



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 1st December 2011

Place

The Council Chamber, South Street, Farnham GU9 7RN

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 1st December 2011, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY**. The Agenda for the meeting is attached

Yours sincerely

A handwritten signature in black ink, appearing to read 'Iain Lynch'.

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest to Ginny Gordon, the Mayor's Secretary, by 5 pm on Wednesday 30th November 2011.

Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only.

Questions by the Public

Prior to the commencement of the meeting, the Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda, to which an answer will be given or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. A maximum of 15 minutes will be allowed for the whole session.

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FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 1st December 2011.

Place

The Council Chamber, South Street, Farnham

Presentation by Blackwater Valley Countryside Partnership

Mr Steve Bailey will make a short presentation on the work of the Blackwater Valley Countryside Partnership and respond to questions.

Questions by the Public

Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda. A maximum of 15 minutes will be allowed for the whole session.

1 Apologies

To receive apologies for absence.

2 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 20th October 2011 – attached at **Appendix A**

3 Disclosure of Interests

To receive from members, in respect of any items included on the agenda for this meeting, disclosure of any personal or prejudicial interests in line with the Town Council's Code of Conduct, or of any gifts and hospitality in line with Government Legislation.

NOTES:

- (i) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to ginny.gordon@farnham.gov.uk by 12 noon on the day before the meeting or handed to the Town Clerk at the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless dispensation has been obtained from the Standards Committee.*

4 Statements by the Public

The Town Mayor to invite members of the public present, to indicate on which item on the agenda if any, they would like to speak.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to speak forthwith, in relation to the business to

be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

- 5 Town Mayor's Announcements**
To receive the Town Mayor's announcements.

Part 1 – Items for Decision

6 Working Group Notes

- i) To receive the notes of the Corporate Development and Audit Working Group held on 15th November 2011 **Appendix B**
- ii) To receive the notes of the Cemeteries Working Group held on 3rd November 2011 and agree the fees and charges for 2012 at Annex 1. **Appendix C**
- iii) To receive the notes of the Tourism and Events Working Group held on 7th November 2011 **Appendix D**
- iv) To receive the notes of the Farnham in Bloom Working Group held on 16th November 2011 **Appendix E**

7 Planning Applications

To receive the minutes of the meetings of the Planning Consultative Group held on 27th October, 10th November and 24th November 2011 **Appendix F, G, H**

The actions of the Planning Consultative Group are taken under the scheme of delegation.

8 Infrastructure Planning Group

To note the late position in relation to Neighbourhood Planning and agree the next steps.

9 Budget 2012/13

To agree the Draft Budget for 2012/13

Appendix I

10 Communications Strategy: Working with the Media

To adopt the Working with the Media Strategy at Appendix K.

Appendix J

11 Risk Assessments

At the Council Meeting in June, it was agreed that a further report would be brought back to Council following the risk management reviews undertaken by the Working Groups (attached at Appendix J). It is recommended that the work done on Risk Management in 2011/12 and the Health and Safety work being undertaken by the Council's advisors is noted, and the risk assessment at Appendix J is adopted.

Appendix K

Part 2 – Items to Note

12 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

The Town Mayor will close the meeting.

Note: The person to contact about this agenda and documents is Iain Lynch, Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Membership:

Councillors Jill Hargreaves (Town Mayor), Stephen Hill (Deputy Town Mayor), David Attfield, David Beaman, Patrick Blagden CBE, Carole Cockburn, Pat Frost, Carlo Genziani, Sam Hollins-Owen, Graham Parlett, Jessica Parry, Julia Potts, Jennifer O'Grady, Stephen O'Grady, Susan Redfern, Jeremy Ricketts, Roger Steel, John Ward

Distribution: Full agenda and supporting papers to all Councillors (by post)



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 20th October 2011

Place

The Council Chamber, South Street, Farnham

Councillors

- * Jill Hargreaves (Town Mayor)
- * Stephen Hill (Deputy Town Mayor)
- * David Attfield
- * David Beaman
- * Patrick Blagden CBE
- * Carole Cockburn
- * Pat Frost
- A Carlo Genziani
- A Sam Hollins-Owen
- * Graham Parlett
- A Jessica Parry
- A Julia Potts
- A Jennifer O'Grady
- A Stephen O'Grady
- * Susan Redfern
- * Jeremy Ricketts
- * Roger Steel
- A John Ward

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Russell Reeve (Team Leader – Corporate Governance)

Presentation by Surrey Air Ambulance

Mr Graham Horne gave Councillors an overview of the work of Surrey Air Ambulance, an Helicopter Emergency Medical Service (HEMS). He explained that the service, which started four year ago, can reach emergency situations in any part of Surrey within 15 minutes. Through a moving case study he explained that the helicopter, with a trauma doctor and paramedic, enables patients to receive prompt and appropriate medical care and can transfer patients to the hospital or specialist trauma centre relevant to the injuries sustained.

It costs £3.6m per annum to run the helicopter and only the paramedic is funded out of the public purse. Each fatality costs society around £1.2m so every life saved through the speedy response represents a significant financial saving without considering the family impacts. The service is expecting to be able to operate at night, which is where some of the worst incidents take place, from 2012. In response to a question from councillors, Mr Horne, asked that the council help publicise the work of the Air Ambulance, and help raise its profile with other local organisations and local businesses who might consider making the air ambulance their charity of the year or help fundraise for their vital work.

Questions from Members of the Public

There were no questions from the public

C 078/11 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Carlo Genziani, Councillor Sam Hollins Owen, Councillor Jennifer O'Grady, Councillor Stephen O'Grady, Councillor Jessica Parry, Councillor Julia Potts and Councillor John Ward.

C 079/11 MINUTES

The Minutes of the Farnham Town Council meeting held on Thursday 29th September 2011 were agreed and signed by the Town Mayor as a correct record.

C 080/11 DISCLOSURE OF INTERESTS

There were no disclosures of interest

Part I – Items for Decision

C 081/11 STATEMENTS BY MEMBERS OF THE PUBLIC

There were no statements by members of the public.

C 082/11 MAYOR'S ANNOUNCEMENTS

- i)** The Mayor congratulated everyone involved in the Feast of Food on 1st October for their hard work. She had never seen so many happy people and the Mayor's own tea tent had raised over £800 for her charity. The next big event was the Christmas Lights switch-on on 26th November and any volunteers would be gratefully received.
- ii)** The Mayor had attended sixteen events since the last Council meeting, including the Service for the Judiciary in Guildford and the 90th anniversary service for the Royal British Legion held at Guildford Cathedral.
- iii)** The Mayor had hosted a tea at which Sue and Nigel Farrow had very graciously donated a painting by the artist Charles Bone to commemorate the transfer of the council offices from Waverley Borough Council to Farnham Town Council.

- iv) The Mayor asked Councillors to consider nominating anyone who had gone the extra mile in supporting their local community in Farnham for the *Services to Farnham Awards*. Nominations would close on the 2nd December.
- v) The Mayor invited everyone to participate in bulb planting at the Shepherd and Flock and Wrecclesham on 25th October.
- vi) The Mayor announced that the inaugural Mayor's Charity Gala evening would take place on Thursday 12th January at the Farnham Maltings featuring an entertaining musical medley by Michael Mates and William Godfree. She was delighted to announce that local solicitors Kidd Rapinet have very generously agreed to be the principal sponsor for the event.

WORKING GROUP NOTES

- i) CORPORATE DEVELOPMENT AND AUDIT
The Town Clerk introduced the notes of the meeting held on 11th October.

C 083/11 Audit Commission 'Critical Friend' Report
Members welcomed the report from the Audit Commission and the proposals contained therein.
RESOLVED: that the de minimis figure for the capitalisation of fixed assets be set at £5,000.

C 084/11 Internal Auditor
Members noted the process undertaken to appoint a new Internal Auditor and the basis for the appointment.
RESOLVED: that Alan Harland be confirmed as the Council's Internal Auditor for three years on terms set out in his letter dated 13th September 2011.

C085/11 Finance
The Team Leader for Corporate Governance introduced the budget papers (attached to record minutes as Annexes 1 and 2 to Appendix B). Members noted the financial position at 30th September and that a revised budget for 2011/12 incorporating a first draft of salary allocations against budget headings had been prepared.

Cllr Frost asked that thanks be recorded to officers for the salary allocations against service headings which had been something she had requested for some time. Cllr Steel agreed and congratulated the officers for presenting the figures in a clear way.

Cllr Frost observed that now the initial allocations had been done members could see a truer cost of services and that both Farnham in Bloom and Tourism and events activities cost around ten percent of the council's precept. Councillors can now better understand what things cost in advance of the budget.

Cllr Beaman agreed that the figures were very helpful. He felt that the Council sometimes did not challenge itself in terms of sponsorship. He would like to see a braver approach and higher targets set for sponsorship.

The Town Clerk highlighted that although additional costs totalling in excess of twenty thousand pounds had been absorbed during the year, the potential deficit

had been reduced from £17,279 to £11,330 as a result of holding vacancies and improved contract negotiations.

RESOLVED: that position as at 30th September be noted and that the revised budget at Annex I to Appendix B be adopted.

C086/11

Investments

Members discussed the latest position on investments and that investment income was higher than budgeted. Members also noted that a new Public Sector Deposit Fund (AAA rated by Fitch ratings) had been launched. The Town Clerk advised that the money market fund had risks but these were minimised by investing in high quality issuers and maintaining diversification through pooled investments.

It was noted that an Investment Strategy was being prepared for a future meeting.

RESOLVED: that Council is permitted to invest in the Public Sector Deposit Fund – a pooled money market fund.

Cllr Beaman asked whether consideration was being given to bringing forward any capital projects given that investment income was so low and that inflation was running at 5%. The Town Clerk responded by saying that consideration was being given to this issue and that a report reviewing the Council's earmarked reserves would be considered by Corporate Development and Audit at a future meeting.

C087/11

Council Tax Freeze Grant

It was noted that Farnham Town Council was not eligible for the Government's proposed Council Tax Freeze grant despite having the same inflationary pressures as the principal authorities. Cllr Steel pointed out that Farnham raises a precept which is not subject to controls and the Farnham element is less than a pound a week for a band D property which is tiny in the overall bill (of £1527 for a Band D property). Cllr Attfield supported Cllr Steel and said it was important that these matters were explained clearly to Farnham taxpayers.

C088/11

Infrastructure Planning Task Group

Cllr Steel advised Council of the latest stage of the *Developing our Community* report which had been presented to the Head of Planning at Waverley Borough Council and had been widely circulated. Already issues in the document had begun to be accepted. Cllr Cockburn said that it was important that councillors used the document the whole time in influencing Waverley and others.

Cllr Steel advised that the next stage was producing a Neighbourhood Plan and although Waverley was not now expected to produce its Core Strategy for eighteen months it was important that Farnham took the lead on developing its own Neighbourhood Plan. It was proposed by Cllr Steel and seconded by Cllr Attfield that the existing Task Group looks into the work needed for a Neighbourhood Plan and talks to the early Front Runner pilots to learn from their experiences. Funding is available to help with the development of a Neighbourhood Plan and Farnham should put itself forward.

RESOLVED that:

- i) **the Infrastructure Planning Task Group be asked to continue and review the steps needed if Farnham Town Council were to take on the role of creating a Neighbourhood Plan for Farnham once the Localism Bill is enacted.**
- ii) **Farnham Town Council puts forward a bid to be a Neighbourhood Planning Front Runner pilot and authorises the Town Clerk in consultation with the Infrastructure Planning Task Group to prepare the necessary application in association with Waverley Borough Council.**
- iii) **the Council agrees to allocate £5,000 to support the costs of undertaking a Neighbourhood Planning Pilot to be funded from earmarked reserves**

C089/11 Cllr Beaman drew attention to the publication, on 18th October, of changes to Farnham's bus service timetables by Stagecoach with effect from 30th October. Routes were being withdrawn – such as the Farnham to Haslemere Service on a Sunday, and others were being reduced as a result of reduced funding by South West Trains and Hampshire County Council. Now only one bus would run in Farnham after 9pm. He asked that the Town Council make representation to Stagecoach over the lack of consultation and the reductions in service, and this was agreed.

Cllr Cockburn said that this underlined the case in the Developing Farnham's Future document and highlighted the need to update the document when changes happened.

C090/11 Cllr Frost advised members of the new bus service being operated by Hoppa from Coxbridge to the Railway Station via the Town Centre. She also drew attention to the Bus Service Review Consultation that would begin on 1st November for the Waverley area and felt that Farnham Town Council should take part. This was agreed.

C091/11 Cllr Steel advised Council that the Task Group had responded to the Draft National Planning Framework Consultation as agreed and had sent copies of the response to Jeremy Hunt MP and the Prime Minister. He also advised Council that as a result of the volume of responses – over 12,000 the Government had agreed to delay implementation of the framework.

C092/1 Jubilee

The proposed list of areas for support was discussed. It was referred back to the Corporate Development and Audit Working Group for further consideration and costing.

ii) CEMETERIES AND APPEALS WORKING GROUP

C093/11 Cllr Carole Cockburn introduced the notes of the meeting held on 29th September 2011. The Working Group would be doing a tour of the cemeteries on 26th October to discuss future plans. She drew attention to the success of the Friends of Farnham

Cemeteries during the year and was pleased that their efforts had been recognised at the Farnham in Bloom awards evening

iii) TOURISM AND EVENTS

C 094/11 The Town Clerk introduced the notes. Cllr Stephen O'Grady had asked that his thanks be recorded for all the helpers at the successful Food Festival. The next big event was the Christmas Lights switch-on in November.

C 095/11 PLANNING CONSULTATIVE GROUP

The notes of the meeting held on 6th October were taken as read.

C096/11 AUDIT FOR THE YEAR ENDED 31ST MARCH 2011

The Auditor's Report and the revised Issues Arising report (attached at record minutes at Appendix E) were received and discussed. The Town Clerk highlighted that there was one qualification to the report in that the Council had not formally minuted discussions on risk assessment during the period April 2010 to March 2011. The Auditor had, however, reviewed the work undertaken during the year which had been reported to Council in June 2011 and had found it to be adequate. Of the other issues raised by the Auditor, the items raised by the Internal Auditor had been addressed in a report to Council in June 2011; the fixed assets had been revalued in accordance with the latest guidance from the Auditor; and the fact that the Council had not fully reconciled boxes 7 and 8 on the Annual Return was as a result of changes in end of year figures over several years. The Town Clerk said this would be addressed by a compensating adjustment between creditors and reserves in the 2011/12 Annual Return.

Part 2 – Items for Noting

REPORTS FROM OUTSIDE BODIES

C097/11 Councillor Cockburn reported on the work being undertaken at the Gostrey Centre and the parlous state of the buildings whilst the Centre awaited the East Street development. She urged councillors to support and lobby the Gostrey Centre as much as possible to raise awareness of their work and give moral support to the volunteers there.

C 098/11 DATE OF NEXT MEETING

Members noted that the next Council Meeting would take place at 7.00pm on Thursday 1st December 2011.

The Town Mayor closed the meeting at 8.45 pm

Date

Chairman



FARNHAM TOWN COUNCIL

B

Notes

Corporate Development and Audit Working Group

Time and date

9.00am Tuesday 15th November 2011

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Appointed Members: Councillors John Ward (Lead Member), David Beaman, Carole Cockburn, Stephen Hill,

Other Councillors: Jeremy Ricketts ,

Officers present: Iain Lynch (Town Clerk), Russell Reeve (Team Leader Corporate Governance) - part, Jacqui Walker (Team Leader Community Development) part

1. Apologies

Cllrs Jessica Parry, Julia Potts, Stephen O'Grady, Roger Steel

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on 11th October 2011

| POINTS | ACTION |
|---|--------|
| <p>The notes were agreed.</p> <p>1. The Lead Member reported on a meeting he attended with the Town Clerk with Rt Hon Jeremy Hunt MP to discuss issues around the precept and the fact that the Town Council does not receive a Council Tax freeze Grant (unlike Borough and County Councils which, currently and will again next year, receive a grant worth 2.5% of their budget) despite having the same inflationary and other pressures.</p> | |

4. Health & Safety

| POINTS | ACTION |
|---|--|
| <ol style="list-style-type: none"> 1. Members considered Appendix B, the Health and Safety Manual and Action Plan prepared by Ellis Whittam following an inspection of the Council Offices and Depot. 2. Members sought clarification that the documentation could continue to be used by Farnham if the Council ended its contract with Ellis Whittam 3. The Town Clerk reported that this was one of a series of documents, including a Handbook, and a General Risk Assessment. There were some textual changes required to better fit with Farnham’s circumstances. 4. The progress made in managing the identified risks and required actions following the inspection were noted and it was agreed that the numbers on the Safety Action Plan needed a description before the document was considered by Full Council. (Safety Action Plan attached as Annex 1) 5. It was agreed to recommend the Health and Safety Manual to Full Council with the text changes and updates to be delegated to the Town Clerk in discussion with Ellis Whittam. | <p>Town Clerk to clarify.</p> <p>Recommendation to Council on 1st December to adopt the Health and Safety Manual (previously circulated to all Councillors) and associated documentation with revisions delegated to the Town Clerk in discussion with Ellis Whittam.</p> |

5. Risk Management

| POINTS | ACTION |
|--|---|
| <ol style="list-style-type: none"> 1. The revised risk assessments, following consideration and amendment by the Working Groups, were agreed for submission to full council on 1st December. | <p>Recommendation to Council to adopt the Risk Assessments</p> |

