirements of the Temporary Road Traffic Order. Continue to be informed by Government Covid-19 regulations and social distancing protocols for the operation of the Traffic Order post 21 June 2021. | The Temporary Road Traffic Order is due to expire end of June 2021, |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
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| Action 6 | Future Pedestrianisation | | | | |
| Work with SCC Member for Godalming North to establish options for traffic reduction within the Godalming town centre area to improve walkability and bikeability, including traffic access and speed restrictions. To bring forward proposals for endorsement by GTC and subsequent submission to SCC. | | | | GTC nominated Task & Finish Group to consider future options. | |
| Action 7 | Crown Court Pedestrian Area | | | | |
| Crown Court Working Group to consider options for improvements to the Crown Court pedestrian area and to seek the support of WBC for its implementation. To bring forward the preferred option for endorsement by GTC and, where required, Full Council approval for Neighbourhood CIL Funding. | | | | | |
| Action 8 | Community Events – The Green Environment | | | | |
| Seek GTC approval to waive hire fee for the bandstand for use by organisations or groups providing free community events. | | | | Action Complete | |
| Action 9 | Community Events – The Green Environment | | | | |
| Investigate options and costing for the repair of the defective flood light column on The Bury's Field. | | | | | |
| Action 10 | Community Events – The Green Environment | | | | |
| Work with WBC to identify further opportunities for community and commercial events that provide a benefit, attraction or activity for residents. | | | | Pride in Surrey – Ongoing | |
| Action 11 | Community Events – Town Centre Built Environment | | | | |
| Continue to support and organise community events in line with GTC Community Events Policy and decisions of the Council. | | | | Ongoing i.a.w GTC Community Events Policy and GTC Community Events Programme approved by P&M 17 December 2020 (Min No 275-20). Members to note that a number of community events scheduled for 2021 may be subject to government COVID-19 restrictions | |
| Action 12 | Floral Godalming | | | | |
| Continue to implement Floral Godalming, seeking opportunities for sponsorship and working with SCC for the expansion of the scheme to incorporate the main approach roundabouts and roadside barriers at the pedestrian refuges around the approaches to the town. | | | | Floral Godalming 2021 progressing on 2019 footprint, options for expansion to be investigate, risk assessed and brought to P&M for additional funding as required. | |

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| Action 13 | Floral Godalming | | | | |
| Seek to develop options for community engagement and involvement with the future of Floral Godalming, including options for 'Godalming Growers'. | | | | | |
| Action 14 | Signage, Rails, Bollards, Bells, Benches & Buildings | | | | |
| <ul style="list-style-type: none"> • Conduct a full audit of street furniture • Implement a programme of repair and renovation during 2021 • Audit info-signage for accuracy • Work with other info-signage providers, including WBC, rail operators and the Community Rail Partnership to provide a co-ordinated approach to info-signage. | | | | Ongoing - programme of audit and repair for Town Centre street furniture commenced 19 April 2021 | |
| Action 15 | The Pepperpot | | | | |
| Bring forward plans for the exterior repair and repainting of The Pepperpot. | | | | | |
| Action 16 | The Pepperpot | | | | |
| GTC to investigate the installation of 'fixed' public seating and tables in the area around The Pepperpot. | | | | In principle permission provided with 3 benches to be trialled for suitability prior to permanent positioning | |
| Action 17 | Buildings of Local Merit | | | | |
| GTC to champion a scheme for identification of Buildings of Local Merit and submit identified buildings for adoption by WBC. | | | | | |
| Action 18 | Public Art | | | | |
| GTC to 'champion' the establishment of an Art Forum within Godalming to provide a collective voice to seek opportunities to promote, display or perform art, including art within the public realm. | | | | Cllr PMA Rivers initiated Art Forum. | |
| Action 19 | Regeneration and Supporting the Local Economy | | | | |
| <p>Work with WBC Economic Development Team (EDT) to promote Godalming as a positive business location, seek feedback from the EDT to identify negative issues that are within GTC powers and identify the role that Godalming Town Council and Waverley Borough Council can play in:</p> <ul style="list-style-type: none"> - encouraging small, locally based businesses in order to create a circular economy, keeping money in the local economy and promoting locally sourced and sustainable goods and services; - encouraging businesses which will make Godalming an attractive town for people to visit and in which to spend time." | | | | GTC submitted a bid to the Welcome Back Fund, awaiting outcome of compliance check | |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|---|--------------------------------------|------------|----------|---|----------|
| Action 20 | Business Improvement District | | | | |
| Support Godalming & District Chamber of Commerce with information or resource in preparing a BID plan. Requests for significant staff resource of any financial support to be brought to Policy & Management Committee for consideration. | | | | | |
| Action 21 | Devolution of Public Assets | | | | |
| Report to Members on the progress of requested land transfers from WBC, Charterhouse Green and Lammas Land adjacent Meadow allotments. | | | | GTC wrote to WBC December 2020, request acknowledged and within WBC work programme | |
| Action 22 | Devolution of Public Assets | | | | |
| GTC to agree which assets it wishes WBC to devolve to the Town Council and formally request WBC to transfer those assets of local community value to the Town Council. | | | | | |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|------|------|------------|----------|-------------|----------|
|------|------|------------|----------|-------------|----------|

