



# FARNHAM TOWN COUNCIL

## Agenda Meeting of Full Council

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### Time and date

7.30pm on Thursday 19<sup>th</sup> May 2011

### Place

The Council Chamber, South Street, Farnham

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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 19<sup>th</sup> MAY 2011, at 7.30PM** or at the conclusion of the Member Induction workshop, whichever is the later, 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'.

**Mr Iain Lynch**  
**Town Clerk**

### Members Apologies

**Members are requested to submit their apologies and any Declarations of Interest to Ginny Gordon, on 01252 823191 by 5 pm on Wednesday 18<sup>th</sup> May 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.



# FARNHAM TOWN COUNCIL

## Agenda Meeting of Full Council

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### Time and date

7.30pm on Thursday 19 May 2011

(or at the conclusion of the Members' Induction workshop whichever is the later).

### Place

The Council Chamber, South Street, Farnham

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#### 1 Apologies

To receive apologies for absence.

#### 2 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 and gifts and hospitality in line with Government Legislation.

#### NOTES:

- (i) *Members are requested to make declarations of interest, by 5pm on Wednesday 18 May 2011. Alternatively, Members should complete the relevant form and hand to the Town Clerk before 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 he/she has obtained dispensation from the Standards Committee.*

#### 3 Minutes

To approve the Minutes of the meeting held on May 12<sup>th</sup> 2011 attached at **Appendix A**

#### 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 Appointment of a Leader or Spokesperson of the Council

A Leader or Spokesperson of the Council may be appointed at the Annual Council Meeting (with responsibilities set out at Standing Order 57(j)) and if no appointment is made, the role of Spokesperson for the Council will be undertaken by the Lead Member of the Corporate Development and Audit Working Group.

## **7 Appointment to Working Groups and Planning Consultative Group**

To consider the Appointment of Members to Working Groups and the Planning Consultative Group. Report attached at **Appendix B.**

## **8 Appointment to Outside Bodies**

To consider the Appointment of Members to Outside Bodies. Members have been asked to express preferences and a table indicating Members' interests will be circulated once preferences have been received and if necessary, a vote will take place for each appointment.

## **9 Service to Farnham Awards Selection Panel**

To consider the appointment of two Members of Farnham Town Council to the selection panel of the Farnham Awards Panel.

This panel is chaired by the Farnham Town Mayor.

## **10 Appointment of Representatives to attend Planning Site Inspections**

To delegate to the Planning Consultative Group to appoint 2 members from the Planning Consultative Group for the municipal year 2011/2012 to attend site inspections held by Waverley Borough Council.

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13 May 2011

Note: The person to contact about this agenda and documents is The 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) Agenda only by email to all Councillors.



# FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### Time and date

7.00pm on Thursday 12th May 2011

### Place

The Council Chamber, South Street, Farnham

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#### Councillors

- \* John Ward (Town Mayor for items 1 – 4)
- \* Jill Hargreaves (Town Mayor items 5 onwards)
- \* 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

\* Present

A Apologies for absence

#### Officers Present:

Iain Lynch (Town Clerk)

Kevin Taitt (Outside Services Team Leader)

Ginny Gordon (Administrator/PA to Mayor)

C 001/11 APOLOGIES FOR ABSENCE  
All Councillors were in attendance.

C 002/11 MINUTES  
The Minutes of the Farnham Town Council Meeting held on Thursday 21<sup>st</sup> April 2011 (open and confidential) were agreed and signed by the Town Mayor as a correct record.

- C 003/11 DISCLOSURE OF INTERESTS  
There were no disclosures of interest relating to items on the agenda.
- C 004/11 ELECTION OF TOWN MAYOR  
Cllr David Attfield proposed and Cllr Julia Potts seconded that Councillor Jill Hargreaves be elected Town Mayor for the Municipal Year 2011/2012. There were no other nominations.  
  
RESOLVED: That Cllr Jill Hargreaves be elected Town Mayor of Farnham for the Municipal Year 2011/2012.  
  