6. Creating a Vision/Strategy for the next four years

| POINTS | ACTION |
|---|--------|
| <ol style="list-style-type: none"> 1. Members received and discussed the notes at Appendix D arising from the workshop held in October. 2. It was agreed that emphasising the role of Farnham Town Council as an effective voice for Farnham was really important. 3. The areas of focus agreed at the workshop were reinforced. “The Council should be seen as being the influential and effective voice for Farnham bringing together the views of all organisations working for the good of the Town. 4. Members agreed to recommend to Council the following as priorities for the next four years: <ul style="list-style-type: none"> • Fight for better infrastructure for the town including roads, transport, education, improved air quality and better access for pedestrians; • Deliver improvements which make visible difference in the town, including a greener environment with more | |

| | |
|--|--|
| <p>trees in the town centre and at other key locations;</p> <ul style="list-style-type: none"> • Progress the production of a Neighbourhood Plan which will meet the needs of Farnham residents now and in the future; • Bring the Cemetery Chapels back into use, explore terms for bringing back assets bought by the people of Farnham into local management and ownership (eg Gostrey Meadow). <p>5. In relation to the financial strategy it was agreed to</p> <ul style="list-style-type: none"> • Accept the need for a precept increase this year, rather than resolving to have a nil increase for a third consecutive year, given the significant pressures on budgets and savings already made; • Strive to seek out funding from other sources, particularly by increasing fees and charges and through securing funds from other bodies such as Surrey CC eg by acting as an agent for local service delivery. • Aim to seek a tenant for part of the Council Offices. • Ensure the Town Council continues to achieve value for money in all services being provided locally. <p>6. Members discussed the work of the Infrastructure Planning Group and the progress on developing thinking around the Neighbourhood Planning process. Cllr Ward advised CDAWG of a conversation he had had with a member of Bentley Parish Council and the need for co-ordinated effort in relation to additional traffic that would be generated from the Bordon Eco-Town. It was agreed that Farnham Town Council should facilitate a meeting with neighbouring Councils and Surrey CC and Hampshire CC in relation to the range of developments being proposed on Farnham's borders.</p> <p>7. Cllr Ricketts drew attention to issues of air quality and the need for concerted action to address the problems being faced by Farnham and residents of Farnham. He suggested that the Town Council acts as the interface between people who are suffering from poor air, and the authorities that can do something about it. He advised that there were currently 43 areas with high nitrous oxide levels and that although effective action was being taken elsewhere, Farnham was still forecast be one of only 17 areas in the country to continue to have such high levels. He stressed that the Town Council should be doing what it can to raise awareness of the problem and demanding action of Waverley BC and Surrey CC.</p> <p>8. It was agreed that getting the right data and evidence base to make the right case was essential.</p> <p>9. The need for improved dialogue and communication between the different tiers of local authority was discussed. It was felt that Farnham Town Council could share information with single-hatted councillors who represented Farnham on other Councils. It was also thought useful to ask for a Borough update and a County update at each Council meeting.</p> | <p>Recommend priorities and areas of focus to Council for adoption.</p> <p>Item for Full Council</p> <p>Recommendation to Council for Farnham to facilitate a meeting with neighbouring authorities to discuss infrastructure issues.</p> <p>Cllr Ricketts to draft a list of areas of evidence required</p> |
|--|--|

Cllr Ricketts left the meeting at this point

7. The Queen's Diamond Jubilee

| POINTS | ACTION |
|---|--|
| <p>Members considered the further report on the potential Jubilee activities (at Appendix E to the CDAWG agenda) and agreed to recommend to full Council the following:</p> <p>1) The programme of activities set out in Appendix E (to the CDAWG agenda) be endorsed:</p> <ul style="list-style-type: none"> • Refurbishment of the Falkner drinking fountain in Gostrey Meadow - £3,500 • Refurbishment and interpretation of Farnham Castle Steps. Farnham Town Council contribution up to £1,000. • Tower Beacon in Farnham Castle with Farnham Castle -£300. • Jubilee Weekend Musical Event – within Tourism and Events budgets • Planting trees in various locations in Farnham such as Gostrey Meadow and the cemeteries and making trees available for planting by Residents' Associations in Farnham to commemorate the Queen's Jubilee - donated trees. • Other activities – eg advice on street parties on website etc – within existing resources. <p>2) The Jubilee Quay project at The Maltings. £10,000 Members were keen to support this project but needed additional information and were concerned to ensure it demonstrated value for money and the contribution of the Town Council was recognised. The Town Clerk was asked to find more information on some aspects of the proposal.</p> <p>3) Budget provision of £15,000 be made in the 2012/13 budget for Jubilee projects with partnership funding sought to help contain costs of projects.</p> | <p>Recommendation to Council that 1) the list of Jubilee projects be endorsed; 2) the Jubilee Quay project be approved in principle and the Town Clerk be delegated to take forward the outstanding points raised; and 3) that a sum of £15,000 be included in the 2012/13 budget to support Jubilee activities.</p> |

8. Waverley Borough Council Western Cluster Meeting with Town and Parish Councils

| POINTS | ACTION |
|---|--------|
| <p>The Deputy Mayor and Town Clerk reported on the meeting organised by Waverley Borough Council for the Western cluster of Town and Parish Councils, held on 14th November and also attended by Councillor Beaman.</p> <p>Farnham had raised four items for the agenda</p> <p>In relation to discussions on asset transfers, Waverley advised that they would be starting negotiations with Parish Councils on an individual basis in the new year once the contract procurement process for the grounds maintenance contract had been clarified. Cllr Munro confirmed that Waverley wished to transfer assets to the lowest practical level but that the finances had to stack up.</p> <p>The County Council Bus Review was discussed and it was hoped Parish Council representatives would be invited to a briefing meeting on the subject in early December.</p> | |

| | |
|--|-------------------------------------|
| <p>In relation to Winter Emergency Planning, local arrangements were discussed to ensure that there could be improved cooperation and co-ordination.</p> <p>A Neighbourhood Planning update was provided by Waverley. They confirmed that all the Towns in Waverley had expressed a desire to prepare their own Neighbourhood Plan and a workshop will be organised by Waverley in the new year to explain what is involved.</p> <p>Discussion had also taken place on the format of the meetings and Farnham had expressed a view that a mix of meetings was required rather than cluster meetings alone in order that the wider views of all Town and Parish councils could be shared.</p> <p>CDAWG felt that it would be useful for there to be a meeting between the four largest Town and Parish Councils and that Farnham should offer to co-ordinate the meeting.</p> | <p>Town Clerk to arrange</p> |
|--|-------------------------------------|

9. 2012/13 Diary of meetings

| POINTS | ACTION |
|---|--|
| <p>The draft diary of meetings for 2012/13 was discussed. Members agreed that the aim should be to have one meeting of Corporate Development per Council Meeting and one meeting of each working group every two to three months. Members felt strongly that the times of meetings of Working Groups should take place during the working day to minimise the amount of time off or overtime payments for staff expected to attend evening meetings.</p> <p>The fortnightly Planning Consultative Group meetings would continue to be held at 6.30pm.</p> <p>The revised list of Committee dates and other key dates for 2012/13 are attached at Annex 2.</p> <p>It was also agreed that the composition of Working Groups for the 2012/13 year would be decided at the April Council meeting to avoid conflict with Mayor Making..</p> | <p>Dates to go to Full Council on 1st December for approval.</p> |

10. Communications Strategy: Working with the Media

| POINTS | ACTION |
|---|--|
| <p>The Draft Communications Strategy attached at Appendix D to the Agenda was discussed and agreed with minor changes for recommending to Council on 1st December.</p> | <p>Recommendation to full Council</p> |

11. Christmas Arrangements 2011

| POINTS | ACTION |
|--|--------|
| <ul style="list-style-type: none">Members noted the arrangements for Christmas closing. The Offices would close at 3.30pm on Friday 23rd December and reopen at 9am on Tuesday 3rd January. Emergency cover would be provided for the Cemeteries Service throughout the Christmas period.The public conveniences would be open from 9am to 5pm throughout the Christmas Holidays apart from Christmas Day, Boxing Day and New Year's Day. | |

12. Grants 2012

| POINTS | ACTION |
|--|----------------------------------|
| <ol style="list-style-type: none">The arrangements for grants applications for the 2012/13 year was agreed as:<ul style="list-style-type: none">Opening of grant round: 1st December 2011Proposed date for receipt of applications: 20th January 2012Report to Corporate Development & Audit: 21st February 21stReport to Council: 15th MarchConfirmation to applicants: week commencing 19th March.The opening of the Grant round for 2013/2014 would begin in September 2012. | Recommendation to Council |

13. Draft 2012/13 budget

| POINTS | ACTION |
|---|---|
| <ol style="list-style-type: none">The Draft Budget for 2012/13 was discussed and the savings identified and the pressures on the budget as discussed at the six month period were noted.The reallocation of staff costs and overheads had continued and it was agreed that a further revised budget to enable meaningful comparisons would be prepared at month 9 (December).The potential deficit had been reduced to £44,717 as a result of paring the staff costs and increasing income targets. It was agreed to recommend this budget to Council. The potential deficit was the equivalent of 5p a week for a Band D property.Officers were asked to prepare a list of budget pressures as part of the report to Council. | Budget to be recommended for adoption to Council on 1st December. |

14. Green Farnham Group

| POINTS | ACTION |
|---|--|
| Members discussed the Green Farnham Group which has been brought together by local MP Jeremy Hunt to look particularly at improving traffic infrastructure in Farnham. It was agreed that it would be helpful if a Town Councillor could support the group as there were a number of complementary issues to those identified in the Planning Infrastructure Group. | Town Clerk to clarify representation on the Group |

16. Date and Time of Next Meeting

| POINTS | ACTION |
|--|---------------------------------------|
| Members agreed that the next meeting would take place on 10th January 2011 at 9.00am | Town Clerk to circulate agenda |

Meeting ended at 12.20

Notes written by Iain Lynch

Annex I to Appendix B

Safety Action Plan

In the table below, the key to the priority numbers is as follows:

1 Immediate Action required

A condition or activity likely to cause an immediate risk of fatal or major injury (usually dealt with during the consultant's inspection).

2 Short term action required

Contravention of a legal requirement with a potential to cause a serious injury or ill health. It may result in a Prohibition Notice if not attended to.

3 Medium term action required

A legal contravention likely to result in injury or ill health which may result in an Improvement Notice if not attended to.

4 Longer term action required plan to complete within 12 months

Control inadequate or not in line with best practice/current guidance. Enforcement may follow if no action taken.

5 Review as part of Business Plan

No immediate risk to health or property. Action is desirable to meet current standards though costs not currently justified by risk.

All actions have been reviewed and are being progressed by Team Leaders.

SAFETY ACTION PLAN

| SUBJECT | ACTION REQUIRED | PRIORITY | ACTION BY | COMPLETION DATE |
|-------------------|---|----------|-----------|--------------------------|
| Asbestos | Clarify that an Asbestos survey of all Council buildings has been carried out to determine the amount, location and condition of any asbestos. | 2 | KT/AC | Sep-11 |
| Fire Safety | Carry out specific fire risk assessment. | 2 | IL/AC | Dec-11 |
| Noise | Ensure health surveillance is provided for Outside Workers identified as being at risk of hearing loss, i.e., those employees working for lengthy periods using a strimmer and grass cutting. The surveillance gives a measure of effectiveness of your noise control measures. | 2 | AC/RR | |
| Work at Height | Ensure before working at height a risk assessment has been completed. | 2 | KT | Nov-11 |
| Work at Height | Post prominent notices warning of the danger of fragile roofs at the depot. | 2 | KT | Nov-11 |
| COSHH | Ensure employees exposed to pesticides have been provided with information, instruction and training on the risks to health and the precautions to be taken. Maintain records. | 3 | KT | Oct-11 |
| COSHH | Where employees are exposed (or potentially exposed), to hazardous substances and pesticides, health surveillance may be necessary. | 3 | KT | |
| Electrical Safety | Clarify when the fixed electrical wiring test at the Depot was last carried out and keep the current certificate available on file. | 3 | KT | |
| Electrical Safety | Instruct and/or train all employees to visually inspect electrical appliances before use and to report any defects. | 3 | KT | Oct-11 |
| Electrical Safety | Prevent unauthorised access to server cupboard. | 3 | IL | Locked from Sept 2011 |
| Fire Safety | Ensure a fire evacuation plan has been prepared to include your arrangements for the complete evacuation of the premises in all situations including vulnerable persons (e.g. the elderly and/or infirm, the disabled, children, the visually impaired) | 3 | IL/AC | |

| | | | | |
|-------------|--|---|-------|---|
| Fire Safety | Carry out a fire drill at least once in every 12 month period. Record the data and results of the fire drill. | 3 | IL/AC | Completed Nov 2011 |
| Fire Safety | Ensure that senior members of staff liaise with the emergency services whenever they are present on site. | 3 | IL/RR | Nov-11 |
| Fire Safety | The alarm system should be tested on a weekly basis at a set time and day each week using different call points in rotation. This would ensure that every call point has been tested and employees are familiar with the alarm signal. Record all tests. | 3 | AC/IL | Commenced Nov 2011 |
| Fire Safety | Provide emergency lighting in the roof store and rear fire exit route or rechargeable torches. | 3 | AC/IL | Torches supplied Oct 2011 |
| Fire Safety | Test the emergency lighting system monthly and arrange for an annual service inspection. Record all tests. | 3 | AC/IL | Annual Inspection Oct 2011 |
| Fire Safety | Provide an adequate number of suitable fire extinguishers for the building in order to cover the risks associated with the workplace and the processes undertaken. | 3 | AC/IL | Fire Inspection commissioned |
| Fire Safety | Re-site/replace the dry powder fire extinguisher presently located in the Members Meeting Room and Kitchen. | 3 | AC/IL | Will be done after Fire Inspection |
| Fire Safety | Arrange for an annual inspection and service of the fire extinguishers on the roof store floor. | 3 | AC/IL | Inspection of all extinguishers commissioned Nov 2011 |
| Fire Safety | Ensure Fire Wardens/Marshals are nominated and trained in what to do in an emergency evacuation situation. | 3 | AC | Oct-11 |
| Fire Safety | Provide a fire blanket in the kitchen with the appropriate sign. | 3 | AC | |
| First Aid | Provide one additional Emergency First Aid to cover all working shifts. | 3 | IL | Under review |
| First Aid | Nominate one person to take charge of the first aid kit and ensure the contents are kept fully stocked. | 3 | COG | Sept 2011. Equipment updated Nov 2011 |

| | | | | |
|-------------------------------------|--|---|-------|--------|
| First Aid | Display first aid notices that clearly state the names of the trained personnel and the location of the first aid kit. | 3 | AC/IL | |
| Gas | Prepare a gas leakage procedure to identify what needs to be done in the event of a leak or emergency situation. | 3 | AC/IL | |
| Gas | Instruct employees on the action to take in the event of a gas leak. | 3 | IL | Oct-11 |
| Gas | Identify the location of the gas isolation valves. In an emergency situation, clear signs can direct people quickly to the gas isolation valves. | 3 | AC | Oct-11 |
| Grinding Machines | Display warning notices that state only authorised persons may use the grinding machine. | 3 | KT | |
| Grounds Maintenance | Ensure a risk assessment of the grounds maintenance work equipment has been carried out. | 3 | KT | |
| Grounds Maintenance | Authorise Grounds Maintenance machinery users in writing. | 3 | KT | |
| Grounds Maintenance | Ensure written records of inspection and testing of guards on machinery are maintained. | 3 | KT | |
| Ladders & Stepladders | Ensure all instruction and training given to ladder users is recorded. | 3 | KT | |
| Lifts | Agree emergency call out arrangements with the local Fire Brigade/lift servicing contractor to release occupants if the lift stops between floors. | 3 | AC | |
| Lifts | Provide the lift plant room with emergency lighting. | 3 | AC/IL | |
| Manual Handling | Review the manual handling assessments. | 3 | IL | |
| Noise | Ensure the noise risk assessments are reviewed in light of changing circumstances or as a result of information from your health surveillance programme. | 3 | IL/KT | |
| Personal Protective Equipment (PPE) | Provide additional suitable accommodation for the safe storage of PPE. | 3 | KT | |

| | | | | |
|--------------------------------|---|---|--------------|--------|
| Stress | Carry out a specific stress risk assessment to help determine main causes of stress in workplace, current controls and any further actions required. | 3 | IL | |
| Stress | Establish a stress policy in consultation with employees and bring to the attention of all. | 3 | IL | |
| Stress | Establish a personal stress risk assessment procedure to enable managers to review each case individually. | 3 | IL | |
| Vehicles | Carry out a risk assessment of vehicle use. | 3 | IL/KT | |
| Vibration | Ensure arrangements are in place to provide regular health surveillance for employees who are exposed to vibration. | 3 | KT | |
| Violence at Work | Ensure a specific detailed risk assessment on violence at work is carried out. | 3 | IL | |
| Health and Safety Policy | The Health and Safety Policy is being prepared by Ellis Whittam and will be sent to you in due course. | 3 | | |
| Health and Safety Policy | Clarify roles and responsibilities for health and safety, set these out in the H&S Policy and provide training to ensure competence of key persons. | 3 | IL | |
| Health and Safety Policy | Managers and supervisors to whom specific responsibilities have been allocated must be issued with their responsibilities and/or those responsibilities included in their job descriptions. | 3 | IL | |
| Health and Safety Policy | Managers and supervisors must monitor standards of health and safety within their area of responsibility and keep a record. | 3 | IL/JW/RR /KT | |
| Health and Safety Policy | Training is required to ensure that managers and supervisors are competent to undertake their health and safety responsibilities. | 3 | IL/JW/RR /KT | |
| Health and Safety Policy | The Health and Safety Policy must be brought to the attention of all employees and a record kept as evidence of compliance. | 3 | IL | |
| Communication and consultation | Ensure Health and Safety is a regular agenda item at Team Meetings. | 3 | IL/JW/RR /KT | Nov-11 |
| Employee Training | Develop a programme of formal Health and Safety training for employees. Maintain records. | 3 | KT/IL | |

| | | | | |
|--------------------------|---|---|-----------|---------------------------|
| Contractors | Review safety systems and procedures of contractors prior to engagement. Undertake assessment of health and safety standards adopted by the contractors. | 3 | KT/IL | |
| Contractors | Provide contractors with written information on the safety policy and rules that apply. | 3 | KT/IL | |
| COSHH | Review the pesticides list at least annually or whenever significant changes occur. | 4 | KT | |
| COSHH | Review COSHH assessments at least annually to verify that control measures remain adequate to control any health risk. | 4 | KT | |
| Display Screen Equipment | Review at least annually your workstation assessments. | 4 | All staff | |
| Electrical Safety | Arrange for all portable electrical appliances to be examined and tested | 4 | AC | Oct-11 |
| Electrical Safety | Create an inventory of all portable electrical appliances and keep it up to date. | 4 | AC | Nov-11 |
| Fire Safety | Train employees to use fire extinguishers so they can recognise the different types of fire extinguishers provided, know what sort of fire they are to be used on, and how to operate them quickly and efficiently. | 4 | AC | Following Fire Inspection |
| Fire Safety | Ensure monthly checks of fire precautions and fire extinguishers are carried out by in-house employees and recorded. | 4 | AC | |
| First Aid | Ensure an emergency eyewash facility is conspicuously located in the depot. | 4 | KT | Oct-11 |
| First Aid | Ensure an emergency eyewash bottle is located in the Outside Workforce vehicles. | 4 | KT | Oct-11 |
| First Aid | Ensure all eyewash bottles are in date. | 4 | KT | |
| Lifts | Provide training in the lift winding process including the emergency hand lowering procedure and the safety precautions to be observed. | 4 | AC | Nov-11 |
| Stress | Provide employees with information on stress. | 4 | IL | |
| Vehicles | Ensure records of the pre-journey checks carried out are recorded. | 4 | KT | |
| Vehicles | Ensure all vehicles are provided with a suitable first aid kit. | 4 | KT | |
| Vibration | Carry out a specific vibration risk assessment to help determine main sources of vibration and whether this is likely to be above the daily Exposure Action Value (EAV) | 4 | KT | |