Key Dates for Members' Information (Town Events etc.)

| Event | Date |
|---|---|
| <i>Spring Festival</i> | <i>Saturday, 3 April 2021 – Cancelled</i> |
| <i>St John's Spring Fair</i> | <i>Saturday, 1 May 2021 – Cancelled</i> |
| Annual Council/Mayor Making | Thursday, 13 May 2021 |
| <i>Godalming Run</i> | <i>Sunday, ? May 2021 – Cancelled</i> |
| <i>Summer Food Festival</i> | <i>Sunday, 4 July 2021 – Cancelled</i> |
| Staycation | Saturday, 7–Sunday, 15 August 2021 |
| Godalming Green Gala | Saturday, 14 August 2021 |
| Heritage Weekend | Friday, 18-Sunday, 20 September 2021 |
| Town Show | Saturday, 18 September 2021 |
| Remembrance Sunday | Sunday, 14 November 2021 |
| Christmas Festival & Light Switch-On | Saturday, 27 November 2021 |
| Farncombe Christmas Lights | Thursday, 2 December 2021 |
| Pancake Races | Tuesday, 1 March 2022 |
| Spring Festival – Spring into Godalming | Saturday, 2 April 2022 |

POLICY & PROCEDURE REVIEW TIMETABLE

| Committee – Policy & Management Committee | | | |
|---|-------------------------------|-------------------|------------------|
| Policy/Procedure | Last Adopted/ Reviewed | Review Due | Frequency |
| Accessibility Statement – Website & Mobile Applications | Sep 20 | 2022 | Biennial |
| CCTV Policy – to be written | Apr 19 | | |
| Code of Conduct - Members | Jul 19 | 2023 | Quadrennial |
| Committee Chairs' & Group Leaders' Meeting – Terms of Ref | Sep 19 | 2023 | Quadrennial |
| Communications Policy | Dec 20 | 2022 | Biennial |
| Community Engagement Strategy | Apr 21 | 2023 | Quadrennial |
| Community Events Support Policy | Apr 20 | 2023 | Quadrennial |
| Community Infrastructure Levy (CIL) Application Form | Sep 20 | 2022 | Biennial |
| Community Infrastructure Levy (CIL) Policy & Funding App Form Guide | Sep 20 | 2022 | Biennial |
| Complaints Procedure – How to Handle | Dec 19 | 2021 | Biennial |
| Complaints Procedure – How to Make | Dec 19 | 2021 | Biennial |
| Council Programme 2019-2023 | Sep 19 | Jun 20 | Annual |
| Criteria for Nomination of Town Mayor & Deputy Mayor (not on website) | Jan 01 | Sep 21 | Quadrennial |
| Equality & Diversity Policy/ Statement | May 20 | Jan 21 | Annual |
| Freedom of Information – Publication Schedule | Dec 19 | 2022 | Triennial |
| GDPR-Removable Media Policy | Dec 20 | 2021 | Annual |
| GDPR-Subject Access Policy | Dec 20 | 2021 | Annual |
| GDPR-Privacy Notice – General | Dec 20 | 2021 | Annual |
| GDPR-Privacy Notice-Staff & Councillors | Dec 20 | 2021 | Annual |
| GDPR-Document Retention Policy | Dec 20 | 2021 | Annual |
| GDPR-Information Data Protection Policy | Dec 20 | 2021 | Annual |
| GDPR-Removable Media Policy | Dec 20 | 2021 | Annual |
| Godalming Town Centre Area – Past, Present & Future | Apr 21 | Jul 21 | Annual |
| Health & Safety Policy/Statement | April 21 | 2022 | Annual |
| Honorary Freeman Scheme | Jan 19 | 2023 | Quadrennial |
| Modern Day Slavery Statement | Apr 21 | 2023 | Quadrennial |
| New Councillor & Staff Induction & Training Policy | Mar 19 | 2023 | Quadrennial |
| Press Strategy | Jul 19 | 2023 | Quadrennial |
| Protocols and Procedures – A Basic Guide for the Mayoralty | Jan 19 | 2022 | Triennial |
| Safeguarding Policy | Sep 19 | 2021 | Biennial |
| Standing Orders | May 21 | 2022 | Annual |
| Statement of Staff Management | Mar 18 | 2022 | Quadrennial |
| Treasury & Investment Strategy | May 21 | 2021 | Annual |