Cllr Ward invested Cllr Hargreaves with the Chain and Badge of Office.
- C 005/11 THE TOWN MAYOR TO MAKE DECLARATION OF ACCEPTANCE OF OFFICE  
Having been invested with the Chain and Badge of Office, Cllr Jill Hargreaves made her Declaration of Acceptance of Office and continued with the duties of the Mayor.
- C 006/11 THE TOWN MAYOR'S SPEECH OF ACCEPTANCE  
The Town Mayor thanked councillors for electing her to the position of Mayor and said that it was an honour to serve the people of Farnham which she would do to the best of her ability.  
  
The theme of the Mayoral year will be Community. Farnham is blessed with many organisations and groups of people – charitable and otherwise - who play their part to help people who are less fortunate or who find life difficult without some kind of support. Many organisations go unnoticed or struggle to find funds to carry out their work. The Mayor invited any such groups who felt she could help raise their public awareness to contact the civic office at Farnham Town Council and she would endeavour to help in any way she could.  
  
The Mayor said there are so many worthy causes to support for the Mayoral Charity Appeal but she had settled on Farnham Assist as it fitted so well with her theme of Community. Farnham Assist helps those who are elderly, alone or housebound and has a drop-in centre in Borelli Yard where people can get information on a wide variety of subjects or just pop in for a coffee. Other activities included taking people on outings, running courses on how to use computers or arranging special events at Christmas. The Mayor said that her Charity Appeal would raise money for these activities and the running of the drop-in centre and she invited councillors and others to support her in her endeavours for the charity.
- C 007/11 ELECTION OF DEPUTY TOWN MAYOR  
Cllr Roger Steel proposed and Cllr Jennifer O'Grady seconded that Cllr Stephen Hill be elected Deputy Town Mayor for the Municipal Year 2010/11. There were no other nominations.  
RESOLVED: That Cllr Stephen Hill be elected Deputy Town Mayor for the Municipal Year 2011/2012.  
  
Cllr Jill Hargreaves, the Town Mayor, invested Cllr Stephen Hill with the Badge of Office.

C 008/11 THE DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Having received the Badge of Office, Cllr Stephen Hill made his Declaration of Acceptance of Office and thanked the Council for his appointment. He said he was looking forward to a special year in supporting the Mayor.

C 009/11 The Town Mayor, presented Mrs Helen Hill with the Deputy Mayoress' Badge

C 010/11 VOTE OF THANKS TO RETIRING TOWN MAYOR

A vote of thanks to the retiring Town Mayor, Cllr John Ward, was proposed by Cllr Stephen O'Grady. He thanked Cllr Ward for doing a wonderful job as Town Mayor with almost 300 appointments two thirds of which were also supported by the Mayoress.

In response Cllr John Ward said he had had an exciting and interesting year. It was best described by four 'C's – Council, Children, Churches and Charity – and this has been encapsulation of the 'Big Society' - long before it became a politically acceptable phrase. Cllr Ward thanked his fellow Councillors for the cross-party support he had received during his term of Office. He also thanked the Farnham Herald for their help in publicising people and groups in the town who do so much for others. In conclusion, Cllr Ward thanked the officers of the Town Council for their support and presented a small gift to Ginny Gordon who had stepped in to support the civic role.

C 011/11 PRESENTATION OF PAST TOWN MAYOR'S BADGE

The Town Mayor presented Cllr John Ward with a past Town Mayor's Badge and a corsage of flowers and received a corsage of flowers.

**Part 1 – Items for Decision**

C 012/11 APPOINTMENT OF REPRESENTATIVES AND WORKING GROUPS AND PANELS

RESOLVED THAT the appointment of any Committees, Working Groups or Task Groups (as set out in Standing Order 57) and representatives of the Council on external bodies take place at the Council Meeting following the Member Induction Workshop on 19<sup>th</sup> May.

**Part 2 – Items Noted**

C 013/11 DATE OF NEXT MEETING

Members noted that the next Council Meeting would take place on Thursday 19<sup>th</sup> May at 7.30pm or at the conclusion of the Member Induction workshop, whichever was the later.