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|-------------------|--|---|----|--|
| Violence at Work | Ensure documentation to record all incidents of verbal and physical abuse endured by employees cleaning the public toilets is available and periodically reviewed. | 4 | KT | |
| Welfare | Provide an additional, suitable and secure space for employees to store Outside Workers belongings. | 4 | KT | |
| Welfare | Consider providing a drying area for Outside Workers. | 4 | KT | |
| Employee Training | Ensure training needs of Grounds Maintenance Staff are periodically reviewed and carry out refresher training where identified by your health and safety monitoring. | 4 | KT | |

Farnham Town Council

DRAFT CALENDAR OF DATES 2012/2013.

| | Meeting | Date | |
|---------------------------------|---|------------------------|-----------------|
| MUNICIPAL YEAR 2012 | | | |
| | Corporate Development and Audit Working Group | 10 January 2012 | 9am |
| | Planning Consultative Group | 5 January 2012 | 6.30pm |
| | Mayor of Farnham's Gala Evening | 12 January 2012 | 7.30pm |
| | Council (Precept) | 19 January 2012 | |
| | Farnham in Bloom Working Group | 25 January 2012 | 8.30am |
| | Planning Consultative Group | 26 January 2012 | 6.30pm |
| | Tourism and Events Working Group | 2 February 2012 | 7pm |
| | Planning Consultative Group | 9 February 2012 | 6.30pm |
| | Cemeteries Appeals and Working Group | 16 February 2012 | 10am |
| | Corporate Development and Audit Working Group | 21 February 2012 | 9am |
| | Planning Consultative Group | 23 February 2012 | 6.30pm |
| | Farnham Awards (tbc) | 27 February 2012 | 6.30pm (tbc) |
| | Annual meeting of Electors | 1 March 2012 | 7pm |
| | Farnham in Bloom Working Group | 7 March 2012 | 8.30am |
| | Planning Consultative Group | 8 March 2012 | 6.30pm |
| | Council | 15 March 2012 | 7pm |
| | Planning Consultative Group | 22 March 2012 | 6.30pm |
| | Launch of Farnham in Bloom | 21 March 2012 | tbc |
| | Corporate Development and Audit Working Group | 27 March 2012 | 9am |
| | Planning Consultative Group | 5 April 2012 | 6.30pm |
| | Good Friday | 6 April 2012 | |
| | Easter Monday | 9 April 2012 | |
| | Council (If required) | 12 April 2012 | 7pm |
| | Planning Consultative Group | 19 April 2012 | 6.30pm |
| | Corporate Development and Audit Working Group | 24 April 2012 | 9am |
| | Planning Consultative Group | 3 May 2012 | 6.30pm |
| | Early May Bank Holiday | 7 May 2012 | |
| MUNICIPAL YEAR 2012/2013 | | | |
| I | Annual Council (Annual) | 10 May 2012 | 7pm |
| | Spring Festival | 12 May 2012 | tbc |
| | Planning Consultative Group | 17 May 2012 | 6.30pm |
| I | Farnham in Bloom Working Group | 23 May 2012 | 8.30 |
| I | Tourism and Events Working Group | 29 May 2012 | 9am |
| I | Cemeteries Appeals and Working Group | 31 May 2012 | 10am |
| | Jubilee Picnic | 3 June 2012 | tbc |
| | Jubilee Beacon Event | 4 June 2012 | tbc |
| | Spring Bank Holiday | 4 June 2012 | |
| | Diamond Jubilee Holiday | 5 June 2012 | |
| I | Corporate Development and Audit Working Group | 12 June 2012 | 9am |

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| | Planning Consultative Group | 14 June 2012 | 6.30pm |
| 2 | Council (Sign Off Annual Accounts) | 21 June 2012 | 7pm |
| | Farnham Carnival | 23 June 2012 | 4pm |
| | Picnic in the Park | 23 June 2012 | 1pm |
| | Planning Consultative Group | 28 June 2012 | 6.30 |
| | CIVIC SERVICE | 1 July 2012 | 11am |
| | Farnham in Bloom Judging | TO BE CONFIRMED | |
| | Planning Consultative Group | 12 July 2012 | 6.30 |
| 2 | Corporate Development and Audit Working Group | 17 July 2012 | 9.00am |
| 2 | Farnham in Bloom Working Group | 18 July 2012 | 8.30am |
| 2 | Tourism and Events Working Group | 24 July 2012 | 9am |
| | Planning Consultative Group | 26 July 2012 | 6.30pm |
| 3 | Council (If required) | 2 August 2012 | 7pm |
| | Planning Consultative Group | 9 August 2012 | 6.30pm |
| | Planning Consultative Group | 23 August 2012 | 6.30pm |
| | Summer Bank Holiday | 27 August 2012 | |
| 3 | Corporate Development and Audit Working Group | 28 August 2012 | 9am |
| | Planning Consultative Group | 6 September 2012 | 6.30pm |
| | Heritage Open Days | 6 – 9 September 2012 | |
| 2 | Cemeteries Appeals and Working Group | 13 September 2012 | 10am |
| | Planning Consultative Group | 20 September 2012 | 6.30pm |
| 4 | Council | 13 September 2012 | 7pm |
| | Food Festival | 29 September 2012 | 10am |
| | Planning Consultative Group | 4 October 2012 | 6.30pm |
| 4 | Corporate Development and Audit Working Group | 9 October 2012 | 9am |
| 3 | Tourism and Events Working Group | 9 October 2012 | 9am |
| 3 | Farnham in Bloom Working Group | 11 October 2012 | 8.30am |
| 5 | Council (Budget 1) | 18 October 2012 | 7pm |
| | Planning Consultative Group | 25 October 2012 | 6.30pm |
| | Planning Consultative Group | 8 November 2012 | 6.30pm |
| | Remembrance Sunday | 11 November 2012 | 10am |
| 5 | Corporate Development and Audit Working Group | 13 November 2012 | 9am |
| | Planning Consultative Group | 22 November 2012 | 6.30pm |
| | Christmas Light Switch-On | 24 November 2012 | 1pm |
| 4 | Tourism and Events Working Group | 4 December 2012 | 9am |
| 4 | Farnham in Bloom Working Group | 5 December 2012 | 8.30am |
| 3 | Cemeteries Appeals and Working Group | 6 December 2012 | 10am |
| 6 | Council (Budget 2) | 13 December 2012 | 7pm |
| | Planning Consultative Group | 20 December 2012 | 6.30pm |
| | Planning Consultative Group | 3 January 2012 | 6.30pm |
| 6 | Corporate Development and Audit Working Group | 8 January 2013 | 7pm |
| 5 | Farnham in Bloom Working Group | 9 January 2013 | 8.30am |
| 7 | Council (Precept) | 17 January 2013 | 7pm |
| | Planning Consultative Group | 24 January 2013 | 6.30pm |
| 5 | Tourism and Events Working Group | 5 February 2013 | 9am |
| | Planning Consultative Group | 7 February 2013 | 6.30pm |
| 4 | Cemeteries Appeals and Working Group | 14 February 2013 | 10am |
| 7 | Corporate Development and Audit Working Group | 19 February 2013 | 9am |
| | Planning Consultative Group | 21 February 2013 | 6.30pm |
| 6 | Farnham in Bloom Working Group | 6 March 2013 | |
| | Annual Town Meeting of Electors | 7 March 2013 | 7pm |

| | | | |
|----------|--|----------------------|------------|
| 8 | Council | 14 March 2013 | 7pm |
| | Planning Consultative Group | 21 March 2013 | 6.30pm |
| 8 | Corporate Development and Audit Working Group | 26 March 2013 | 9am |
| | Good Friday | 29 March 2013 | |
| | East Monday | 1 April 2013 | |
| | Planning Consultative Group | 4 April 2013 | 6.30pm |
| 6 | Tourism and Events Working Group | 9 April 2013 | 9am |
| 9 | Council (Reserve date) | 11 April 2013 | 7pm |
| | Planning Consultative Group | 18 April 2013 | 6.30pm |
| 9 | Corporate Development and Audit Working Group | 23 April 2013 | 9am |
| | Planning Consultative Group | 2 May 2013 | 6.30pm |
| | Early May Bank Holiday | 6 May 2013 | |
| | Council (Annual) | 9 May 2013 | 7pm |
| | Planning Consultative Group | 16 May 2013 | 6.30pm |
| | Spring Bank Holiday | 27 May 2013 | |

| ADDITIONAL EVENTS | | |
|---|--------------------|-----|
| The Big Pick | 17 – 25 March 2012 | |
| 20 TH Anniversary Twinning Visit from Andernach | 7 – 10 June 2012 | |
| Music in the Meadow 1 | 10 June 2012 | 3pm |
| Music in the Meadow 2 | 17 June 2012 | 3pm |
| Music in the Meadow 3 | 8 July 2012 | 3pm |
| Music in the Meadow 4 | 15 July 2012 | 3pm |
| Farnham Grows | 21 – 22 July 2012 | |
| Music in the Meadow 5 | 29 July 2012 | 3pm |
| Music in the Meadow 6 | 5 August 2012 | 3pm |
| Music in the Meadow 7 | 12 August 2012 | 3pm |
| Music in the Meadow 8 | 19 August 2012 | 3pm |
| Music in the Meadow 9 | 2 September 2012 | 3pm |
| Farmers' Markets in Central Car Park. 4 th Sunday every month. | | |

| KEY | Provisional dates and times for Working Groups to be confirmed at first meeting of the Municipal year |
|------------|--|
| | Council – all meetings on Thursday to start at 7.00pm |
| | Annual meeting of Electors – Thursday to start at 7.00pm |
| | Planning Consultative Working Group – all meetings on Thursday to start at 6.30pm |
| | Cemeteries Appeals and Working Group - all meetings on Thursdays to start at 10.00am |
| | Farnham in Bloom Working Group – all meetings on Wednesdays to start at 0830am |
| | Corporate Development and Audit Working Group – all meetings on Tuesdays to start at 9.00am |
| | Tourism and Events Working Group – all meetings on Tuesdays to start at 9.00am |
| | Events |

Draft as at 24th November 2011



FARNHAM TOWN COUNCIL



Notes

Cemeteries and Appeals Working Group

Time and date

10.00am on Tuesday 3 November 2011

Place

Council Chamber, South Street, Farnham

Attendees: Cllr C Cockburn, Cllr D Beaman, Cllr C Genziani, Cllr G Parlett, Cllr S Redfern,

Officers present: Iain Lynch (part of meeting), Russell Reeve, Adrienne Owen (part of meeting).

1. Apologies

Apology for absence from Cllr S Hollins- Owen

2. Notes of Previous Meeting

| POINTS | ACTION |
|--|--|
| Agreed notes of meeting held on 29 September 2011. | |
| Item 1. West Street chapel railings now removed. | |
| Item 3. Bramm legal case – the Town Clerk advised that the Council's existing memorial policy be maintained. | |
| Item 4. Tree surgery under way. | |
| Item 5. Four more cemetery benches ordered. | |
| Item 6. Lectern design in West Street further considered. Maybe include an advert in wording provided? | AO to proceed with purchase of lectern and check on sponsorship possibility |
| Item 7. Badshot Lea cemetery railings being repaired. | |
| Item 9. Town Clerk updated on the position with Mr O. | |
| Item 9 – options for the marker at the entrance to the Garden of Reflection were outlined | AO to investigate cost and size of marker |

3. Cemetery Chapels

| POINTS | ACTION |
|---|--|
| <p>The Group were updated on an approach made to the Council by the Farnham (Buildings Preservation) Trust (FBPT) to repair and to bring Green Lane and West Street Chapels back into an alternative use. The Council has also asked that the Hale Chapels be included in the proposal. The initial step would be for a feasibility and options study to be undertaken jointly with FBPT, with the Town Council meeting half of the cost. Budget provision would also be sought to for legal advice for also dealing with matters such as de-consecration, establishing an agreement with the FBPT and also for planning consent applications.</p> <p>An initial update would be provided to the Corporate Development and Audit working Group working group later this month and it was intended that a report be provided to the Council meeting on 1 December.</p> | <p>Approval to be obtained from Council for a feasibility study to be undertaken jointly with FBPT, with the Town Council meeting half of the cost</p> <p>Budget provision to be made for legal advice for dealing with matters such as de-consecration, reaching an agreement with the FBPT and for obtaining planning consent.</p> |

4. 2012/2013 Fees and charges

| POINTS | ACTION |
|---|---|
| <p>The Group were briefed on the overall revenue budget position for cemeteries and also on the reserves position.</p> <p>The Group reviewed the Cemetery Schedule of Fees prior to their submission to the Corporate Development and Audit Working Group in order for a recommendation to then be made to the full Council.</p> <p>The Group were advised of some comparisons that had been made with the charges of nearby Councils and also the results of a review of the costs for different activities that had been undertaken by the Council's bookkeeper.</p> <p>The resulting proposals for fees and charges from January 2012 are provided in annex A. The proposal is that in most cases fees are mostly increased by around 5%, but for those services for which there is currently a significant under-recovery of costs, a bigger increase be applied.</p> | <p>Fees and charges proposals be submitted to the Corporate Development and Audit Working Group and recommended to the full Council.</p> |

5. Risk Assessment

| POINTS | ACTION |
|---|--------|
| Updated on progress in addressing matters listed in the | |

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|---|--|
| Cemeteries risk assessment. Noted progress on the memorial testing. | |
|---|--|

6. Bulb and Tree Planting

| POINTS | ACTION |
|---|---|
| <p>To coincide with national tree week (27th Nov-5 Dec), bulb and tree planting in cemeteries would commence Monday 28th November, initially in West Street. Press to be advised.</p> <p>A tree will be planted in each cemetery – preferred species would be those attractive and easily maintained (Kevin Taitt to advise on type - such as mountain ash). Also KT to ask if nurseries would be able to donate any more trees.</p> | <p>Kevin Taitt to negotiate/ order trees of preferred tree species.</p> <p>Adrienne Owen to organise event and draft press release to provide date.</p> |

7. Any other items

| POINTS | ACTION |
|--------|--------|
| None | |

8. Date of Next Meeting

10 am Thursday 16th February 2012.



CEMETERY FEES AND CHARGES PROPOSALS – 2012/13 year

Current fees shown in brackets – new fees to apply from 1st January 2012.

The fees for non residents will be twice the resident's fee as per the schedule, with the exception of the Garden of Reflection Package (see below).

(Non residents are those previously living outside the Farnham town boundary).

| Service | Residents Fees at 1 January 2012 (£) | Non-residents Fees at 1 January 2012 (£) |
|---|---|---|
| <u>BURIALS</u> | | |
| Double Depth Grave: First interment, Exclusive Rights of Burial and right to erect a memorial | 2110 (2010) | 4220 (4,020) |
| Single Depth Grave: First interment, Exclusive Rights of Burial and right to erect a memorial | 2050 (1950) | 4100 (3,900) |
| Re-opening of grave | 735 (700) | 1470 (1,400) |
| Ashes: First interment, Exclusive Rights of Burial and right to erect a memorial | 875 (835) | 1750 (1,670) |
| Re-opening for Ashes interment | 330 (315) | 660 (630) |
| Children under 12 years | 370 (355) | 740 (710) |
| Purchase of additional 5 years of Exclusive Rights of Burial | 220 (210) | 440 (420) |
| Reservation of Grave Space ¹ | 215 (205) | 430 (410) |
| <u>GARDEN OF REFLECTION</u> | | |
| Scattering of Ashes in Garden of Reflection (West Street) | 30 (25) | |
| Granite Memorial Book Residents' Package – (includes scattering of ashes in Garden of Reflection and inscription on granite Memorial Book) | 275 (250) | |
| Granite Memorial Book Non-Residents' Package – (includes scattering of ashes in Garden of Reflection and inscription on granite Memorial Book) | | 550 (525) |

| | | |
|---|-----------------------------------|-----------------------------------|
| <u>MEMORIALS</u> | | |
| Additional Inscription for graves purchased prior to 01/03/08 | 115 (106) | 115 (106) |
| Memorial Permit for graves purchased prior to 01/03/08 | 165 (157) | 165 (157) |
| Administration charge (Health and Safety) | 60 (50) | 60 (50) |
| Administration for renewal of Memorial Permit after 12 months | 20 (10) | 20 (10) |
| <u>MISCELLANEOUS</u> | | |
| Transfer of Ownership | 60 (50) | 60 (50) |
| Administration Charges | 60 (50) | 60 (50) |
| Genealogy (per search) | 20 (5) | 20 (5) |
| Re-turfing of graves after 1 year | 60 (40) | 60 (40) |
| Levelling of Grave after 1 year | 40 (40) | 40 (40) |
| Adopt a Memorial Bench (adopt whole bench for 20 years) | 300 (250) | 300 (250) |
| Adopt a Memorial Bench (adopt 1/3 of bench for 30 years) | 100 (75) | 100 (75) |
| Exhumation | Considered on an individual basis | Considered on an individual basis |

Please note:

1. **A grave space may be reserved for up to 30 years at a reservation cost. The cost of reservation will not be deducted from any future fees or the Exclusive Right of Burial.**
2. **Grave spaces can no longer be pre-purchased.**

Memorial Sizes

Please see Town Council's Cemetery regulations for sizes and types of Memorials permitted in the Town Council's Cemeteries. (West Street, Green Lane, Badshot Lea, and Hale)



FARNHAM TOWN COUNCIL

D

Notes

Tourism and Events Working Group

Time and date

7.00pm on Monday 7th November 2011

Place

Council Chamber, South Street, Farnham

Attendees: Councillors Stephen O'Grady, David Beaman, Jessica Parry, Stephen Hill, Paddy Blagden and Jeremy Ricketts

Officers Present: Iain Lynch (Town Clerk)
Jacqui Walker (Community Development Team Leader)
Eleanor Bradfield (Projects Co-ordinator)

1. Apologies Apologies for absence were received by Councillor Julia Potts

2. Disclosure of Interest

| POINTS | ACTION |
|---------------------------------------|--------|
| There were no disclosures of interest | |

3. Notes of last meeting

| POINTS | ACTION |
|--|--------|
| The notes of the 5 th September and 5 th October meetings were agreed as accurate records of the meetings. | |

Matters Arising

| POINTS | ACTION |
|--|--|
| 1. Skanska had put right some lights fittings on Castle Street, in time for the installation of decorations. | |
| 2. JW updated that we are waiting for an update from Skanska about the rolling programme of renewing light fittings in Farnham. Castle Street and West | Community Development Team Leader to ask Skanska for details of the |

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| Street have old street lights which need replacement. | refurbishment programme for Castle Street and West Street, and to make FCAMP and Cllr Frost aware of plans of potential replacement of cast iron lights. |
| 3. Jigsaw risk assessment has been reviewed. | |
| 4. Participating schools are happy for their car parks to be used. | |