| Committee – Audit | | | |
|--------------------------|-------------------------------|---------------|------------------|
| Policy/Procedure | Last Adopted/ Reviewed | Review | Frequency |
| Business Continuity Plan | Apr 20 | 2021 | Annual |
| Financial Regulations | May 21 | 2022 | Annual |
| Fixed Asset Policy | Sep 19 | 2021 | Annual |
| Risk Management Strategy | May 21 | 2022 | Annual |

| Committee – Staffing | | | |
|---|-----------------------------------|-------------------|------------------|
| Policy/Procedure | Last Adopted/ Reviewed | Review Due | Frequency |
| Absence & Sick Pay Policy/ Procedure | Jul 19 | 2021 | Biennially |
| Appraisal Scheme | Jul 17 | 2021 | Biennially |
| Code of Conduct - Employee | Apr 20 | 2022 | Biennially |
| Code of Conduct – IT Facilities | Feb 20 | 2022 | Biennially |
| DBS Data Handling Policy | Feb 20 | 2022 | Biennially |
| Dignity at Work Policy | Dec 19 | 2021 | Biennially |
| Disciplinary Procedure | Sep 19 | 2021 | Biennially |
| Exercise of Employer Discretions | Apr 19 | 2021 | Biennially |
| Fire Safety Precautions & Emergency Procedures | Nov 18 | 2021 | Biennially |
| First Aid Policy | Nov 19 | 2021 | Biennially |
| Grievance Procedure | Sep 19 | 2021 | Biennially |
| Leave Policy | Jul 19 | 2021 | Biennially |
| Lone Working Policy | Nov 18 | 2021 | Biennially |
| Recruitment of Ex-Offenders Policy | Feb 20 | 2022 | Biennially |
| Recruitment of Ex-Offenders Policy Statement | Feb 20 | 2022 | Biennially |
| Scheme of Delegation (Procedure - not on Website) | Jul 20 | 2021 | Annually |
| Social Media Policy | Feb 20 | 2022 | Biennially |
| Training Statement of Intent | Jul 18 | 2021 | Biennially |

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering

interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable pecuniary interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it

is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body included in those you need to disclose under Disclosable Pecuniary Interests as set out in **Table 1**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

| Subject | Description |
|--|---|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.] |
| Sponsorship | Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| Contracts | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the |

| | |
|----------------------------|---|
| | <p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p> |
| Land and Property | <p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p> |
| Licenses | <p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p> |
| Corporate tenancies | <p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p> |
| Securities | <p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p> |

| | |
|--|---|
| | spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class. |
|--|---|

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

| |
|--|
| <p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> a) any body of which you are in general control or management and to which you are nominated or appointed by your authority b) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) any body directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) |
|--|

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

PROGRAMME 2019-2023

PURPOSE

This document sets out for Members, Staff and the Community how the Town Council will work to achieve its objectives set out in the Neighbourhood Plan in the best interests of all who live and work in the town, and all who use the Town Council's services. It provides direction and focus for future Council strategies, projects and business plans and will help guide the Town Council in setting its budget. It will provide a basis on which to monitor the performance of the Council and will be regularly reviewed and updated as priorities and projects change.

SCOPE

- This document sets out a high level programme of Council activities to meet the broad aims and objectives set out in the 2019 Godalming and Farncombe Neighbourhood Plan for the administrative period 2019-2023.
- It will underpin development of the Council's 2019-2023 business plan.
- Further work will set out in more detail the Council's annual work programme of activities for the period from June 2019 to March 2020 with programmes for subsequent years to be developed on a rolling basis.
- A Delivery Plan will be prepared to provide for each activity in the work programme in detail for the year ahead and more broadly for subsequent years:
 - detailed objectives, accountabilities and target dates;
 - high level metrics to track progress and achievement;
 - Key enablers and dependencies; and
 - Key risks.
- These delivery plans will guide the work of the Council each year and enable progress to be tracked pragmatically against our objectives.

