

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 8 JULY 2021**

- * Councillor Follows – Chair
- * Councillor Williams – Vice Chair

0	Councillor Adam	0	Councillor Ashworth
*	Councillor Boyle	*	Councillor Cosser
0	Councillor Crooks	*	Councillor Duce
#	Councillor Faraday	0	Councillor Heagin
*	Councillor Hullah	0	Councillor Martin
0	Councillor Neill	0	Councillor Purvis
0	Councillor PMA Rivers	*	Councillor PS Rivers
0	Councillor Rosoman	*	Councillor Stubbs
0	Councillor Welland		

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

150. MINUTES

The Minutes of the meeting held on 24 June 2021, having been previously circulated were signed by the Chair as a true record.

151. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

152. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

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

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 4.

154. QUESTIONS BY MEMBERS

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

155. RECEIPT OF OFFICIAL LETTERS

Members noted that the following letters had been sent on behalf of the Policy & Management Committee of Godalming Town Council:

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.

Members further noted that the response from Waverley Borough Council had been circulated to all Members.

156. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 25 th of June 2021	30,946.63
Receipts received since the 25 th of June 2021	9,170.19
Balance held in HSBC Current Account	
Balance at 8 July 2021	40,533.29
Balance held in the HSBC Business Deposit Account	
Balance at 8 July 2021	670,364.92
CCLA Deposit Account	
Balance at 8 July 2021	150,000.00

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. The vouchers relating to these payments were also tabled at the meeting for inspection. All payments made were in line with the agreed budget or other resolution of this Committee or Full Council.

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

157. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and noted the progress therein.

158. POLICY DOCUMENT REVIEW

Members resolved 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](#)

159. SAFEGUARDING REPORT FOR THE QUARTER ENDED 30 JUNE 2021

Members noted the Safeguarding Report for the quarter ended 30 June 2021.

160. NEW LGA MODEL MEMBERS' CODE OF CONDUCT

The Policy & Management Committee resolved 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.

Members noted the following 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.

161. COUNCIL PROGRAMME 2019-2023

Members resolved to approve the updated GTC Programme 2019-2023.

Members agreed that the updated version be posted on the Council's website.

It was noted that Members requested additional information on future updates in order to more easily identify and monitor progress.

162. PLANNING

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 was contained within both week 23 and week 24 planning schedules issued by WBC, the Town Council had 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 had requested that it is considered at Policy & Management in order to provide agreed observations.

The comments and observations from the following Waverley Borough Councillors were preliminary ones prior to consideration at Borough Council level and were based on the evidence and representations to the Town Council.

Councillor Follows
Councillor Heagin
Councillor Martin
Councillor PMA Rivers
Councillor PS Rivers
Councillor Rosoman
Councillor Williams

In accordance with Min No 401-19, Cllr Cosser declared that, in order to avoid a personal conflict of interest, he would not take part in debates or votes on planning matters at meetings of this committee.

Godalming Town Council observations for TC/2021/01406 Proposed Telecommunications Site, Marshall Road, Godalming

Godalming Town Council does not believe that the height reduction from 20m to 15m materially changes the grounds for objection previously put forward for the 20m mast

application (TC/2020/0002) by Godalming Town Council or the grounds for refusal stated by Waverley Borough Council in its decision notice on 13 May 2020.

As such Godalming Town Council objects to this application on the following grounds:

- impact on visual amenity,
- scale of construction
- inappropriate in the environmental setting

Godalming Town Council also wishes to bring to the Planning Authority's attention the inaccuracy contained within the applicant's supporting document ref 74562 in as much as they state:

"This application follows an application for a cell site at Farncombe Station Car Park, Station Road, Farncombe, Godalming, GU7 3NF to satisfy these network requirements but was refused prior approval under reference TC/2020/0002 for a 17.5m mast and associated works."

This statement is inaccurate. The application for a 17.5m mast at Farncombe Station TC/2020/0007 was not refused prior approval, but was, as confirmed by the Planning Authority's letter of 21 December 2020, withdrawn by the applicant. TC/2020/0002 was an application for a 20m mast in Marshall Road, Farncombe, Godalming, in the same location as this current application.

Additionally, in relation to future telecom infrastructure requirements Godalming Town Council requests that Waverley Borough Council as the Planning Authority seeks a co-ordinated strategy from the telecom providers in identifying potential mast sites for consideration and agreement by the community and planning authority.

163. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FARNCOMBE DAY CENTRE

Members noted a report from Councillor Hullah on the Farncombe Day Centre, an organisation upon which Councillor Hullah represents the Town Council.

164. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARK'S COMMUNITY CENTRE MANAGEMENT COMMITTEE

Members noted an oral report from Councillor Ashworth on the St Mark's Community Centre Management Committee, an organisation upon which Councillor Ashworth represents the Town Council.

Members requested a further written report at a future date to be agreed.

165. COMMUNICATIONS ARISING FROM THIS MEETING

No items from this meeting were identified to be publicised.

166. 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.

167. ANNOUNCEMENTS

Members were requested to return the questionnaire sent out to support a collective view relating to priorities and principles for grant funding from WBC.