4. Christmas Events

| POINTS | ACTION |
|---|--|
| <p><u>Christmas Lights Switch-On</u></p> <ol style="list-style-type: none"> 1. The working group received the update from EB. 2. EB showed a draft site plan which was more open plan than the previous year to enable the stage to be in full view of visitors and for safety reasons. It was decided to locate the Information Tent and the Mayor’s Tea Tent by the Santa’s Grotto. An extra tent will be positioned by these, to cater for the Colouring Competition, subject to availability of Councillors to manage it. 3. EB mentioned that the Safety Advisory Group(SAG) had provided advice to keep the area by the stage clear to avoid over crowding. Cllr Parry said that the plan was logical and well set out and could see the point why the live animal nativity should be put a reasonable distant away from any food/drink stalls. 4. A Mulled wine briefing will be provided by IL for attendants at the Mayor’s Tea Tent – articularly on the licensing objectives. It was agreed that no vehicles should be left behind stalls including FTC. 5. EB updated that there were 27 applicants so far. Sponsors totalled £1,10 from The Herald, Pub Watch and Waitrose, with David Lloyd also to be confirmed. EB was congratulated for the good work done. 6. 8 charity stalls were confirmed out of the 27 agreed stalls. <p><u>Late night shopping</u></p> <ol style="list-style-type: none"> 7. The Chambers of Commerce will be the lead organisor for Late Night Shopping, supported by FTC. Hedgehog and Lions were hoping to play on the 15th and 22nd December. It was noted that the dates for Sunday Shopping were 11th and 18th December. 8. | <p>S O’grady to seek Councillors for Colouring tent</p> <p>Town Clerk to provide mulled wine briefing to the Mayor’s Tea Tent helpers.</p> |

8. Town Guide 2012.

| POINTS | ACTION |
|--|---|
| <ol style="list-style-type: none"> 1. JW talked the working group through the various Town Guide styles over the last 4 years. 2. The working group accepted the recommendations to keep the current style of 2011/12 Guide. The Town Guide 2012 was proposed to be produced on its own for 2012/13 but for the following Town Guide to span over 2 years. 3. It was suggested that next year's Town Guide front cover to have a green tab on the right instead of navy. FIB winners to be displayed in Guide. 4. It was also mentioned that the town map needed some revisions. 5. Distribution of 2011/12 was paid for but not delivered – this is to be recovered or used for 2012/13. | <p>Community Development Team Leader to review map</p> <p>Community Development Team Leader to pursue</p> |

9. Any Other Business

| POINTS | ACTION |
|---|--|
| <ol style="list-style-type: none"> 1. A Christmas de-brief meeting to be held in December. 2. Future dates agreed as : <ul style="list-style-type: none"> 29 May 2012 24 July 2012 2 October 2012 4 December 2012 5 February 2013 9 April 2013 | <p>Project Coordinator to organise.</p> |

10. Date of the next meeting

| POINTS | ACTION |
|---|---|
| <p>It was agreed that the date and time of the next meeting would be 2nd February 2012 at 7.00pm</p> | <p>Community Development Team Leader/Projects Co-ordinator to email Members Agenda and papers nearer the time.</p> |

Notes taken by Jacqui Walker



FARNHAM TOWN COUNCIL

E

Notes

Farnham in Bloom Working Group

Time and date: 16th November 2011 at 8.30am

Place: Council Chamber

Attendees: Councillors Attfield, S O'Grady, Potts (Lead Member), Redfern, Ricketts,

Officers Present: Iain Lynch, Cath Sydenham and Kevin Taitt

4. Apologies : Cllr J O'Grady (presented to Cllr Potts)

5. Disclosure of Interest

No disclosures of interest were received

6. Notes of last meeting

| POINTS | ACTION |
|---|--------|
| <p>The notes of the last meeting were accepted as an accurate record of the meeting and the following points were discussed:</p> <ul style="list-style-type: none">• A meeting with Waverley Training Services confirmed they are going to start work in the Library Gardens on Wednesday 23rd November 2011. They will then also assist with work in the greenhouses. <p>(Cllr S O'Grady arrived)</p> <ul style="list-style-type: none">• Grounds works at Badshot Lea War Memorial now complete. Thanks were expressed to the outside workforce for their assistance with tidying the war memorials for Remembrance Sunday.• Promotional letter has been sent to Weybourne Infant School.• Following a meeting with John Collins, who has agreed to do the DVD, it was confirmed the only cost to FTC is the costs incurred in the production. The video could contain an interview with our key sponsors saying what they get from sponsoring FIB.• Terms of reference for the community group will be | |

| | |
|--|---|
| <p>brought to a future meeting linked to the revised Terms of Reference being developed for all Working Groups.</p> <ul style="list-style-type: none"> • Contact has been made with Farnham Station, awaiting for the Station Manager to return call. • Awards evening went well. • The Low Lane path re-surfacing has been put on hold as Hansons would like to reinstate the ditch. Blackwater Valley Partnership has been working with the local policeman who has identified a number of young people who could help with the coppicing of the Hazel. • Rainwater harvesting on the building won't be possible due to the cast iron downpipes and costs for the chapel are still be investigated. • Trees are going to be ordered from the Woodland Trust. Suggested that a letter is sent out with the Christmas Cards thanking people and offering them a tree to plant. • Street furniture will be ordered in December. | <p>Town Clerk</p> <p>Rural Development Co-ordinator to follow up in conjunction with Cllr Potts</p> <p>Cath to liaise with Blackwater Valley Partnership. Cllr Attfield to give Cath contact for Hansons.</p> <p>Kevin to investigate costs</p> |
|--|---|

7. Farnham in Bloom Community Group Notes

| POINTS | ACTION |
|---|--------|
| <ul style="list-style-type: none"> • The Working Group were updated on the Cornus Planting plans. • Cllr Potts will talk to Rt Hon Jeremy Hunt MP about helping with a litter pick in Red Lion Lane. • Squires Garden Centre have agreed to help with the publicity of the Big Pick Week. • The group were updated on the plans for the FIB Winter Celebrations. • The idea of the carnival was discussed and suggested that the float could be simple eg people walking round with wheel barrows. | |

5 . Bulb Planting

| POINTS | ACTION |
|---|--------|
| <p>Successful event with residents, Councillors and Staff. Publicity was received in the Ash and Farnham Mail</p> | |

6. Wildflowers

| POINTS | ACTION |
|---|------------------|
| <p>A pack of wildflowers has been applied for from the RHS. They will be planted on the weekend of the 14/15 April at the start of the National Gardening Week as part of Britain in Bloom's Diamond Jubilee Plans.</p> | <p>KT</p> |

7. Year in the Life of Farnham in Bloom

| POINTS | ACTION |
|--|--|
| <p>Expand this to include the months of August and September and add in the dates for the guided walks.</p> <p>Mayor is going to plant the first plug plant in March, the schools will be invited to help on Wednesday 21st March and then have the launch of the 2012 campaign that evening.</p> | <p>Rural Development Co-ordinator to update</p> |

8. Hanging Basket Costs and Budget 2012/13

| POINTS | ACTION |
|---|--|
| <p>The Town Clerk explained that the draft budget had been discussed at Corporate Development and would go on to Council.</p> <p>For the 2013/14 budget the working group would like a survey/ consultation to find out the people's priorities.</p> <p>'What is Farnham in Bloom' should be publicised more to show it is not just about the flowers.</p> <p>The possibility of turning the community group into a charity was discussed as this would then enable them to apply for grants.</p> <p>The costs of the hanging baskets were discussed and that a sponsorship package needs to be put together.</p> <p>It was recommended and agreed that:</p> <ol style="list-style-type: none"> 1. The cost of a hanging basket is increased to £50 2. The cost of sponsoring a trough/planter is increased to £100 + the cost of a plaque if required. 3. The suggested budget is agreed at £25,000 with a target income of £9,000 being set. 4. The priority for the baskets should be: <ol style="list-style-type: none"> i. Where they are paid for ii. Where there will be a gap in the display iii. Community buildings | <p>Town Clerk to pass to CDAWG</p> <p>All to progress</p> <p>Rural Development Co-ordinator to put a sponsorship package together</p> |

9. Allotments

| POINTS | ACTION |
|--|--|
| <p>Agreed that the cost of renting an allotment should be increased over a 2 year period:</p> <ul style="list-style-type: none"> • In 2012 increase the cost of a rod to £6.50 making the cost of a 5 rod plot £32.50 – projected income of £8,750.25 • In 2013 increase the cost of a rod to £7.25 making the cost of a 5 rod plot £36.25 – projected income of £9,559.12 <p>The Working Group also recommended that the allotments are to become cost neutral over a period of time.</p> | <p>Recommendations to be incorporated into 2012/13 draft budget</p> |

Cllr S O’Grady left the meeting

10. Polytunnel

| POINTS | ACTION |
|---|--------|
| <p>The cost of purchasing a poly tunnel £2,500 could be funded from earmarked reserves for new equipment.</p> <p>A polytunnel would allow Farnham in Bloom to be self sufficient and volunteers could help with potting up the baskets. Agreed that the Polytunnel should be ordered.</p> | |

11. Olympic / Jubilee Plans

| POINTS | ACTION |
|--|--|
| <p>Town Clerk explained the activities that Corporate Development had agreed.</p> <p>A potential £2500 of funding is available from Surrey County Council for Olympic schemes which could be used for the beds outside the police station.</p> <p>Maltings Quayside was discussed and agreed that Town Clerk and Cllr Potts meet Gavin Stride and Chairman to discuss further.</p> | <p>Lead Member, Town Clerk and Outside Services Manager to discuss further.</p> |

11.50am – Cllr Redfern left the meeting.

12. Risk Assessment

| POINTS | ACTION |
|--|--------|
| <p>The risk assessment was agreed.</p> | |

13. Bin

| POINTS | ACTION |
|--|---|
| The Working Group discussed Cllr Hollins-Owen request for an additional bin in the Bourne, more information about where other bins are in relation to Cllr Hollins-Owen request for a bin is needed. | Rural Development Co-ordinator to progress |

14. Cycle Racks

| POINTS | ACTION |
|--|---|
| The Working Group discussed Cllr Hollins-Owen request for additional cycle racks in the town centre. The Working Group has asked for more information on where cycle racks are positioned. | Rural Development Co-ordinator to map where the cycle racks are. |

15. Press Releases

| POINTS | ACTION |
|--|--|
| In January issue a press release about what is Farnham in Bloom and a calendar of what is happening. | Rural Development Co-ordinator to publish dates |

16. Date of the next meeting

| POINTS | ACTION |
|--|---|
| It was agreed that the date and time of the next meeting would be Wednesday 25 th January 20012 at 8.30am | Rural Development Co-ordinator to email Members Agenda and papers nearer the time. |

Meeting finished at 12.17pm

Notes taken by Cath Sydenham



FARNHAM TOWN COUNCIL

F

Minutes Planning Consultative Group

Time and date

6.30pm on Thursday 27 October 2011

Place

Council Offices, South Street, Farnham

Members Present

0 Cllr C G Genziani
* Cllr D Beaman
* Cllr P Blagden
* Cllr S Hill
0 Cllr S Hollins-Owen
* Cllr J Ricketts
* Cllr S O'Grady

* Present (Cllr Blagden until 7.10, Cllr Beaman from 7.20)

0 Apologies for absence.

PLANNING APPLICATIONS - CONSIDERATIONS

NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council Level and are based on the evidence and representations to the Town Council.

1 **Apologies for Absence**

Apologies for absence were received from Councillors Genziani and Hollins-Owen

2 **Disclosure of interests.**

There were no disclosures of interests

**APPLICATIONS CONSIDERED BY MEMBERS ON
27 October 2011**

**WA
11/1639**

Erection of detached garage and store
4 Pine Ridge House, Bourne Grove Close, Farnham

No comment

**WA
11/1682**

Conservation Area Consent for the demolition of existing dwelling
Heather Bank, Swingate, Farnham

No comment

**WA
11/1672**

Erection of dwelling following demolition of existing dwelling
Heather Bank, Swingate Road, Farnham

Materials used to be in keeping with neighbouring properties

**WA
11/1660**

Certificate of Lawfulness under Section 192 for the construction of a dormer
window and provision of roof lights for loft conversion
57 Lodge Hill Road, Farnham

No comment

**WA
11/1656**

Erection of two storey extension and detached garage/store
59 Aveley Lane, Farnham

**Request that condition be applied to prevent garage being used
as a dwelling**

**WA
11/1665**

Erection of a garage to serve dwelling under construction
Land adjacent to 27 Three Stiles Road, Farnham

No comment

**CA
11/0092**

Works to one silver birch tree
16 Castle Street, Farnham

No comment

**WA
11/1633**

Erection of extension and alterations
63 Willow Way, Farnham

**Concern about bulk and mass of extension – impacts
On street scene and neighbours amenities.**

**WA
11/1650**

Application for a new planning permission to replace extant permission
WA/2009/0123 for the erection of a two storey extension.

Dromkeen, Old Compton Lane, Farnham

No comment.

WA
11/1681

Erection of single storey extension following demolition of extension.
6 Uplands Road, Farnham

No comment

WA
11/1643

Certificate of Lawfulness under Section 192 for the erection of a
Single storey rear extension.
1 Keen Cottages, Guildford Road, Farnham

No comment

WA
11/1657

Erection of gates and fence railing
86 Broomleaf Road, Farnham

No comment.

WA
11/1662

Insertion of roof lights and conversion of roof space to habitable
Accommodation (follows invalid application WA/2011/0756)
23 Farnham Cloisters, Shortheath Road, Farnham

**Concerned about further development on already crowded
Site – parking adequate?**

WA
11/1619

Erection of conservatory following demolition of existing conservatory
58 Shortheath Road, Farnham

No comment

WA
11/1651

Installation of window in rear first floor elevation
21 Jubilee Lane, Wrecclesham

No comment

WA
11/1663

Insertion of roof lights and conversion of roof space to habitable
Accommodation (follows invalid application WA/2011/0757)

**Concerned about further development on already crowded
site – parking adequate?**

WA
11/1640

Erection of extensions and alterations (follows invalid application
WA/2011/0951)
18 Burnt Hill Road, Farnham

**Concerned about impact on neighbouring property –
Overdevelopment of site?**

| | |
|------------------------------|---|
| WA 11/1612 | Certificate of Lawfulness under Section 192 for the commencement of works for the erection of a garage, prior to 1 st October 2008, therefore complying with the earlier version of the Town and Country Planning General Permitted Development Order 1995 1 Glenwood, Nutshell Lane, Farnham |
| | No comment |
| WA 11/1638 | Erection of extensions and alterations following demolition of existing extensions and chimneys. 10 & 12 Wings Road, Farnham |
| | Concerned about impact on neighbouring property – scale And bulk on site. |
| WA 11/1617 | Erection of a conservatory following demolition of existing conservatory 8 Fernhill Lane, Farnham |
| | No comment |
| WA 11/1646 | Erection of porch and alterations to elevation to allow conversion of Garage to from habitable accommodation 30 Oakland Avenue, Farnham |
| | No comment |
| NMA 11/0130 | Amendment to WA/2010/1841 to add a roof light to the western elevation. 38 Copse Avenue, Farnham |
| | No comment |
| WA 11/1637 | Erection of extensions following demolition of existing extensions 6 Orchard Road, Badshot Lea |
| | No comment |
| WA 11/1661 | Alterations to elevations of garage to provide habitable accommodation 12 St David's Close, Farnham |
| | No comment |
| CA 11/0094 | Works to trees Swiss Cottage, Westfield Lane, Farnham |
| | No comment |

| | |
|-----------------------------|---|
| WA 11/1622 | Erection of single storey extension Stables, Yatesbury Close, Farnham |
| | No comment |
| WA 11/1623 | Erection of single storey extension 10 Copse Way, Farnham |
| | No comment |
| WA 11/1690 | Erection of extensions and alterations 9 Longdown Road, Farnham |
| | No comment |
| WA 11/1735 | Erection of single storey extension following demolition of existing Lean-to-shed 4 Stream Farm Close, Farnham |
| | No comment |
| WA 11/1679 | Erection of extensions and alterations together with alterations to garden levels (revision of WA/2011/0934) |
| | No comment |
| TM 11/0103 | Application for works to trees subject of Tree Preservation Order 07/09 Kings Wood, 16 Gong Hill Drive, Farnham |
| | No comment |
| WA 11/1725 | Erection of extensions, garage, pool buildings and alterations following demolition of existing porch, garage, conservatory and bay window (revision of WA/2010/1203) 8 Gong Hill Drive, Farnham |
| | No comment |
| WA 11/1689 | Erection of two storey extensions and alterations (revision of WA/2010/1533) 19 Aveley Lane, Farnham |
| | No comment |
| WA 11/1686 | Insertion of roof lights 9 Crownwood Gate, Farnham |
| | No objection subject to the approval of the Conservation Officer |

| | |
|----------------------|---|
| WA 11/1718 | Erection of a statue Gostrey Meadow, Union Road, Farnham |
| | No comment |
| WA 11/1724 | Application for a new planning permission to replace extant permission WA/2008/1895 (erection of extensions following demolition of existing extension and garage) 16 Shortheath Road, Farnham |
| | No comment |
| WA 11/1736 | Alterations to 2 flats to form a dwelling Ground Floor Flat, 45 Firgrove Hill, Farnham |
| | No comment |
| WA 11/1693 | Erection of single storey extensions 17 Whitmore Green, Farnham |
| | No comment |
| WA 11/1692 | Erection of single storey extension 19 Whitmore Green, Farnham |
| | No comment |
| TM 11/0104 | Application for works to trees subject of Tree Preservation Order 15/10 2 Upper Hale Road, Farnham |
| | No comment |
| WA 11/1710 | Erection of two storey extensions and alterations and erection of a detached garage 6A High Park Road, Farnham |
| | Concerned about bulk and mass of development and at being in Keeping with street scene |
| TM 11/0105 | Application for works to a tree subject of Tree Preservation Order 15/10 15 Boundstone Road, Farnham |
| | No comment |
| WA | Erection of single storey extension (revision of WA/2011/1250) |

11/1706 Hale Institute and Village Hall, Wings Road, Farnham

Concerns that:

- 1. Materials used are in keeping with existing building**
- 2. Does not encroach on amenity of neighbouring property**

WA
11/1678 Erection of extension
15 Ennerdale Grove, Farnham

No comment

WA
11/1680 Erection of two storey side extension
23 Glorney Mead, Farnham

No comment

WA
11/1734 Erection of a detached garage (revision of WA/2011/1074)
Rockford House, Rosemary Lane, Rowledge

No comment

WA
11/1772 Erection of extensions to bungalow to form two storey dwelling
Following demolition of existing garage (revision of WA/2011/0145)

No comment

WA
11/1770 Erection of dwelling following demolition of existing dwelling and garage
75 Burnt Hill Road, Farnham

No comment

WA
11/1768 Certificate of Lawfulness under Section 192 for construction of a dormer
window and the installation of roof light.
56 Burnt Hill Road, Farnham

No comment

WA
11/1769 Construction of chimney, dormer windows and alterations to provide
Habitable accommodation.
10 Larkfield Road, Farnham

No comment

WA
11/1752 Certificate of Lawfulness under Section 192 for the erection of a garage
12 Searle Road, Farnham

No comment

| | |
|-----------------------------|--|
| WA 11/1766 | Erection of first floor side extension and porch (revision of WA/2011/0865) 41 Alma Way, Farnham |
| | No comment |
| WA 11/1750 | Erection of extensions and alterations to form a chalet bungalow 7 North Avenue, Farnham |
| | No comment |
| WA 11/1771 | Erection of single storey extensions and detached garage following demolition of existing garage (revision of WA/2011/0860) |
| | No comment |
| WA 11/1779 | Erection of detached garage with store over Hindwood House, Crooksbury Road, Farnham |
| | Request that condition be applied to prevent garage being used as a dwelling |
| TM 11/0111 | Application for works to trees subject of Tree Preservation Order 5/99 11 Longhope Drive, Farnham |
| | No comment |
| TM 11/0110 | Application for works to trees subject of Tree Preservation Order 6/99 21 & 23 Longhope Drive, Farnham |
| | No comment |
| WA 11/1764 | Erection of dwelling and garage following demolition of existing bungalow 49 Wrecclesham Road, Farnham |
| | No comment |
| WA 11/1786 | Erection of extensions, alterations and conversion of dwelling to form 2 flats. 46 Greenfield Road, Farnham |
| | Concern about adequacy of car parking provision |
| WA 11/1762 | Erection of 2 dwellings together with detached garage/store buildings following the demolition of the existing dwelling and associated buildings Land at 24 Lickfolds Road, Farnham |
| | Concern about the scale of the development across width of the site. |

WA
11/1773

Erection of extensions following demolition of existing extensions
94 & 96 Boundstone Road, Rowledge

No comment

WA
11/1785

Erection of extensions following demolition of conservatory and porch
25 Shortheath Crest, Farnham

Concern about the proximity to neighbouring property.