RELATIONSHIP TO OTHER DOCUMENTS

| | |
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| <p><u>Godalming & Farncombe Neighbourhood Plan</u></p> | <p>The Neighbourhood Plan provides a broad context for the Town Council's Aims & Objectives. As it has been extensively consulted upon, and democratically endorsed in the referendum of 9 July, it provides a solid framework and reference point for the development of the Programme document, which should be consistent with it.</p> |
| <p><u>GTC Business Plan to 2023</u></p> <ul style="list-style-type: none"> • SMART objectives • timetable • accountability/responsibility • dependencies • resources • risks | <p>In parallel with the development and agreement of the Aims & Objectives Document, Members will work closely with Council Staff to develop a detailed multi-year business plan which will guide both Members and Council Staff's work and provide a basis for budgeting.</p> |

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| <u>GTC Annual Budget</u> | The Aims & Objectives Document sets out what the Council intends to achieve over the next few years, therefore, providing important input into the development of annual budgets, largely via the GTC Business Plan to 2023. |
| <u>Council's Annual Delivery Plans</u> | While all documents mentioned in this section will be available to the public, it will be important to translate the aims and objectives into a set of easily understood commitments which will be presented to the public in an attractive, easy to understand and informative manner. |
| <u>Council Accountability</u> | The Aims & Objectives Document is an important factor in ensuring that the public understand what commitments the Council is making and how and when it intends to deliver them; to ensure that the Council can be properly and effectively accountable to those who work and live in the Town. |

CONTEXT

Neighbourhood Plan – Vision for Godalming and Farncombe:

'In 2032, Godalming and Farncombe has successfully retained its distinctive historic feel whilst sustainable growth has enabled it to address the challenges that its people have faced.

The historic core of the town has been protected and the increased footfall in the town has helped to retain the vitality of its shops and services. High quality external finishes to new shopfronts and signage have helped to give the community back its High Street that is distinctly 'Godalming'.

The increased footfall has been helped by a recognition that the car has been choking a town unable to resolve its congestion by providing new roads. Instead, pavements, footways and cycle paths have been created and improved along key routes so now more people leave the car at home and instead come to shop, take their children to school or go to work on foot, by bicycle or by bus (including school buses).

Whilst traditional employment has fallen in Godalming and Farncombe, the highly skilled population has taken the opportunity created by the development of more modern workspaces. Small-scale, flexible workspaces and co-working hubs have been developed across the area which have encouraged a growing entrepreneurial spirit and the development of new companies which can share space and network. This has been complemented by the roll-out of faster broadband. Godalming and Farncombe have adapted in order to remain competitive.

This has all helped to encourage more young people with families to live in Godalming. This has been assisted by family housing being freed up by older people who have been able to move into newly built housing and facilities that are specifically designed to address their needs. Whilst this development has been modern in its thinking, it has been designed to be in keeping with the character of the area in which it sits; innovation in design is encouraged but in a way that still means new buildings sit comfortably within their surroundings.

The growing population has not been to the detriment of Godalming and Farncombe's environment or infrastructure. Existing community facilities have been protected and new facilities delivered alongside growth. Equally, new development has protected and enhanced the high quality natural environment which defines the setting of the town and has been designed to maximise sustainability. Godalming and Farncombe has grown, but not at the expense of the environment or the health and wellbeing of its people.'

Ref: Godalming & Farncombe Neighbourhood Plan 2017-2032 Page 16

Godalming & Farncombe Neighbourhood Plan Objectives

Housing

- To address the housing and social care needs of the population of Godalming and Farncombe.

Transport

- To increase walking and cycling as alternatives to the private car.
- To improve public transport networks and availability.
- To address parking problems, particularly at Godalming and Farncombe stations.

Economy

- To provide modern, flexible employment space for start-ups and growing micro-businesses.
- To ensure a flexible approach to Godalming town centre and Farncombe village centre which helps to preserve and enhance their vitality.

Community and Infrastructure

- To safeguard existing community infrastructure and to ensure new development provides the community facilities that are lacking in the town.

Heritage and Design

- To ensure that development respects the character of the area.
- To ensure that shopfronts in the town centre protect and enhance the heritage of the Town Centre Conservation Area.

Environment

- To protect and enhance the sensitive natural environment in which Godalming and Farncombe sits.
- To ensure development enhances the potential for local flora and fauna to thrive.
- To ensure that development is sustainable, particularly in its use of water and energy.
- To ensure development minimises air pollution and removes the need for Air Quality Management Areas.