FARNHAM TOWN COUNCIL



Minutes Planning Consultative Group

Time and date

6.30pm on Thursday 10 November 2011

Place

Council Offices, South Street, Farnham

Members Present

- * Cllr C G Genziani (arrived at 7.10pm)
- * Cllr D Beaman
- * Cllr P Blagden
- * Cllr S Hill
- 0 Cllr S Hollins-Owen
- * Cllr J Ricketts
- 0 Cllr S O'Grady

0 Apologies for absence.

PLANNING APPLICATIONS – CONSIDERATIONS

NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council Level and are based on the evidence and representations to the Town Council.

1 Apologies for Absence

Apologies for absence were received from Councillors Genziani and Hollins-Owen

2 Disclosure of interests.

There were no disclosures of interests.

**3 APPLICATIONS CONSIDERED BY MEMBERS ON
10 NOVEMBER 2011**

| | |
|------------------------------|---|
| WA 11/1794 | Erection of single storey rear extension together with alterations to roof to form habitable accommodation (revision of WA/2011/1232) Previous comments on 18.08.2011 were as follows: No objections No comment |
| TM 11/0117 | Application for works to trees subject of Tree Preservation Order Far 1. Priory Farm, Waverley Lane, Farnham No comment |
| NMA 11/0140 | Amendment to WA/2010/1083 to provide a lower base for cabins Watside, Woodland Drive, Wrecclesham, Farnham No comment |
| NMA 11/0137 | Amendment to WA/2011/1192 to remove roof lights on north-east Elevation and increase size of window on north-west elevation. 28 Aveley Lane, Farnham No comment |
| CA 11/0104 | Old church Lane, Farnham Conservation Area T1- Oak – prune to clear house by 1.5m T2 – Sycamore – prune to clear house by 1.5m T3 – Oak – crown thin by approx 20%, mainly on the branch extremities. 6 Vicarage Lane, Farnham No comment |
| TM 11/0116 | Application for works to a tree subject of Tree Preservation Order Far 84 Land at Firgrove Court, Farnham No comment |
| CA 11/0100 | Farnham Conservation Area 1 x privett tree - fell Farnham Maltings, Bridge Square, Farnham No comment |
| WA 11/1807 | Variation under Section 73 to vary condition 5 of WA/2010/1213 To alter the number of bedrooms to the 4 dwellings 50 West Street, Farnham No comment |

WA
11/1839 Listed Building Consent for the installation of 18 photovoltaic panels on stable roof.
Runwick House, Runwick Lane, Farnham

No comment.

NMA
11/0141 Amendment to WA/2010/0856/ to reduce foot print of proposed extension
9 Hazell Road, Farnham

No comment

WA
11/1838 Installation of 18 photovoltaic panels on stable roof
Runwick house, Runwick Lane, Farnham

No comment

CA
11/0106 Farnham Conservation Area – works to trees
20 Long Garden Walk, Farnham

No comment.

WA
11/1812 Erection of single storey extension following demolition of Existing extension.
45 St Georges Road, Farnham

No comment

WA
11/1808 Erection of a porch
32 Waverley Lane, Farnham

No comment

NMA
11/0136 Amendment to WA/2010/0883 to change position of solar panels, Change window frames to UPVC, add downpipes as service runs, change material on roof light and remove condition
Marshalls, Weydon Lane, Farnham

No comment

WA
11/1792 Alteration to create new door to side elevation, new door at first floor level to rear elevation and erection of external staircase.
47 Farnborough Road, Farnham

No comment

| | |
|-----------------------------|---|
| WA 11/1795 | Installation of replacement windows to flats and communal block together With new window to flat 24 1 – 31 The Ferns, Bricksbury Hill, Farnham |
| | No comment |
| WA 11/1805 | Erection of a conservatory 148 Farnborough Road, Farnham |
| | No comment |
| WA 11/1793 | Installation of 24 hour ATM to front elevation 47 -51 Farnborough Road, Farnham |
| | No comment |
| WA 11/1800 | Erection of porch following demolition of existing porch 38 West Avenue |
| | No comment |
| WA 11/1826 | Erection of extensions and alterations 26 Park Road, Farnham |
| | No comment |
| WA 11/1835 | Erection of extensions and alterations following demolition of existing extensions 14 Stoneyfields, Farnham |
| | No comment |
| WA 11/1834 | Erection of extensions and alterations including balcony following Demolition of existing extensions 14 Stoneyfields, Farnham |
| | No comment |
| WA 11/1840 | Application under Section 73 to vary condition 2 of WA/2010/1233 which restricts the use of the spa building to allow the occupiers of the estate workers dwelling and their guests to use the spa. Moor Park House, Moor Park Lane, Farnham |
| | No comment |
| WA 11/1827 | Erection of two storey side extension 18 Derwent Close, Farnham |
| | No comment |

| | |
|-----------------------------|--|
| TM 11/0115 | Application for works to a tree subject of Tree Preservation Order 03/11 17 Hollis Wood Drive, Farnham |
| | No comment |
| WA 11/1801 | Erection of single storey extension 15 Shortheath Crest, Farnham |
| | No comment |
| WA 11/1823 | Erection of a porch 27 Coleson Hill Road, Farnham |
| | No comment |
| WA 11/1831 | Certificate of Lawfulness under Section 191 for use of land as Residential cartilage. 90 – 96 Boundstone Road, Farnham |
| | No comment |
| WA 11/1845 | Erection of extensions and alterations to form a single dwelling 51 & 53 Burnt Hill Road, Farnham |
| | No comment |
| WA 11/1821 | Listed Building consent for internal and external alterations 24 Castle Street, Farnham |
| | The plans should be submitted to the Conservationist Officer for approval. |
| WA 11/1829 | Erection of two storey extensions following demolition of existing garage (revision of WA/2010/2152) 33 Larkfield Road, Farnham |
| | No comment |
| WA 11/1837 | Change of use of property from 7 flats to a single dwelling with associated Parking, together with external and internal alterations and the creation Of a new access. 13 Middle church Lane, Farnham |
| | No objections subject to the approval of the Conservationist Officer |
| WA | Erection of extensions and alterations following demolition of |

| | |
|-----------------------|---|
| 11/1820 | Existing garage and extensions. 28 Longley Road, Farnham |
| | No comment |
| WA 11/1858 | Erection of detached garage and new access 23 Brambleton Avenue, Farnham |
| | No comment |
| WA 11/1841 | Erection of single storey and two storey extensions (revision of WA/2010/1593) 11 Wykeham Road, Farnham |
| | Concerned about the adverse affect on the residential amenities Of neighbouring property and proximity to neighbours at no.9 |
| WA 11/1847 | Erection of a dwelling and garage following demolition of existing dwelling. Coburg, 4 Monks Well, Farnham |
| | No comment |
| WA 11/1809 | Erection of single storey extension 112 Badshot Park, Badshot Park, Farnham |
| | No comment |
| WA 11/1790 | Erection of extensions and alterations 52 Riverdale, Wrecclisham, Farnham |
| | No comment |
| WA 11/1801 | Erection of single storey extension 15 Shortheath Crest, Farnham |
| | No comment |
| WA 11/1844 | Erection of extensions and alterations Gorsedene Cottage, The Long Road, Rowledge, Farnham |
| | No comment |
| WA 11/1828 | Erection of garage and habitable room following demolition Of the existing garage 18 Chapel Road, Rowledge, Farnham |
| | No comment |

WA
11/1571

Addendum

Change of use of land for the stationing of caravans for residential purposes for 1 no. gypsy pitch together with the formation of additional hard standing and the erection of a utility/day room ancillary to that use.

Land off Tongham Road, Runfold

**Previous comments submitted on 6.10.2011 were as follows:
Concerned about the implications of the application and
would like to know the views of the Strategy Officer.**

**Further comments on 10.11.2011 are: This is inappropriate
development on the site and on land beyond the green belt.**

The meeting closed at 7.30pm

FARNHAM TOWN COUNCIL



H

Minutes Planning Consultative Group

Time and date

6.30pm on Thursday 24th November 2011

Place

Council Offices, South Street, Farnham

TO FOLLOW



FARNHAM TOWN COUNCIL

Report
Council

PROPOSED BUDGET FOR THE 2012/13 YEAR

- 1 The 2012/13 draft budget determines the way in which the Council's resources will be applied over the next year. The proposals reflect the priorities agreed for the Council for the 2012/13 onwards as discussed at the Councillors Workshop in October and at Corporate Development & Audit in November and as presented earlier on the agenda for this meeting.
- 2 The proposals recognise that there is a balance to be achieved between continuing to provide quality services for which demand exists, addressing cost pressures and also in ensuring sound finances are maintained for future years. Recognition must also be given to the significant pressures being faced by the whole community with price rises in most areas of household expenditure, and increasing inflation.
- 3 The proposals take into account cost and price increases which have occurred, many of which have been unavoidable for the Council for this period. The draft budget also reflects continued reduced levels of investment income for the Council due to the low interest rates being maintained. In recent years the investment income has been as much as the projected deficit for 2012/13.
- 4 The pressures on budgets have been offset by actions taken to increase fees and charges and also the targeted savings which the Council has been able to achieve to date in contracts and by managing staff vacancies. These elements will continue to be targeted but the programme of investment in community assets which are deteriorating means that the Council must be careful to avoid eroding the reserves base too far.
- 5 The precept levy for the 2012/13 year will not be determined until the January Council meeting. At this point, the Town Council will have been advised of the updated tax base by Waverley Borough Council, which will determine the number of Band D properties upon which the precept is based.

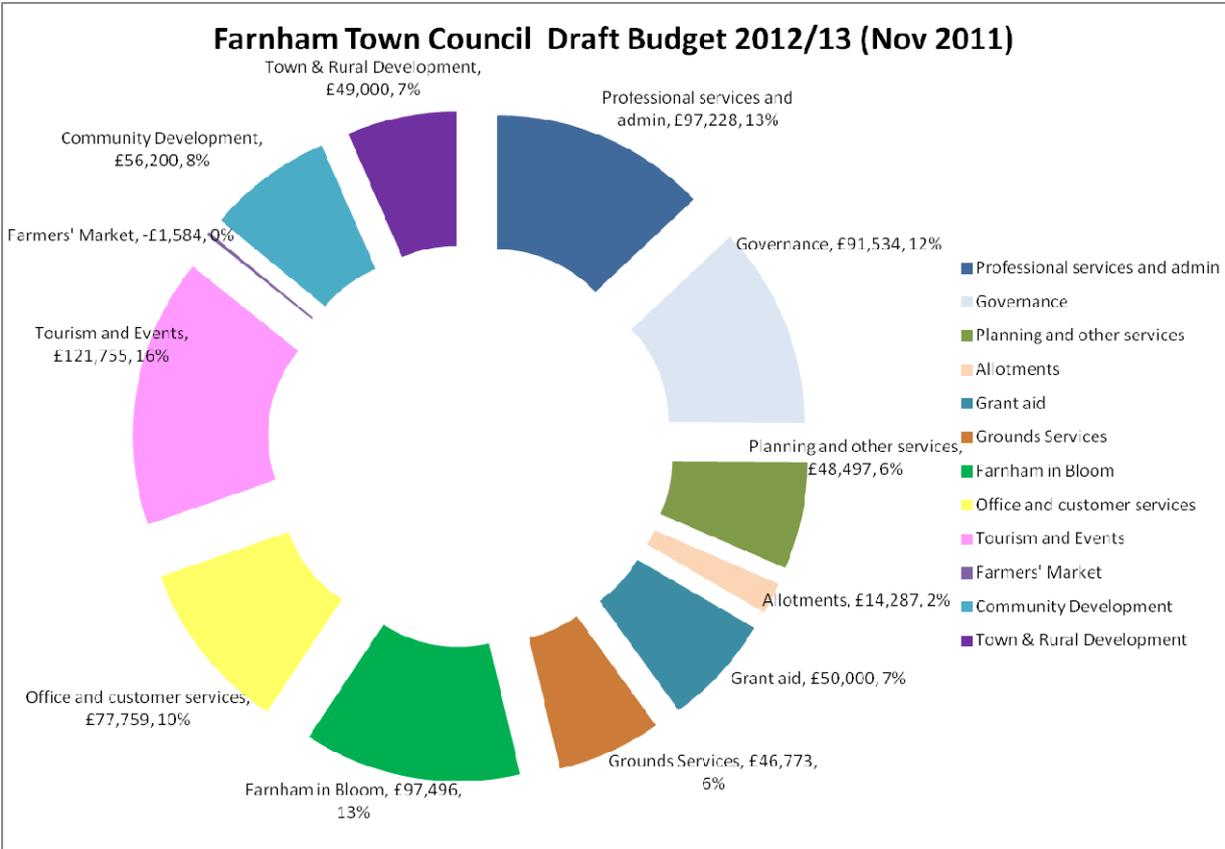
- 6 Key features of the proposed budget for the 2012/13 year are an overall increase due to:
- Additional costs arising in areas such as for the council offices (e.g. increased business rates and full utility costs for the building), higher pension costs, further information technology investment; the appointment of Health and Safety advisors.
 - An expectation of low interest rates now continuing into next year.
 - Some additional spending being provided for a range of items such as for the Queens Jubilee celebrations.
- 7 This is partly offset by reductions being achieved including:
- Additional income from activities and services, such as from events' sponsorship, Farnham in Bloom contributions, cemeteries fees and allotment rents
 - Savings from re-negotiated service contracts for building costs such as alarms maintenance, waste collection and paper recycling,
 - Efficiencies, such as those arising from better use of photocopiers and printers and changing how services are delivered.
- 8 The net impact of the proposals for the 2012/13 year is to increase overall spending to £923,117, which is £44,717 over last year's precept level and £27,000 over the 2012/13 budgetted projected deficit. This would equate to an increased precept levy of around 5.25% to achieve a balanced budget or 5 pence per week per Band D property.
- 9 If Farnham's precept were to increase for the 2012/13 year, this would be the first increase in three years. In the last five years, since the 2007/08 year, the Council has increased the 'Band D' average levy by only 5%, with spending at £51.06 per 'Band D' council tax property in the current financial year. During this same period the retail price index has risen by over 18% and the other large Town Councils in Waverley have increased their precept by significantly more than Farnham (Cranleigh by 20%, Godalming by 17% and Haslemere by 7%).
- 10 Waverley and Surrey County Councils received additional grant for the 2011/12 year to enable them to freeze their Council Tax and will again be supported to do so for the 2012/13 year. Despite this, since the 2007/08 year their increase has still been 11% for both Councils. Farnham is not given any grant from Government (if it were, it would receive £22,000 towards the financial pressures it is experiencing).
- 11 Farnham's services cost less than a pound a week, £51.06, per annum out of the total Council Tax demand of £1527.87 for a Band D property.
- 12 The analysis of the spending for the 2012/13 year by service provided in the annexes to this report reflects the work that has been undertaken to identify the cost of the Council's services, by using timesheet allocations and an updated breakdown of services provided. This analysis has been further developed from that provided at the last Council meeting when the 2011/12 revised budget was presented to the Council.
- 13 The 2012/13 revenue spending proposals are set out in more details as follows:
Annex 1 – A chart showing net spending plans by service for the 2012/13 year
Annex 2 – A summary of spending plans for the 2012/13 year
Annex 3 – The detailed spending plans for the 2012/13 year

At the Council meeting in January, the proposals for the precept level for the 2012/13 year will be presented. These will reflect the revenue budget for 2012/13 agreed at this meeting.

Spending plans for 2012/13 will then continue to be kept under review to enable the planned additional activity such as Neighbourhood Planning, to be absorbed where possible from funding from other sources,.

Recommendation

Councillors are recommended to approve the 2012/13 budget proposals which result in an overall net spending of £923,117 in the year.





Communications Strategy: Working with the media

Background

1. The media used in Farnham Town Council (the Council) for the last 5 years has expanded from the usage of traditional media such as local press, radio and printed materials to including the use of the World Wide Web to manage information and to help market the Council initiatives. The Council has a standard website www.farnham.gov.uk which is used for updating latest events, Council programmes and documents. Recently social networking such as face book and twitter has been embraced to a limited extent to communicate messages directly to members of community subscribed to these tools.
2. In this ever changing and fast paced world of communications, it is important to know the following:
 - What kind of messages which the Council wants to be pushed out
 - What kind of branding and style does the Council want to portray
 - Who the main stakeholders are and how to best communicate with them
 - How to communicate effectively with target audiences
 - What legal guidelines to govern publicity in the Council
3. This media strategy is part of a wider communications strategy, which will be presented at a later stage. The media protocol is essential to provide guidelines to ensure that publicity is well co-ordinated, legal and cost effective. This proposed protocol is designed to provide councillors and officers with clear guidance to follow specifically when dealing with the media. This also applies to partner organisations when they are delivering services on the council's behalf.

Media relations and the law

4. All councillors and Officers are governed by The Code of Conduct found in section six

of the Members' Handbook. It points out that publicity is strictly controlled by a Code of Recommended Practice on Local Authority Publicity established under the Local Government Act 1986. This code sets out rules around content and style of publicity, dissemination, advertising and promotion of individual councillors and can be found in this link www.communities.gov.uk/documents/localgovernment/pdf/1878324.pdf

5. In brief, the principles of the Code of Practice states that publicity by local authorities should :

- Be lawful
- Be cost effective
- Be objective
- Be even-handed
- Be appropriate
- Have regard to equality and diversity
- Be issued with care during periods of heightened sensitivity

In addition, when dealing with the media, both officers and councillors need to have particular regard for:

- The Data Protection Act (1998)
- The Disability Discrimination Act (1995)
- The Freedom of Information Act (2000)
- The Human Rights Act (1998)
- The Race Relations Act (1976)
- The Sex Discrimination Act (1975)
- The Contempt of Court Act (1981) and contempt at common law
- The Defamation Act (1996) and defamation at common law

Media Protocol Objectives and Principles

6. Objectives

“The main purposes of local authority publicity are to increase public awareness of the services provided by the authority and the functions it performs.” Recommended by the Code of Local Government on Publicity

It is proposed that the council's objectives to media matters are to:

- Improve people's understanding of the work of the council and to provide information about how to access its services.
- Support the delivery of the council and borough strategic objectives.
- Defend the council from inaccurate and unfounded criticism by ensuring the public are informed of relevant facts.
- Protect and enhance the council's reputation as the deliverer of high quality services and as an employer of choice.

7. Principles

It is proposed that the council's principles for communication with the media to be:

- Open- Honest and transparent
- Consistent - in message and delivery
- Responsive - proactive and timely
- Accurate – factual and correct
- Accessible – inclusive and representative
- Legal

8. This can be achieved by:

- Forming and maintaining positive relationships with local, regional and national media, including businesses.
- Having a co-ordinated approach to media handling, linking it in with wider communications activity and taking a campaign based approach wherever possible.
- Taking a proactive approach to media planning, using a key events calendar to plan ahead.
- Issuing media releases and responding to media enquiries in line with the agreed principles of openness, consistency, responsiveness, accuracy, accessibility and legality.
- Actively promoting decisions of the council in a way that people understand.
- Being clear about the legal framework within which we operate and clearly explaining roles and responsibilities to ensure the highest standards of conduct.
- Ensuring internal and external communication is good to enable a good flow of information to and from the media.
- Ensuring fair and accurate representation of the council and the borough across all communication. This includes ensuring adequate and non stereo-typical representation of all communities in the borough.
- Maintaining accurate records relating to media contact.
- Challenging inaccurate reporting in the media and reporting suspected media leaks/breaches of the code of conduct (officer and member) to the Town Clerk.
- Using media enquiries as a way to drive service improvements where appropriate.
- Working with councillors, employees of the council and to develop media awareness.
- Continually developing the skills and knowledge of key staff leading on media matters – Town Clerk and Team leader for Community Development
- Monitoring performance and taking feedback to ensure continuous improvement.

What is publicity?

9. Publicity is defined in section 6 of the Act as ‘any communication, in whatever form, addressed to the public at large or to a section of the public.’ The communication mix used in the council is as follows:

10. External communication mix

- Press
 - Press release
 - Radio
 - Features
- Online
 - Website

- Social networks – Facebook and Twitter
- What's On in Farnham e-mail newsletter

- Advertising
 - Newspapers and Printed Media
 - Radio
 - Television

- Print
 - Brochures
 - Posters
 - Letters
 - Leaflets

- Events
 - Endorsements and sponsorships
 - Telephone calls
 - conferences

11. Internal Communications Mix

- Council meetings
 - Face-to-face meetings, working groups and civic meetings
12. The Council has established Guidelines which should be followed in all council events and publicity. Presenting the Council's brand correctly is crucial. This means being consistent with logos, typefaces, slogans, colours, and being "on-brand" with key messages and the way the Council uses words and images on all applications.

Roles and responsibilities in relation to media handling

13. All employees of the council and councillors have a responsibility to ensure compliance with the relevant legislation and with council objectives and principles when dealing with the media.
- 13.1 **Training**
- Appropriate training to be provided to councillors and staff dealing with media issues
 - Team leaders are to monitor that media handling is carried out as per the protocol
- 13.2 **Council Spokesperson**
- The Spokesperson of the Council is the appointed representative of the council. The spokesperson will normally provide statements to the media when required. This will include quotes for press releases, press enquiries, questions about Council decisions and other media statements as required. The Town Clerk may also provide detailed information on council decisions to assist media enquiries. Town Council will liaise with the Council's Spokesperson on media matters.
- 13.3 **Mayor**
- The Mayor is the civic head and is non-political. Mayoral communication is coordinated corporately and when there is a high profile event taking place, specific

media releases will be prepared for this. Press releases may also carry Mayoral quotes if appropriate. The Mayor may hold informal meetings with media partners to develop longer-term relationships and involve the Council Spokesperson and Town Clerk.

13.4 Working Groups and Lead members

- On occasion, it may be relevant to issue media releases on behalf of working groups.
- Lead Members of the working group will normally be asked to provide a quote if a press release is done, alongside other quotes i.e. the Mayor and the Spokesperson, as appropriate.
- Lead Members may also carry out interviews with media i.e. radio/TV on topics related to the working group and within agreed Council Policy.
- Individual members of working groups should not speak to the media on behalf of the group

13.5 Town Clerk

- It is the role of the Town Clerk to ensure that the law is upheld and that media protocol is developed and implemented legally. In the event of a breach to the protocol, the Town Clerk will be the officer dealing with the breaches of code of conduct which may need to be referred to the Standards Committee.
- The Town Clerk may also provide detailed information on council decisions to assist media enquiries.
- The Town Clerk will liaise with the Council Spokesperson on media matters and may respond to media enquiries in the absence of the Council Spokesperson

14. Keeping councillors informed

It is the team leaders' responsibility to keep the Lead Member of their working group updated with any activities or issues relevant to them.

The role of team leaders is:

- To ensure that relevant Lead Members have been contacted for statements/quotes where appropriate
- To ensure that councillors are circulated media releases
- To ensure that the Town Clerk and Council Spokesperson and other Team leaders are aware of relevant media enquiries and responses

Day to day media handling

15. Media releases

Media releases are used to proactively provide information to the media.

- They will be signed off for accuracy by the team leader/Town Clerk.
- Quotes will usually come from the Council Spokesperson, Mayor or a Lead Member. If it is a civic event a quote from the Mayor will be required.
- All media releases will be published online and a paper copy kept on a relevant file.

16. Media response times

As a rule, the Council aims to answer all media enquiries within 24 hours and will strive to respond to reasonable requests within the journalist's deadline, whichever is sooner.

An enquiry should go first to the Town Clerk. If the Town Clerk is not available, then to the relevant Team leader who will then follow protocol and make sure the Council's Spokesperson is contacted.

17. Out of hours responses

The usual hours of operation for the Council are 9-5.00pm Monday to Thursday, and 9-4.30pm Friday. For out of hours emergencies, the Town Clerk or the Council's Spokesperson may be contacted.

18. Record keeping

- All media releases and briefing notes are to be stored in the paper file and electronically. They include the date of the release, the author and the content. The press release template must be used to follow branding guidelines.
- Published articles are to be cut out from local newspapers and stored in a file. Any contentious issues will be discussed with the Lead Spokesperson and dealt with promptly.

19. Distribution of media releases

- All standard media releases will be sent out to a standard media distribution list. This list also includes all councillors and employees of the council. The list is updated every three months by the team leader for Community Development.
- All releases may be uploaded after release to the News Release area of the council website.
- Responses to reactive media enquiries should only be sent to the media concerned. They should be then copied to the Council Spokesperson.

20. Sign off protocols

- All media releases will be signed off for accuracy, grammatical or spelling errors and quotes. This will be coordinated by the team leader and checked with the Town Clerk before release.

21. Who to quote/put forward for interview

- The Spokesperson of the council will be quoted or put forward for interview where there are any significant issues that affect the council or town as a whole. Where the Spokesperson is not available, he/she may nominate the Town Clerk to take his/her place.
- Lead members of working groups will be quoted or put forward for interview where for day to day initiatives related to the working group.

The team leader/Town Clerk will arrange a site for the interview, to agree key messages and to any support needed. If required an officer can accompany the councillor to give further support.

22. Media enquiries

Media enquiries should be forwarded to a team leader/Town Clerk. Any journalist contacting officers directly should be redirected.

If a member of the team is not immediately available, the officer contacted should take down the name and number of the journalist, the name of the organisation they are calling from and the details of the enquiry before passing this on the Team Leader/Town Clerk. Officers should not comment directly or indirectly on anything the journalist says. When the enquiry is political in nature, media may be referred to the relevant councillor directly.

23. Media briefings

Media briefing is a good way to keep open the channel of communication with the local media.

24. Responding to letters in the paper

Letters to the paper are a good way of getting and giving feedback. However, this can give a negative story further life. For this reason, all non political letters to newspapers should first be cleared through the Town Clerk or Spokesperson for the Council. Individual councillors may write directly to newspapers on local constituency matters but must make it clear that they are not speaking on behalf of the Council.

25. Media partnerships and campaigns

The council runs marketing campaigns during the year in partnership with the local media to promote events. The council may approach a particular media outlet in order to work in partnership to deliver a particular outcome. In this case, officers must be able to justify why a particular media outlet has been chosen over another and balance the benefit to the council in doing so against not doing so.

At the start of any media partnership, media partners should be given a single point of contact within the council, usually the lead officer for the project or team leader, and terms of reference to be established at the initiation meeting. The initiation meeting should be by a lead officer who may be accompanied by the Mayor, Spokesperson of the Council, lead member of the relevant working group.

26. Photography

Good photographs can increase the chance of a story being used by the local media. Photos are to be sent along with the article or offering the media a photo opportunity to an event.

Photos supplied to the media must be of sufficient editorial quality for use and representative of the Council or event. Farnham Town Council works with Aldershot and Farnham Camera Club (AFCC). Any photos used must be credited as agreed with AFCC.

27. Consents

Consent is required before minors – under 16 year olds can be photographed. Signed consent forms are to be obtained. This should state where and how the photographs will be used. This applies to use of film and other images.

28. Media handling during events

The lead officer of an event is required to be the media liaison to deal with all media enquiries and handling in the run up to the event and to manage media attendance on site at the event itself. This should be a single point of contact with good judgement and with the authority to take immediate decisions relating to media-handling at the event itself if appropriately trained or if the Town Clerk/team leader is absent.

The role of the media liaison officer is to:

- Create a media plan for the event in partnership with the team leader
- Notify the media about the event
- Arrange and issue media passes ahead of the event if required
- Collate requests for interview/photography ahead of the event, check if consent is required
- Liaise with other agencies and artist management to manage planned media requests
- Authorise media entry to the event
- Give appropriate media instructions at the event
- Manage any unplanned requests at the event
- Provide a de-brief after the event

29. **In the event of an emergency**

In the event of a major incident, emergency or break in business continuity, the Town Clerk will liaise with the team leaders and council Spokesperson regarding the release of information to the media. This may involve liaison with other agencies, such as the police, the fire service or other authorities.

Specific media liaison plans are to be put in place in the event of an emergency.

30. **Media handling during an election period**

The Code of Recommended Practice on Local Authority Publicity says that the period between the notice of an election and the election itself, known as purdah, should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election.'

This means that during an election period, the Council should not issue any media release that could be seen as promoting the views of a particular political party, individual member of group of members. Media releases will not quote councillors during this period and the members will not be photographed, although exceptions may be made for the Mayor as civic head of the Town.

In order to ensure that all employees and councillors are aware of the restrictions during this period, the Town Clerk will send out a briefing note to all at least 6 weeks before the election period begins. N.B There is sometimes debate on how far purdah restrictions apply to Town and Parish Councils but Farnham's approach is to be cautious to avoid controversy.

31. **Partnership working**

Where other organisations are contracted to provide services on behalf of the council, they will be expected to follow this protocol and the branding guide.

In general the council's approach to partnership media handling is that at the start of any partnership projects, the council should work towards defining:

- The overall objectives for media coverage
- The likely audiences
- Key messages
- Roles and responsibilities
- Clearance protocols
- Spokes person of the project
- How to handle conflict and difficult outcomes

This will mean that:

- Publicity for each partnership project will be overseen by the lead organisation of the initiative
- All partnership media releases and comments should be signed off by all involved
- Partner organisations should not use the media as a means to apportion blame or to take sole credit for any partnership initiatives.

Media branding and style

32. All media statements and releases must comply with the council's branding guidelines.

Communications will:

- Use plain language, cut out jargon
- Ensure any acronyms are explained
- Check work for factual accuracy and correct spelling and grammar before sending
- Be aware of the law

Media releases should:

- Support the council's objectives for media handling
- Contain the basic facts of story – who, what, when, why and how
- Be no longer than one side of A4
- Start with the most important or interesting fact
- Be structured logically and flow well
- Contain a quote as per protocol
- Be accompanied by a relevant photograph or photo opportunity
- Always include contact details
- Be signed off by Town Clerk/team leader
- Be sent to all councillors and staff
- Uploaded onto website immediately after release

Managing performance

33. It is important that the impact of media handling is measured in relation to the outcomes it delivers.

Measurement may include:

- Number of media releases issued and releases actually published
- Number of media enquiries answered
- Percentage of positive, negative coverage

Recommendation

It is recommended that the above principles and approach are confirmed as the approach to be adopted by Farnham Town Council



Risk Assessments 2011/12

Report to Full Council December 2011

following consideration by Working Groups and Corporate Development & Audit.

**This document is to be read in conjunction with the Health and Safety Manual
and individual risk assessments for events and projects.**

The way the risk has been assessed has been to:

- 1) Identify the potential hazard**
 - 2) Assess the risk of the hazard occurring (low, medium or high)**
 - 3) Assess the impact on the Council of the hazard (low, medium or high)**
 - 4) Calculate the variable risk by combining the risk score with the impact score.**
- Eg low v low = a score of 1. Medium v medium = a risk score of 4. High v high = risk score of 9**

Risk mitigation factors are heightened for those hazards with a risk score of 6 and above.

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| <u>Hazard</u> | <u>Category</u> | <u>Control</u> | <u>Likeli- hood (1=low, 2=med, 3=high)</u> | <u>Impact on Council (1=low, 2=med, 3=high)</u> | <u>Risk Value (6 and above = high)</u> | <u>Lead Officer</u> | <u>Work Grp.</u> | <u>Action Sheet Prepar ed (enter date)</u> | <u>Comments</u> |
|---------------|-----------------|----------------|--|---|--|-------------------------|----------------------|--|-----------------|
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1 **Allotments**

FIB

| | | | | | | | | | |
|---|---|------------------|--|---|---|---|---------|--|--|
| 1.1 | Failure to collect rents and charges | Financial | | 1 | 2 | 2 | R.Reeve | | |
| Ensure tenancy agreements are in place Ensure accounts out in time | | | | | | | | | |
| 1.2 | Failure to review rents and charges | Financial | | 1 | 2 | 2 | R.Reeve | | |
| Review as part of budget process | | | | | | | | | |
| 1.3 | Uncontrolled equipment | Physical | | 2 | 1 | 2 | K.Taitt | | |
| Regular servicing of equipment Regular site visits | | | | | | | | | |
| 1.4 | Personal Injury | Physical | | 1 | 3 | 3 | K.Taitt | | |

Ensure that any conditions that might lead to personal injury, including waste and hazardous substances are minimised and properly controlled, through periodic inspection

| | | | | | | | | | |
|-----|---|---------------|---|---|---|---|----------|-----|--|
| 1.5 | Maintenance of allotment Register & Waiting Lists | Legal | | 1 | 2 | 2 | K.Taitt | | |
| | | | Ensure Register/ lists are kept up to date | | | | | | |
| 1.6 | Vandalism | Environmental | | 2 | 1 | 2 | K.Taitt | | |
| | | | Periodic site inspection | | | | | | |
| 1.7 | Vermin | Environmental | | 2 | 1 | 2 | K.Taitt | | |
| | | | Periodic site inspection | | | | | | |
| 1.8 | Damage to Water Supply | Environmental | | 1 | 2 | 2 | K.Taitt | | |
| | | | Periodic site inspection Checking water bills | | | | | | |
| 2 | Bus Shelters | | | | | | | FIB | |
| 2.1 | Absence of Highway Authority License | Legal | | 1 | 2 | 2 | J.Walker | | |
| | | | Maintain register of licence requirements | | | | | | |
| 2.2 | Cleaning of Bus shelters | Environmental | | 2 | 2 | 4 | J.Walker | | |
| | | | Define responsibility and standards for regular cleaning | | | | | | |
| 2.3 | Design & Position | Environmental | | 1 | 3 | 3 | J.Walker | | |
| | | | Shelter type to be in keeping with environment & properly sited | | | | | | |
| 2.4 | Vandalism | Environmental | | 2 | 3 | 6 | J.Walker | | |
| | | | Arrange regular monitoring of | | | | | | |

Follow defined procedures for issue of reminders for unpaid accounts
Council approval required to write-off bad debt

| | | | | | | | | | |
|-----|--|------------------|---|----------|----------|----------|---------|--|--|
| 3.6 | Personal Injury | Physical | | 2 | 3 | 6 | K.Taitt | | |
| | | | Ensure all staff have appropriate training and adhere to approved working practices. Maintain training records Ensure that all appropriate disclaimer and warning signs are in place. Ensure that any risks to the public are minimized and eliminated wherever possible Maintain record of any injuries Define responsibilities in job descriptions | | | | | | |
| 3.7 | Loss from theft | Financial | | 1 | 1 | 1 | K.Taitt | | |
| | | | Determine responsibility for stock control Arrange regular stock checks Maintain stock records | | | | | | |
| 3.8 | Maintenance of Equipment | Physical | | 1 | 3 | 3 | K.Taitt | | |
| | | | Define responsibility for equipment maintenance Regular inspection and servicing of machinery Record inspections and maintenance | | | | | | |
| 3.9 | Control of hazardous substances | Physical | | 1 | 3 | 3 | K.Taitt | | |
| | | | Define responsibility for use | | | | | | |

and control
 Provide for any necessary training
 Provide for appropriate clothing
 Ensure that security is sound
 Ensure that any disposals are properly dealt with
 Maintain proper records

| | | | | | | | | | |
|------|--|-----------------|--|----------|----------|----------|---------|--|--|
| 3.10 | Headstones/kerbstones safety survey | Physical | | 2 | 3 | 6 | K.Taitt | | |
|------|--|-----------------|--|----------|----------|----------|---------|--|--|

Ensure that a comprehensive survey is completed.
 Arrange for completion of any necessary work.
 Ensure that the facility users are aware of danger.
 Arrange for regular inspections to ensure that standards are maintained
 Maintain appropriate records.
 Ensure adequate insurance cover in place.

| | | | | | | | | | |
|------|--------------|-----------------|--|----------|----------|----------|---------|--|--|
| 3.11 | Theft | Physical | | 1 | 3 | 3 | K.Taitt | | |
|------|--------------|-----------------|--|----------|----------|----------|---------|--|--|

Define responsibility for security.
 Ensure that security of all plant, equipment and premises is recognised as priority.
 Maintain register of all assets.
 Maintain Liaison with local enforcement agencies.