Ref: Godalming & Farncombe Neighbourhood Plan 2017-2032 Page 17

GODALMING TOWN COUNCIL PROGRAMME 2019-2023

This document sets out the Town Council's Programme for the period 2019-2023. It is focused on delivering the Neighbourhood Plan objectives. However, the Council has to undertake activities that go beyond the scope of the Neighbourhood Plan. The Neighbourhood Plan sets out how the community vision (see above) will be realised through planning and controlling land use and development change over the plan period 2017 to 2032. These form one part of this programme document, other objectives have been added to reflect the full range of Council work.

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| | Completed |
| | No known problems hindering progress |
| | Minor concerns or known issues which may impede progress |
| | Major problems putting completion at significant risk |
| | Abandoned / failed |
| | No accountability yet assigned |

| GTC Objective | Status | Plan implementation Date | Notes |
|---|--------|--------------------------|---|
| Environment and Planning (encompassing NP Objectives for Environment, Housing and Transport) | | | |
| Activities | | | |
| Establish GTC Environment & Planning Committee. | | Jan 2020 | Agreed by FC 26 Sept |
| Commit to becoming a carbon-neutral organisation by 2030, to cover scope 1, 2 and 3 emissions, including an earlier target of 2025 for all scope 1 and 2 emissions. | | Jan 2025 / 2030 | Commitment made by GTC 25 July 2019. |
| Conduct annual carbon audits to establish and subsequently monitor the Council's carbon footprint. | | Annual | Next Audit due May 2022 for period 2020/21 |
| Establish a budget for environmental grants to encourage and enable carbon-reduction and mitigation schemes to improve bio-diversity within Godalming. | | 25 July 2019 | 2019/20 funded from Emerging projects fund 2020 onwards as base budget item |
| Establish criteria for the award of environmental grants. | | March 2020 | Adopted by FC 23 April 2020 |
| Establish the protocols for reporting environmental implications of recommendations in Officer reports alongside legal, financial and equality implications. Where appropriate these will include the impact of recommendations on CO ² emissions as well as any other relevant environmental factors. | | TBC | To be included as on E&P work programme |
| Seek ways to facilitate and encourage our community to reduce direct and indirect CO ² emissions, to conserve and enhance biodiversity and to become resilient to changes caused by the changing climate. | | Ongoing | Throughout 2020 GTC displayed public information boards at 107-109 High Street, versions of the information has been transferred to information |

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| | | | board below the Pepperpot. GTC has set up and is supporting the Godalming Climate Forum and is holding Godalming's first sustainability fair on 14 August 2021 |
| <p>Take active steps where possible to encourage:</p> <ul style="list-style-type: none"> a) increased use of sustainable transport; b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this; c) organisations undertaking construction and building works to adopt sustainable building practices and to provide sustainable developments that minimise carbon emissions; d) development and use of renewable energy sources; e) production, sale and consumption of locally sourced and sustainably produced food; f) adoption of wildlife friendly land and water management practices; g) any other sustainable methods and steps for achieving the Neighbourhood Plan objectives. | | TBC | <p>GTC actively supporting the Godalming Cycle Forum to encourage active travel, and is also a lead member of the Community Rail partnership to promote rail travel with active travel options for onward journeys.</p> <p>GTC provided a grant to undertake the feasibility study which supported a successful CIL application for the Godalming Crossway section of the Guildford/Godalming Greenway.</p> <p>GTC is working with WBC & Surrey to develop the Greenway and also engaging with WBC, the Cycle forum and others to provide active travel infrastructure.</p> <p>GTC has transferred to 100% UK certified renewable electricity suppliers and is promoting sustainable living through its involvement with the Godalming Climate Forum and the Godalming Green Gala</p> |
| Develop, adopt, maintain and review annually a Carbon Reduction Plan. | | Annual | Next Audit due May 2020 for period 2018/19 |