4 **Code of Conduct**

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|-----|---|------------------------------|--|----------|----------|----------|---------|-----------------|--|
| | | | | | | | | | |
| 4.1 | Failure to maintain/Update Register of Interests/Gifts | Administration/ Legal | | 1 | 3 | 3 | I.Lynch | | |
| | | | Ensure all Council members are aware of their statutory responsibilities. Maintain appropriate registers. | | | | | | |
| 5 | Community Centres | | | | | | | CD&A | |
| 5.1 | Inadequate budget provision | Financial | | 1 | 2 | 2 | R.Reeve | | |
| | | | Ensure that anticipated costs are adequately provided for in Budgetary process. Council approval to be sought for any unexpected expense to be met from reserves/environment. | | | | | | |
| 5.2 | Failure to collect income | Financial | | 1 | 1 | 1 | R.Reeve | | |
| | | | Define responsibility for collection of income. Maintain an effective receipting system. Provide for prompt banking. Maintain proper records of income received and banked. Enforce provisions of user agreements. Provide for periodical reconciliation and financial report to Council. | | | | | | |
| 5.3 | Maintenance of buildings | Physical | | 2 | 2 | 4 | R.Reeve | | |
| | | | Define responsibility for maintenance. | | | | | | |

maintain detailed records of works scheduled and completed.
 Carry out regular inspections of all buildings.
 Ensure that proper contractual arrangements are in place for specialist/other services.
 Arrange adequate insurance cover.

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| 6 | Computing | | | | | | | CD&A | |
| 6.1 | Loss arising from theft/misappropriation | Physical | | 1 | 3 | 3 | R.Reeve | | |
| | | | Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate, internal and external security devices are installed. | | | | | | |
| 6.2 | Loss/damage arising from unauthorised use | Physical | | 1 | 3 | 3 | R.Reeve | | |
| | | | Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site. | | | | | | |
| 6.3 | Crash of IT system | Technical | | 2 | 3 | 6 | R.Reeve | | |
| | | | Ensure regular backup of data onto appropriate medium. | | | | | | |

Ensure that equipment is properly maintained.
 Restrict access to authorised users.
 Ensure that only approved software is used.
 Maintain effective anti virus software.

7 **Council Meetings**

CD&A

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| 7.1 | Access | Administration/ Legal | | 2 | 2 | 4 | R.Reeve | | |
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Ensure that access is available to all.

Egress for disabled in case of fire being addressed through building maintenance and development plan

Have regards to provisions for Disablement & Disability
 Set aside specific area for Press & Public

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| 7.2 | Failure to meet statutory duty | Administration/ Legal | | 1 | 2 | 2 | R.Reeve | | |
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Ensure that all members are notified of meeting by way of summons and agenda.
 Ensure that all public notices are posted as prescribed.

Ensure meetings quorate and maintain attendance records.
 Complete minutes of proceedings.
 Arrange signing by chairman and maintain file.

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| 7.3 | Personal Injury | Physical | | 1 | 2 | 2 | R.Reeve | | |
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Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members & public.
 Ensure that defined standards are being maintained.
 Ensure that, where necessary, appropriate notices are in place.

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| 7.4 | Security | Physical | | 1 | 3 | 3 | R.Reeve | | |
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Define policy for security of staff, members, premises and equipment.
 Allocate responsibility for security/control and implementation.
 Maintain liaison with local enforcement agencies.

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| 7.5 | Failure to respond to the elector's wish to exercise its rights | Administration/ Legal | | 1 | 2 | 2 | R.Reeve. | | |
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Ensure members and staff are aware of Electors' Rights.
 Follow procedures for dealing with enquiries.
 Increase awareness of accessibility of the Council to

the public.

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| 7.6 | Disability & Discrimination Act | Administration/ Legal | | 1 | 3 | 3 | R.Reeve. | | |
| <p>Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.</p> | | | | | | | | | |
| 7.7 | Failure to comply with new Regulations/Legislation | Administration/ Legal | | 1 | 2 | 2 | R.Reeve. | | |
| <p>Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. Continue to subscribe to appropriate publications. Encourage staff networking.</p> | | | | | | | | | |
| 7.8 | Failure to report council business in minutes | Administration/ Legal | | 1 | 3 | 3 | R.Reeve. | | |
| <p>Ensure proper, timely and accurate recording of council business in the minutes. Ensure that all minutes are signed and paginated. Maintain security of master copy.</p> | | | | | | | | | |
| 7.9 | Failure to meet statutory duty on meetings | Administration/ Legal | | 1 | 1 | 1 | R.Reeve. | | |
| <p>All notices are posted in the prescribed places 3 clear days</p> | | | | | | | | | |

prior to any meeting.

All Councillors are notified of Meetings by way of a summons and agenda.
Minutes of all meetings are taken and kept.
Maintain attendance records.

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| 8 | Council Property and Documents | | | | | | | | | CD&A |
| 8.1 | Legal Liability as a result of Asset Ownership | Financial | | 1 | 2 | 2 | I.Lynch | | | Ensure that adequate Public Liability Insurance is in place. Review risks regularly |
| 8.2 | Loss of assets | Physical | | 2 | 2 | 4 | I.Lynch | | | Allocate responsibility for and maintain effective security of all assets. Maintain an asset register. Ensure that adequate and appropriate insurance cover is held. |
| 8.3 | Loss/Damage to Civic Regalia | Physical | | 2 | 2 | 4 | I.Lynch | | | Maintain and update a Register of Assets. Ensure that the council has adequate insurance against damage and theft. Ensure that the council has adequate insurance against damage and theft. |

Ensure that proper security/storage is in place.
 Ensure that users are aware of their responsibility when regalia is in their care.
 Ensure that Civic Regalia is collected and returned under secure conditions.

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| 8.4 | Failure to effectively process documents | Professional | | 2 | 2 | 4 | I.Lynch | | |
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Allocate responsibility for maintenance of effective control of documentation.
 Define procedure for recording document receipt, circulation, response, handling and filing.

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| 9 | CCTV | | | | | | | CD&A | |
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| 9.1 | Inadequate budget provision | Financial | | 1 | 2 | 2 | J.Walker | | |
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Ensure that service/facility requirements are detailed in budget process.

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| 10 | Data Protection | | | | | | | CD&A | |
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| 10.1 | Registration with the Freedom Of Information Commissioner | Administration/ Legal | | 1 | 3 | 3 | I.Lynch | | |
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Registration undertaken in 2011

Arrange registration under the Data Protection Act.

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| 10.2 | Breach of Confidentiality | Administration/ Legal | | 2 | 2 | 4 | I.Lynch | | |
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Include data confidentiality in staff

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| | | | | | | | | | handbook |
| | | Formalise procedure for dealing with confidential data. | | | | | | | |
| 11 | Employment of staff | | | | | | | | CD&A |
| 11.1 | Failure to comply with Employment Law | Administration/ Legal | | 2 | 2 | 4 | I.Lynch | | Appointment of Ellis Whitam in 2011 |
| | | Issue contracts of employment to all employees. Arrange annual review of staff contracts, of employment awareness and of new legislation. Arrange the necessary training to fulfil requirements. | | | | | | | |
| 11.2 | Lack of employee motivation/efficiency | Professional | | 2 | 2 | 4 | I.Lynch | | |
| | | Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training and development policy in operation. | | | | | | | |
| 11.3 | Inability to retain staff | Professional | | 2 | 3 | 6 | I.Lynch | | |
| | | Regular staff appraisals. Complete exit questionnaire. | | | | | | | |

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| 11.4 | Loss of key staff | Professional | | 2 | 2 | 4 | I.Lynch | | | Need to ensure that all areas have staff trained to back-up service. | |
| | | | Ensure procedures for key functions are documented. | | | | | | | | |
| 11.5 | Inability to recruit | Professional | | 1 | 3 | 3 | I.Lynch | | | | |
| | | | Review recruitment policy/pay and conditions benchmarks | | | | | | | | |
| 11.6 | Attacks on personnel | Professional | | 1 | 3 | 3 | I.Lynch | | | | |
| | | | Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Staff training on dealing with difficult customers Ensure lone working policy is carried out | | | | | | | | |
| 11.7 | Lack of skill for role | Professional | | 2 | 2 | 4 | I.Lynch | | | Training to be arranged | |
| | | | Determine a policy for training & development Arrange annual review. Regular Staff Appraisals to highlight any development needs needs. | | | | | | | | |

Ensure that any contractual insurance requirements are met.
Examine cover held by service providers.

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| 12.4 | Vandalism | Environmental | | 1 | 3 | 3 | J.Walker | | |
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Maintain efficient and effective security.
Maintain liaison with local enforcement agencies.
Take action as appropriate against offenders.

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| 12.5 | Noise Pollution | Environmental | | 2 | 2 | 4 | J.Walker | | |
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Where appropriate set conditions in hire documentation.
Carry out regular site inspections.
Maintain records of any complaints received and instigate prompt action where appropriate.
Liaise with local enforcement agencies.

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| 12.6 | Failure to review rents and charges | Financial | | 2 | 2 | 4 | R.Reeve | | |
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Review all charges annually as an integral part of the budgetary process.

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| 12.7 | Failure to collect rents and charges | Financial | | 1 | 2 | 2 | R.Reeve | | |
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Define responsibility for collection of income.
Ensure that all income due to the Council and received is properly recorded.

Make provision for prompt banking.
 Issue tickets/receipts for all income received.
 Follow defined procedure for reminders in respect of unpaid accounts.
 Take appropriate recovery action where necessary.
 Arrange appropriate internal audit testing.
 Council approval required for write-off on any irrecoverable debts.

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| 12.8 | Contractual arrangements with service providers - films, artistes etc | Financial | | 1 | 3 | 3 | J.Walker | | |
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Ensure that a signed contract is in place as pre requisite of service provision.
 Check/enforce contract conditions in interest of council.

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| 12.9 | To safeguards against the risk of fire | Fire | | 1 | 3 | 3 | J.Walker | | |
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Ensure Health/Safety testing complete.
 Ensure appropriate staff training.
 Provide for strict security/control of combustible materials held by council.
 Provide appropriate extinguishers etc.
 Ensure appropriate signage in place.

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| | | | Ensure appropriate regulations/controls in hire documentation. | | | | | | |
| 12.10 | Security of exhibits | Physical | | 2 | 2 | 4 | J.Walker | | |
| | | | Determine policy/responsibility for security of exhibits. Ensure effective security arrangements in place. Ensure adequate insurance cover in place. | | | | | | |
| 12.11 | Maintenance of buildings | Physical | | 1 | 2 | 2 | J.Walker | | |
| | | | Define responsibility for maintenance. Carry out regular inspections of all premises. Maintain detailed record of all work scheduled/completed. | | | | | | |
| 12.12 | Security of buildings | Physical | | 1 | 2 | 2 | J.Walker | | |
| | | | Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaise with local enforcement agencies. | | | | | | |
| 12.13 | Security of equipment | Physical | | 1 | 2 | 2 | J.Walker | | |
| | | | Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. | | | | | | |

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| | | Maintain asset register. | | | | | | | |
| 12.14 | Maintenance of equipment | Physical | | 1 | 2 | 2 | J.Walker | | |
| | | Determine responsibility for use and control. Arrange contract maintenance for specialist equipment. Provide any necessary staff training. Provide for appropriate protective clothing. Ensure that any necessary licenses, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records. | | | | | | | |
| 13 | Financial Management | | | | | | | CD&A | |
| 13.1 | Incurring expenditure without proper legal authority | Administration/ Legal | | 1 | 1 | 1 | I.Lynch | | |
| | | Record in minutes powers under which expenditure is being approved, where appropriate | | | | | | | |
| 13.2 | Failure to maintain record of council assets | Administration/ Legal | | 1 | 3 | 3 | I.Lynch | | |
| | | Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly | | | | | | | |

New Asset Register created 2011

recorded.

Carry out periodical inventory checks.

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| 13.3 | Failure to comply with VAT regulations | Administration/ Legal | | 1 | 3 | 3 | R.Reeve | | |
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Ensure that VAT is properly administered.
 Refer to guidance in HMRC Notice 749. Seek further guidance from HMRC where necessary.
 Ensure that all input tax and output tax is properly recorded.
 Complete and submit VAT claims promptly and on a regular basis.
 Reconcile claims to cashbook.

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| 13.4 | Failure to comply with Income Tax regulations | Administration/ Legal | | 1 | 3 | 3 | R.Reeve | | |
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Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pap.
 Regular returns to Inland Revenue; prepared by *Morepay*

Morepay contracted to undertake payroll service which is checked monthly by the Town Clerk

Arrange prompt payment of all sums due.

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| 13.5 | Failure to keep proper financial records | Financial | | 1 | 3 | 3 | R.Reeve | | |
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Define responsibility through appointment of Proper Financial Officer.
 Ensure appropriate standing orders and financial regulations in place that are subject to periodic review.
 Implement effective independent internal audit.
 Introduce periodical checks by Chairman/other appointed members.
 Arrange for regular financial reports to committee/council.

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| 13.6 | Poor financial management | Financial | | 1 | 3 | 3 | I.Lynch | | |
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Determine responsibility for the management of the financial affairs on the council.
 Maintain and review Standing Orders/Financial regulations.
 Maintain an effective budgetary control/financial reporting system.

Maintain an effective internal audit.

Two Councillors review all payments. The Town Clerk reviews all purchase orders and invoices.

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| 13.7 | Loss of money through theft/misappropriation | Financial | | 1 | 2 | 2 | I.Lynch | | |
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Determine responsibility for cash at all sources.
 Ensure that receipts are issued for all income.
 Ensure that secure arrangements are in place for all monies held pending banking.
 Ensure that proper arrangements are in place for prompt recording and banking of all cash received.
 Ensure regular bank reconciliation.
 Arrange regular report to council.
 Ensure that council holds adequate fidelity guarantee insurance.

Safe used to store monies pending payments.

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| 13.8 | Risk to third party as a consequence of providing a service. | Financial | | 1 | 1 | 1 | I.Lynch | | |
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Ensure that appropriate insurance cover/policy is in force.

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| 13.9 | Failure to maintain an effective payments system | Financial | | 1 | 2 | 2 | I.Lynch | | |
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Determine responsibility for control of expenditure.
 All payments to be supported by an invoice/voucher.
 All detail to be checked and payment entered into a

cashbook.

All payments to be approved by council and recorded in minutes.
 All cheques to be signed by at least two authorised members.
 Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers.
 All expenditure to be the subject of sound budgetary control.

13.10

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| Failure to set a precept within sound budgeting arrangements | Financial | | 1 | 3 | 3 | I.Lynch | | |
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Determine responsibility of clerk/committee/council.
 Ensure that presentation to committee/council follows an agreed timetable.
 Ensure that precept is set as a result of a full report detailing requirements for forthcoming year of all heads of income and expenditure.
 Review all charges made by the council.

Critical friend review by Audit Commission in summer 2011 checked robustness of processes.

Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place throughout the year.

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| 13.11 | Failure to ensure proper use of funds under specific powers / S137 | Financial | | 1 | 1 | 1 | I.Lynch | | |
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Ensure that all expenditure under section 137 is separately recorded in the cashbook.
 Ensure that total expenditure does not exceed the statutory limitation for the council.
 Ensure that all grant applications are complete and fully supported prior to submission to committee/council.
 Ensure that all approvals are properly recorded in council minutes.
 Ensure that no alternative statutory authority is available.

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| 14 | Investments | | | | | | | CD&A | |
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| 14.1 | Maintenance of Investment Register | Administration/ Legal | | 1 | 1 | 1 | R.Reeve | | |
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Determine responsibility for maintenance of investment register.
 Maintain effective internal audit.

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| 14.2 | Failure to review interest rates etc | Financial | | 1 | 3 | 3 | R.Reeve | | |
| | | | Determine policy and responsibility for investment of council funds. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit. | | | | | | |
| 14.3 | Inappropriate investment | Financial | | 1 | 3 | 3 | R.Reeve | | |
| | | | Define policy and responsibility for investment of council funds. Report details of investments to Corporate Development and Audit Working Group quarterly Ensure regular report to council. | | | | | | |
| 14.4 | Financial loss i.e. theft | Financial | | 1 | 2 | 2 | R.Reeve | | |

Determine policy/responsibility for investment.
Ensure that investment/transfer/withdrawal of funds subject to council approval.
Ensure that all transactions are subject to counter signatures of all clerk/authorised council members.

Controls increased to ensure that two people involved with all HSBCnet transactions.

Arrange for regular financial monitoring report to council.

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| 15 | Land | | | | | | | | CD&A |
| 15.1 | Maintenance and security of Deeds of ownership etc. | Administration/ Legal | | 1 | 3 | 3 | I.Lynch | | |
| | | | Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes. | | | | | | |
| 15.2 | Maintenance of Asset Register | Administration/ Legal | | 2 | 2 | 4 | R.Reeve | | |
| | | | Define responsibility for maintenance of an asset register. Ensure that all purchases/disposals are accurately and promptly recorded. | | | | | | |
| 15.3 | Fly tipping | Environmental | | 2 | 3 | 6 | K.Taitt | | |
| | | | Define policy/responsibility for site control/security. Enforce conditions of tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. | | | | | | |

Liaise with Police/other authority where necessary.

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| 15.4 | Vandalism | Environmental | | 1 | 3 | 3 | K.Taitt | | |
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Review security and monitor all areas on a regular basis.
 Maintain Liaison with law enforcement agencies.
 Define a policy for dealing with anti-social behaviour.
 Instigate legal action against perpetrators where appropriate.

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| 15.5 | Maintenance of land including grass cutting | Environmental | | 2 | 3 | 6 | K.Taitt | | |
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Define responsibility for maintenance and ensure that a planned programme is in place.
 Ensure that any service contracts are properly signed and sealed.
 Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met.
 Enforce penalties for non performance.