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| Improve public participation in planning. | | Ongoing | Formation of E&P committee. GTC promotes via its social media platforms public consultations including developer consultations, thus increasing the reach of those consultations. |
| Where practicable, work with WBC to develop, maintain and run social housing. | G Boyle AM Rosoman | | |
| Support Waverley Borough Council in improving the provision of affordable housing. | G Boyle AM Rosoman | | |
| Oppose development of fossil fuel mineral extraction. | S Williams | | |
| Discourage single use plastics and promote deposit schemes for plastic bottles. | | Ongoing | GTC resolved to support the Godalming Plastic Free Campaign |
| Protect natural habitats and biodiversity. | | Ongoing | Management of green spaces, limited use of pesticides and herbicides. Working with WBC/Thackham and Surrey Wildlife on Community Orchard and gardening projects |
| Where practicable provide support for rewilding projects. | | Ongoing | JBC rewilding at Eashing Cemetery, rewilding of grass verges i.e Wharf Nursery/Flambards Way |
| Promote strategies for reducing and reusing materials as much as recycling. | J Purvis | | |
| Provide an information hub to promote understanding of individuals' and communities' impacts on climate change. | | Ongoing | Planned information point at 'new' GTC offices |

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| Work with community groups and statutory bodies to improve cycling environment, safety, infrastructure and facilities. | | Ongoing | GTC work with Godalming Cycling Campaign, SCC and other partners regarding cycling environment |
| To provide, maintain and operate public drinking water fountains/bottle refill points. | | | 1 st water foundation approved by Council 5 Sept, installation delayed by COVID and challenges in mains connections location to be reviewed. |
| Work with local organisations to promote the transfer from incandescent lighting to LED lighting systems and where appropriate provide LED lamps for vulnerable members of the community. | | Ongoing | Discussions with CAW and other Community Groups for volunteer base to promote |
| Where appropriate, utilise Council maintenance staff in support of the Council's environmental objectives. | | Ongoing | GTC Staff to be utilised where appropriate and within resource |
| | | | |
| Community Safety | | | |
| Liaise with police and community groups and identify the resources required to promote schemes aimed at reducing anti-social behaviour and crime. | | Ongoing | ASB meeting held at Farncombe, GTC working with Police and other agencies to identify issues and investigate preventative measures |
| Promote traffic slowing schemes such as Twenty's Plenty and safer walking routes to school. | R Ashworth J Purvis A Adam | | GTC agreed to support Twenty Plenty campaign and lobby for introduction in Godalming |
| Seek to create a more pedestrian friendly environment through increased pedestrianisation and residential parking schemes. | R Ashworth B Crooks | | Utilizing experiences gained during the 2020/2021 lockdowns, GTC agreed to bring forward proposals for permanent traffic control measures in the town centre. |

| Youth Provision | | | |
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| Promote engagement with voluntary and statutory providers of youth services to determine how the Council can support increased provision and access to youth provision, support and services within Godalming. | | Ongoing | Youth Provision Working Group established, working with local stakeholders to identify practice and sustainable areas which GTC can assist. GTC undertaking public consultation surrounding the provision of youth services in the town, and has agreed to support WBC youth intervention "Friday Night Project" |
| Develop and support youth engagement in the democratic process. | A Duce | | Actions to be determined by outcomes of Youth Provision Working Group |
| Develop and support youth engagement programmes and activities aimed at raising awareness of environmental issues. | A Duce S Williams | | Actions to be determined by outcomes of Youth Provision Working Group |
| | | | |
| Support Local Business | | | |
| Work with local business organisations, Waverley Borough Council, the Godalming and District Chamber of Commerce and other organisations to promote Godalming as a retail and business centre. | | Established and ongoing | GTC work with the Chamber of Commerce and WBC economic development team to promote Godalming and Farncombe. |

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| Work with local stakeholders to organise, manage and promote community events including town festivals, national celebrations and commemorations, markets, Staycation and other activities that enhance and support the vitality and vibrancy of the town, its retail centres, businesses and community. | | Established and ongoing | GTC supports a full programme of Community events both annual and individual national celebratory events. Farmers Markets, Friday Pop-Up, Saturday Pop-Up, Remembrance Day Parade, Godalming Christmas Festival & Lights Switch On, Santa Grotto, Farncombe Christmas Lights, Town Day, Spring Festival, Godalming Community Run, St John's Spring Fair, The Town Show, The Spring Festival, The Food Festival, Staycation and for 2021 the Godalming green Galal |
| Use and support ethical, local, Fair Trade and Tax Mark compliant suppliers. | S Wardell | | |
| Support the protection of local sustainable office and work spaces via an Article 4 Direction Order(s) for key sites in the town. | | | Article 4 Direction Order Made April 2020 |
| Work with local business organisations and other stakeholders; promote sustainable and regenerative business models. | S Wardell | | |
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| Equality, Diversity, Inclusion, Health and Wellbeing | | | |
| The Council is fully committed to the elimination of unlawful and unfair discrimination and will endeavour to support all groups within our community. | | Ongoing | GTC adopts and implements policies to ensure equality of access to its services and facilities and that all people within our community are treated equally. |

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| Work with stakeholder groups to support the establishment of the Godalming Parkrun. | | | Godalming Park Run commences Summer 2021 |
| Support groups, organisations and projects aimed at reducing loneliness and isolation within our community including specific support for those living with or supporting others with mental health issues. | | Ongoing | GTC supports the work of the CAW and Farncombe Day Centre through the provision SLA's, provides Grant Aid in Kind for the Godalming Good Neighbours Scheme and supports mental health organisations through provision of its community spaces. |
| Work with local organisations to support and promote events and activities that inform and engage residents in creating a sense of community, safe spaces, openness and accessibility for all residents and visitors. | | Ongoing | GTC supports the work of local charities such as the Cellar Café, The Godalming Dementia Action Alliance and Day Centres |
| | | | |
| Community Engagement | | | |
| Relocation of Godalming Town Council administrative offices to more suitable premises that will enable full access to Council services by all members of our community. | | | GTC relocated on 1 April 2021 |
| Support monthly Council Consultation & Listening Events. | | | In person events cancelled throughout 2020 and 2021 to date |
| Use "listening exercises" to support consultation for key issues. | | | Listening events no ongoing, social media and direct comms utilised to understand key issues. |

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| Engagement with residents via traditional and social media. | | Ongoing | As per GTC Press, Communications and Community Engagement Policies |
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| Actively disseminate information on Councillor attendance, voting record etc. | | Ongoing | Members attendance recorded and published on GTC Website GTC Standing Orders state voting is by show of hands unless a recorded vote is requested by a Member. Outcomes of votes and recorded votes are detailed in the official minutes of the Council |
| Establish a large Town Hall Meeting once a year. | | Ongoing | GTC required by the LGA 1972 to hold an annual meeting of the parish. The LGA states restrictions on the timing of the meeting but not of its format. |
| Engage residents in developing priorities for how to spend Community Infrastructure Levy funds. | Chair, E&P Committee | | |
| | | | |
| Council Staffing | | | |
| Recruit Direct Work Force to reduce and eventually replace use of contractors. | | 01 Oct 2019 | GTC direct maintenance work force recruited, areas identified for specialist contractors, i.e gas safety inspections and electrical installations. |
| Provide appropriate staffing resource to meet the aims and objectives of the Council. | | Ongoing | GTC currently resourced to requirement, requirement to be monitored and reviewed as necessary. |
| Provide appropriate training to support implementation of the Council's aims, objectives and delivery programme. | | Ongoing | Training commitment set out in Council's Training Statement of Intent. |



Waverley Borough Council
Council Offices, The Burys,
Godalming, Surrey
GU7 1HR
www.waverley.gov.uk

Godalming Town Council
Municipal Buildings
Bridge Street
Godalming, Surrey
GU7 1HT

Mr Zac Ellwood
**Head of Planning & Economic
Development**

Our ref: TC/2021/01406
When calling please ask for:
Case Officer: Susie Blackwood
Direct Line: 01483523437
Calls may be recorded for training or
monitoring
Email:
susie.blackwood@waverley.gov.uk

Date: 22 June 2021

Dear Sir/Madam

REFERENCE: TC/2021/01406

PROPOSAL: G.P.D.O. Schedule 2, Part 16; Class A: Installation of a 15m monopole with 2 no. 6-port antennas, two dishes, three cabinets and associated ancillary works thereto.

LOCATION: PROPOSED TELECOMMUNICATIONS SITE
MARSHALL ROAD
GODALMING

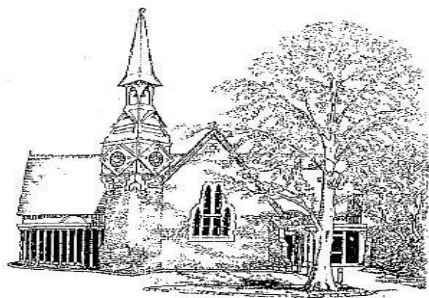
.

I refer to the above application and I should be pleased to receive your observations by 13/07/2021. If the response is sent electronically, please send to the following email address: planconsult@waverley.gov.uk.

This application will be available for viewing on our website at www.waverley.gov.uk/planning.