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| 15.6 | Failure to collect income | Financial | | 1 | 1 | 1 | K.Taitt | | |
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Maintain records of all rents, tithes etc. due from land holdings.
 Ensure that conditions of contracts are adhered to.

Define responsibility for collection of income.
 Ensure that all income due to the council and received is properly recorded.
 Issue receipts for all income received.
 Follow defined procedure for reminders in respect of unpaid accounts.
 Take appropriate recovery action where necessary.
 Write off irrecoverable sums to be subject to council approval.
 Arrange appropriate internal audit testing.

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| 15.7 | Failure to review rents and other charges | Financial | | 1 | 1 | 1 | R.Reeve | | |
| 15.8 | Inadequate budget provision | Financial | <p>Ensure that all rents and charges are subject to review as part of the budgetary process. Ensure that contractual conditions for review of land rents, grazing rights etc. are strictly adhered to.</p> | 1 | 2 | 2 | R.Reeve | | |
| 15.9 | Unauthorised access/trespass | Physical | <p>Determine council policy for access.</p> | 1 | 1 | 1 | K.Taitt | | |

Ensure that signage is in place.
 Maintain liaison with enforcement agencies.
 Instigate appropriate action against offenders.

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| 15.10 | Public/Personal Injury | Physical | | 1 | 3 | 3 | K.Taitt | | |
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Ensure that all staff have appropriate training and adhere to approved working practices.
 Ensure that the correct, properly maintained tools/equipment are available as appropriate.
 Ensure that all appropriate disclaimer notices, warning signs etc. are in place.
 Ensure that any risks to the public are minimized and eliminated wherever possible.
 Maintain records of training.
 Maintain records of any injuries.
 Define responsibility in job descriptions etc.
 Ensure that the council holds adequate insurance cover.

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| 15.11 | Maintenance of fences, hedges, gates, footpaths etc | Physical | | 1 | 3 | 3 | K.Taitt. | | |
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Define responsibility for maintenance and ensure that a planned programme is in place.

Ensure that any service contracts are properly signed and sealed.
 Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met.
 Enforce penalties for non performance.

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| 15.12 | Security of equipment | Physical | | 2 | 3 | 6 | K.Taitt. | | |
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Define policy for security of premises and equipment.
 Determine responsibility for security/control of equipment.
 Ensure effective security arrangements in place.
 Maintain asset register.

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| 15.13 | Maintenance of furniture | Physical | | 2 | 3 | 6 | K.Taitt. | | |
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Determine responsibility for maintenance and ensure that a planned programme is in place.
 Arrange regular inspection of seats etc and maintain adequate records of inspection.
 Arrange for prompt repairs to damage.
 Ensure that any service contracts are properly signed and sealed.
 Enforce penalties for non performance.

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| 16 | Markets | | | | | | | T&E | |
| 16.1 | Agreement with stallholders | Administration/ Legal | | 1 | 2 | 2 | J.Walker | | |
| | | | Ensure that a signed agreement is in place as a pre-requisite to market all occupation. Make appropriate arrangements in respect of casual users. Maintain a register stallholders. | | | | | | |
| 16.2 | Contracts with Service providers ie Waste disposal | Administration/ Legal | | 1 | 1 | 1 | J.Walker | | |
| | | | Ensure that signed contracts are in place. Check that insurance requirements etc are being met. Enforce conditions of contract. | | | | | | |
| 16.3 | Inadequate insurance cover | Administration/ Legal | | 1 | 2 | 2 | J.Walker | | |
| | | | Define council policy for insurance. Ensure that appropriate cover is held for all statutory and other risks. Arrange periodical review. | | | | | | |
| 16.4 | Inadequate cleaning of market premises | Environmental | | 2 | 2 | 4 | J.Walker. | | |
| | | | Determine responsibility for cleanliness/hygiene of premises. | | | | | | |

Maintain a maintenance log/cleaning regime.
 Enforce conditions for stallholders.
 Arrange for periodical check.

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| 16.5 | Rubbish accumulation | Environmental | | 3 | 2 | 6 | J.Walker. | | | |
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Veolia to be contacted before and after each event and ensuring adequate bins are ordered.

Define responsibility for cleanliness/hygiene of premises.
 Maintain a maintenance log/cleaning regime.
 Arrange for periodical check.

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| 16.6 | Failure to review charges | Financial | | 1 | 1 | 1 | J.Walker. | | | |
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Ensure that all charges are reviewed as an integral part of the budgetary process.

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| 16.7 | Inadequate budget provision | Financial | | 1 | 2 | 2 | J.Walker. | | | |
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Ensure that service income/expenditure is detailed in budgetary process.

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| 16.8 | Failure to collect income | Financial | | 1 | 2 | 2 | J.Walker. | | | |
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Determine responsibility for collection of income.
 Ensure that all income due to the council and received is properly recorded.
 Issue receipts for all income received.

Arrange for prompt banking of receipts.
 Follow defined procedure for reminders in respect of unpaid accounts.
 Take appropriate recovery action where necessary.
 Arrange appropriate internal audit testing.
 Council approval required for write-off on any bad debts.

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| 16.9 | Fire | Physical | | 1 | 2 | 2 | J.Walker. | | |
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Ensure health/safety testing complete.
 Ensure appropriate staff training.
 Provide for strict security/control of combustible materials held by council.
 Provide appropriate extinguishers etc.
 Ensure appropriate signage in place.
 Ensure appropriate regulations/controls in hire documentation.

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| 16.10 | Control of hazardous substances | Physical | | 1 | 2 | 2 | J.Walker. | | |
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Define responsibility for use and control.
 Provide for any necessary training.
 Provide for appropriate protective clothing.
 Ensure that any necessary licenses, certificates for use

have been obtained.

Ensure that security is sound.
 Ensure that any disposals are properly dealt with.
 Maintain proper records.

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| 16.11 | Encroachment by stallholders | Physical | | 1 | 1 | 1 | J.Walker. | | |
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Ensure that the size of market stalls is defined in rental agreement/register.
 Carry out regular inspections to ensure that actual size does not exceed that approved.
 Define council policy and apply additional charges/take action against offenders where appropriate.

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| 16.12 | Security of Market | Physical | | 1 | 2 | 2 | J.Walker. | | |
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Responsibility for security defined.
 Staff employed or contract with service provider in place.
 Appropriate staff training complete.
 Detailed schedules/records maintained.
 Liaison with local enforcement agencies maintained.

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| 16.13 | Security of equipment | Physical | | 1 | 2 | 2 | J.Walker. | | |
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Define policy for security of premises and equipment.
 Define responsibility for security/control of equipment.

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| | | | Maintain asset register. | | | | | | |
| 16.14 | Maintenance of equipment | Physical | | 1 | 3 | 3 | J.Walker. | | |
| | | | Define responsibility for equipment maintenance and ensure any necessary training complete. Ensure that where appropriate proper maintenance contracts are in place. Ensure that all equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. | | | | | | |
| 16.15 | Occupation of un- authorised stalls | Physical | | 1 | 3 | 3 | J.Walker. | | |
| | | | Maintain register of approved stallholders. Carry out regular inspection of market sites. Instigate action against offenders. | | | | | | |
| 16.16 | Public/Personal injury | Physical | | 1 | 3 | 3 | J.Walker. | | |
| | | | Define responsibility for all areas of the market operation. Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all market users. Arrange regular site inspection to all market users. Arrange regular site inspection to ensure that defined standards are being maintained. | | | | | | |

take action where necessary against offenders.
Ensure appropriate insurance cover in place.

CD&A

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| 17 | Publications | | | | | | | | |
| 17.1 | Defamation | Administration/ Legal | | | | | | | |
| | | | Ensure that all input is subject to careful check. Arrange for professional examination of any sensitive material. | 1 | 3 | 3 | J.Walker | | |
| | | | Ensure that adequate insurance cover is held. | | | | | | |
| 17.2 | Failure to meet statutory obligation re non - political content | Administration/ Legal | | 1 | 3 | 3 | J.Walker | | |
| | | | Ensure that content of publication is carefully tested to ensure that statutory requirement is met. | | | | | | |
| 17.3 | Failure to meet minimum requirement for quality status | Administration/ Legal | | 1 | 1 | 1 | J.Walker | | |
| | | | Arrange testing/assessment of input to ensure that requirement is met | | | | | | |
| 17.4 | Inadequate budget provision | Financial | | 1 | 2 | 2 | J.Walker | | |
| | | | Ensure that service requirements are included in budgetary process. | | | | | | |

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| 17.5 | Failure to collect income from advertising etc | Financial | <p>Define responsibility for collection of income</p> <p>Determine advertising policy and allocate responsibility. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received.</p> <p>Arrange prompt banking of all income.</p> <p>Follow defined procedure for reminders in respect of unpaid accounts.</p> <p>Take appropriate recovery action where necessary.</p> <p>Arrange appropriate internal audit testing.</p> <p>Council approval required for write-off on any bad debts.</p> | 1 | 2 | 2 | J.Walker | | |
| 17.6 | Non production of publications | Physical | <p>Determine responsibility for and ensure that all publication deadlines are met.</p> <p>Ensure that all contracts with service provider signed and sealed.</p> <p>Monitor performance to ensure that contract conditions/obligations are met.</p> <p>Enforce contract conditions.</p> <p>Review conditions periodically.</p> | 1 | 2 | 2 | J.Walker | | |

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| 18 | Office Accommodation | | | | | | | | | CD&A |
| 18.1 | Inadequate budget provision | Financial | | 1 | 2 | 2 | R.Reeve. | | | |
| Ensure requirements included in annual budget process | | | | | | | | | | |
| 18.2 | Poor Office Conditions | Physical | | 1 | 3 | 3 | R.Reeve. | | | |
| <p>Arrange periodical inspection of office. Report any adverse conditions to council/committee/landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreement.</p> | | | | | | | | | | |
| 18.3 | Poor/Faulty Office Furniture | Physical | | 1 | 2 | 2 | R.Reeve. | | | |
| <p>Arrange periodical inspection of office furniture and fittings Where appropriate submit report to council/committee for approval to repair/replace.</p> | | | | | | | | | | |
| 18.4 | Fire | Physical | | 2 | 3 | 6 | R.Reeve. | | | |
| <p>Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in</p> | | | | | | | | | | |

New Fire Risk Assessment to be arranged

place.
 Ensure appropriate
 regulations/controls in hire
 documentation.

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| 18.5 | Defective Electrical Equipment/Machinery | Technical | | 1 | 3 | 3 | R.Reeve. | | |
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Ensure maintenance agreement/contract in place where appropriate.
 Allocate responsibility for local repair/maintenance.
 Restrict access to qualified personnel only.
 Arrange regular inspection to ensure that any statutory obligations are met.
 Maintain appropriate records.

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| 18.6 | Legionella | | | 1 | 3 | 3 | R.Reeve | | |
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Contract for periodic testing

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| 18.7 | Electrical faults | | | 2 | 3 | 6 | R.Reeve | | |
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5 year fixed wiring inspection to take place in January 2012
 PAT testing in October 2011

Annual PAT testing
 5 year fixed wiring check

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| 18.8 | Theft | | | 2 | 2 | 4 | R.Reeve | | |
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Intruder Alarm coverage
 Visitor reporting system
 Window repairs
 Allocate responsibility to ensure that standards/ongoing requirements are met.
 Carry out periodical review of

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| | provision | | | | | | | | |
| | | | Ensure that service requirements are included in annual budget process. | | | | | | |
| 19.5 | Failure to achieve desired standard of cleaning/hygiene | Financial | | 1 | 3 | 3 | K.Taitt | | |
| | | | Define responsibility for cleaning/hygiene of premises. Provide appropriate staff training Maintain a maintenance log/cleaning regime Arrange for periodical checks | | | | | | |
| 19.6 | Hazardous substance control | Physical | | 2 | 3 | 6 | K.Taitt | | |
| | | | Determine responsibility for use and control Provide for any necessary training Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound Ensure that any disposals are properly dealt with Maintain proper records | | | | | | |
| 19.7 | Maintenance | Physical | | 1 | 3 | 3 | K.Taitt | | |
| | | | Define responsibility for maintenance Ensure contractual arrangements in place for | | | | | | |

renewal/repair

Carry out regular inspections
of all premises
Maintain detailed records of
all work scheduled/completed

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| 19.8 | Security | Physical | | 1 | 3 | 3 | K.Taitt | | |
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Define policy and provide for
security of premises and
equipment
Allocate responsibility for
security of premises and
equipment
Maintain asset register

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| 19.9 | Water supply | Physical | | 1 | 3 | 3 | K.Taitt | | |
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Define responsibility
Ensure that system is in place
to report and rectify all faults
Maintain such arrangements
as necessary with local
contractor

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| 20 | Shelters and Seats | | | | | | | FIB | |
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| 20.1 | Provision of inadequate standard of seating | Administration /Legal | | 1 | 2 | 2 | J.Walker | | |
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Determine council policy for
acceptance/provision of
seating. Including where
appropriate guidance on
nominated/preferred suppliers

Ensure that all prospective donors are provided with copy of policy
 Carry out inspection of all seating prior to acceptance
 Arrange secure installation

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| 20.2 | Vandalism | Environmental | | 2 | 2 | 4 | J.Walker | | |
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Maintain Liaison with enforcement agencies
 Determine policy for dealing with offenders

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| 20.3 | Inadequate maintenance of shelters & seats | Technical | | 2 | 3 | 6 | J.Walker | | |
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Determine responsibility for maintenance of property.
 Arrange regular inspection and cleaning
 Arrange repairs and maintenance as per programme or as required
 Have arrangement in place to remove/replace dangerous equipment
 Maintain records of repairs and maintenance

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| 21 | Tourism | | | | | | | T&E | |
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| 21.1 | Inadequate budget provision | Financial | | 1 | 2 | 2 | R.Reeve | | |
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Ensure that service requirement is included in annual budget process

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| 23.3 | Inadequate maintenance | Physical | | 2 | 2 | 4 | J.Walker | | |
| | | | Determine responsibility for maintenance Arrange periodic inspection Arrange for repairs/maintenance as required | | | | | | |
| 23.4 | Vandalism | Physical | | 2 | 2 | 4 | J.Walker | | |
| | | | Carry out regular inspection of signs Maintain liaison with local enforcement agencies Take action as appropriate against offenders | | | | | | |
| 24 | War Memorials | | | | | | | CD&A | |
| 24.1 | Inadequate budget provision | Financial | | 1 | 3 | 3 | K.Taitt | | |
| | | | Review service provision within annual budget process | | | | | | |
| 24.2 | Inadequate maintenance | Physical | | 2 | 3 | 6 | K.Taitt | | |
| | | | Define responsibility for maintenance Carry out regular inspections of memorials Maintain detailed records of all work scheduled/completed Maintain security | | | | | | |
| 24.3 | Vandalism | Physical | | 1 | 3 | 3 | K.Taitt | | |
| | | | Maintain security | | | | | | |

Maintain liaison with local enforcement agencies
 Take action as appropriate against offenders

25

Web Sites

CD&A

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25.1

Lack of visibility of visitor numbers

Administration /Legal

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J.Walker

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Ensure that a website statistics package is available on site
 Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting
 Ensure that examination of detail is an integral part of the review process

25.2

Content

Administration /Legal

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J.Walker

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Ensure that all content is specifically approved by council

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25.3

Ownership and Control of Universal Resource Locator (URL)

Administration /Legal

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J.Walker

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Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered
 Ensure that hosting charges and domain renewal charges

are met by council.

Ensure that council has full details of web address, account name, user name and password to manage the web address.

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| 25.4 | Insurance | Administration /Legal | | 1 | 2 | 2 | J.Walker | | |
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Ensure that appropriate insurance cover is held by council.

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| 25.5 | Availability of Software tools to build and manage site | Administration /Legal | | 1 | 2 | 2 | J.Walker | | |
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Ensure that the council controls ownership of the necessary software including web-site editor, FTP (File Transfer Tool), anti-virus software, image management software and a word processor.

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| 25.6 | Risk arising from use of unlicensed software | Administration /Legal | | 1 | 3 | 3 | J.Walker | | |
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The council must ensure that the only properly licensed software is used and must maintain records of all software used to build and manage the site.

This is particularly important where the site is built or managed on behalf of the council

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| 25.7 | Dependence upon an individual | Administration /Legal | | 1 | 1 | 1 | J.Walker | | |
| | | | <p>Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status.</p> <p>Provide training where necessary to minimise risk</p> | | | | | | |
| 25.8 | Loss of Data/Inability to access backup | Administration /Legal | | 1 | 3 | 3 | J.Walker | | |
| | | | <p>Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed timescale</p> <p>Where web-site is subject to outside management carry out monthly review.</p> | | | | | | |
| 25.9 | The placing of information on site that may put people at risk | Administration /Legal | | 1 | 3 | 3 | J.Walker | | |

Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals. Formulate and implement a policy that follows best practice guidelines to protect those involved.

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| 25.10 | Confusion arising from links to external websites | Administration /Legal | | | | | | | |
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Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external Web sites

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| 25.11 | Non conformance with the Data Protection Act | Administration /Legal | | | | | | | |
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Where posting information to web site, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed: The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and

not transferred to countries
without adequate protection.

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| 25.12 | Compromise of copyright by inclusion of website links or frames | Administration /Legal | | 1 | 2 | 2 | J.Walker | | |
| | | | If website links to other sites ensure permission of destination website is prerequisite | | | | | | |
| 25.13 | Lack of motivation for continued management of website | Administration /Legal | | 1 | 1 | 1 | J.Walker | | |
| | | | Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content, and development. | | | | | | |

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| | | | Consider setting up a small committee of interested members to support ongoing development of website | | | | | | |
| 25.14 | Non compliance with freedom of Information Act | Administration /Legal | | 1 | 3 | 3 | J.Walker | | |
| | | | Ensure that legal requirements are met in full. Ensure that ALL information, as declared in the Council Model publication, is available via the Town Clerk and alternatively via the web site | | | | | | |
| 25.15 | Inadequate control of web site | Technical | | 1 | 2 | 2 | J.Walker | | |
| | | | Ensure in all circumstances where third party is involved in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s)). Issue a set of written guidelines controlling site content. | | | | | | |
| 25.16 | Risk arising from poor design/appearance of web site | Technical | | 1 | 1 | 1 | J.Walker | | |
| | | | Ensure that design is undertaken by suitably qualified and experience operators. | | | | | | |

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| | | Get details of and view previously developed sites Set standards for site design and ensure that council is provided with full details prior to implementation | | | | | | | |
| 25.17 | Failure to meet needs/expectations of visitors to site | Technical | | 1 | 3 | 3 | J.Walker | | |
| | | Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate. | | | | | | | |
| 25.18 | Lack of visibility of website to search engines | Technical | | 1 | 3 | 3 | J.Walker | | |
| | | Ensure that the site is registered with leading search engines. Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and updates their listing. | | | | | | | |