Yours faithfully

Mr Zac Ellwood
Head of Planning & Economic Development



Farncombe Day Centre Limited

Farncombe Day Centre

St Johns Street, Farncombe

Godalming, Surrey GU7 3EJ

Tel: 01483 426685

Email: info@farncombedaycentre.org.uk

Website:

<http://farncombedaycentre.org.uk/wp/home/>

Registered charity No: 1175294

The Farncombe Day Centre has gone from strength to strength during lockdown in terms of delivering lunchtime meals. The numbers have increased over the months to a record of 61 on Friday 23rd April. During May the service had recorded the delivery of 10,000 meals to users, a truly remarkable achievement. To note the occasion the meal that day was free of charge to the 10,000th person.

The minibus plays a key role in delivering meals. The centre uses some 16 volunteers to deliver the Community Meal Service, taken over from WBC during 2020. The Lord Lieutenant of Surrey visited the centre to thank everyone involved for their sustained efforts and commend the splendid achievements.

This outstanding record is the result of very hard work by the Centre Manager, the Cook and catering staff, the Management team and all the drivers and other volunteers. GTC and Cllr Penny Rivers as County Councillor, have contributed funding to help support the Centre obtain food trays and a machine to seal in food containers to the trays for hygienic delivery.

A Management Committee subgroup produced and updated an extensive set of operating procedures for use during the Covid -19 crisis. During lockdown the Centre has been deep cleaned "fogged" by an outside contractor on Saturday 17th October 2020 and then, using the same cleaning product, by the daily cleaner. The minibus is also thoroughly cleaned. During the day high touch points within the building are regularly cleaned.

Since December 2020 the Centre was open for the sale of drinks, biscuits and the ever popular bacon rolls. It closed at Christmas and the Reopening Committee has been working since early 2021 to plan what would need to take place and when for the reopening process to unfold. The number of users is limited to 20 people visiting the Centre at any one time. They are currently typically serving 13 -20 lunches a day.

The chiropody service has continued throughout though limited since Christmas until May 17th for medically necessary procedures only. The hairdressers' service resumed April 12th with these two services operating on alternate days. They follow their own professional requirements to maintain Covid -19 secure standards to protect themselves and their clients. These services use separate entrance and exit points away from the main reception.

The Re-opening Sub-committee planned the next phase of FDC's service delivery. After another deep clean on May 17th the Centre open on 21st May for cafeteria service on a prebooked basis for 20 people max. It has been very well received. They are currently serving 13 -20 lunches a day. New procedures in line with Covid requirements were put in place e.g. a member of staff would accompany users to the toilet, one at a time, to ensure the route is clear of others. Other procedures were reviewed to ensure they were still as required and being applied e.g. temperature checks on entry each day, use of PPE and masks being worn while moving about the building etc.

Also since 21st May the Centre has been open for longer hours enabling the resumption of bingo, quizzes, exercise sessions etc. whilst observing social distancing. Users greatly enjoy these activities along with valuing being able to reconnect with friends.

Social distancing has meant that clients have to prebook their visits as both the minibus and the dining room have limited space. Of vital importance has been the community meals service continuing with volunteers delivering all the other lunches – typically 30 – 45 meals a day. Volunteer drivers use their own cars for this service releasing the minibus for the collection of users who are unable to make their own way to Farncombe. The Centre has been given an award by the Mayor of Waverley in recognition of the hard work of the staff and volunteers.

The Centre had hoped to move back to the more normal service from June 21st, however, with the delay in lifting restrictions this has been put on pause but all the other features of the service are continuing.

FDC has been able to access various sources of funding to cover, for example, the additional costs of cleaning, signposting and providing full PPE for everyone who works in the centre, on the mini bus and volunteer meal deliverers. Additional equipment has been bought to provide the new service while at the same time existing equipment and the fabric of the building has needed maintenance. The flooring in the dining area has been replaced.

Since lockdown started in March 2020 regular fundraising events have not been able to take place and the rooms have not been open for hire. Although the 2021 application for funding from the Community Funding for Surrey was unsuccessful the request for feedback has produced greater insight into their key success criteria and generated some ideas for future developments of the service.

FDC expect financial challenges in the future and continues to explore new sources of funding as well as valuing greatly the support of the Co-op community fund, Henry Smith Foundation as well as the SLA's with Waverley BC and GTC.

FDC continues to benefit from additional volunteers coming forward. However, in line with the national shortage of certain skills, other posts have proved more difficult to fill and agency staff might be needed.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

| Agenda No. | Subject | Disclosable Pecuniary Interest | Non-Pecuniary Interest | Reason |
|------------|---------|--------------------------------|------------------------|--------|
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| | | | | |

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.