The Town Mayor closed the meeting at 7.35 pm

Date

Chairman



# FARNHAM TOWN COUNCIL

# B

## Report to Council

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### Report to

Council 19th May 2011

### Title

Appointment to Working Groups the HR panel and the Planning Consultative Group

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#### 1 Purpose of the Report

To consider the Appointment of Members to Working Groups, the HR Panel and the Planning Consultative Group for 2011/12.

#### 2. Background

- 2.1 When powers are given by Parliament to a council, they are given to the full council. Unless councils make arrangements to delegate some of their functions to committees or officers, decisions can only be made by the full council and councils would need to meet regularly in order to make all the decisions needing to be made. As a result, Parliament allows councils to discharge their functions (section 101(1) of the Local Government Act 1972 (LGA 1972) by delegating them to:
- a committee; or a sub-committee; or
  - an officer of the authority; or
  - another local authority.
- 2.1 Functions may be discharged by a committee or a sub-committee but **not** by individual councillors (including the chairman of a council or a chairman of a committee). The law relating to principal (Unitary, County or District) authorities has subsequently changed and executive responsibility can rest with an individual member but it is not possible for individual members of a parish council in England or a community council in Wales to exercise such responsibility.
- 2.2 Terms of Reference shape the roles and functions of Committees and Working Groups and how these bodies operate is governed by the Council's Standing orders.
- 2.3 Meeting of the Council and its Committees are open to the public and have public notice requirements (three days before the meeting) but meetings of sub-committees, Working Groups, and Panels do not need any public notice to be given (section 99 of the LGA 972) -although it is good practice to do so.
- 2.4 Councillors may attend meetings of committees to which they have not been appointed but in such cases they will not enjoy all the rights and privileges as councillors. He/she does not, for example, have a right to participate or vote in the meeting nor have a right to obtain confidential information or documentation unless he/she can demonstrate a 'need to know' to enable him/her to perform his/her duties as a councillor.

## **Farnham's approach to delegation, Committees and Working Groups**

- 2.5** For the last term of office, Farnham Town Council determined to work through Working Groups rather than Committees to reduce bureaucracy. All decisions and recommendations outside the specific delegated responsibility of the Working Group or the delegated responsibility of Officers are referred to Full Council for consideration and approval. Notes of the Working Groups are considered as Part 1 items of the Council Agenda and as such are able to be debated by Members (For the benefit of new Members, Part 2 items are for information, and part 3 items are Confidential items)
- 2.6** Members are asked to confirm that this is the preferred method of working for the coming term of office. A Working Group is appointed by Full Council and the elected members forming this group are appointed by Full Council.
- 2.7** The purpose of a Working Group is to work directly with Council officers to provide guidance and support to projects and service delivery which are under the delegated responsibility of the officers. Working Groups will not normally have any decision making powers unless agreed specifically by Full Council under their terms of reference.
- 2.8** Farnham's scheme of delegation to the Town Clerk and officers is set out in Part 5 of the Members Information pack.
- 2.9** The appointment of the Officers to attend the Working Group is the responsibility of the Town Clerk. The officers appointed will be responsible for the delivery and management of the services under the terms of reference of the Working Group.

### **3 Membership of Working Groups**

- 3.1** It was agreed at Council Meetings held on 25 March and 21 May 2009, that the core membership of the Corporate Development and Audit, Cemeteries and Appeals, Farnham in Bloom and Tourism and Events Working Groups should be 5 and that, as far as possible the membership should reflect the political composition of the Council.
- 3.2** In practice this has worked quite well but with a quorum of half the membership (Standing Order 69) there have been some occasions when the Quorum has not been obtained. In practice, with recommendations going to full Council, or with delegated officer responsibilities, meetings have not had to be adjourned and this has not held up the work of the Council. Members may wish to consider increasing the size of Working Groups to six members – without the need to change the quorum.
- 3.3** Council has agreed that the Corporate Development and Audit Working Group should include the Lead Members of the other Working Groups as full Members if they were not already appointed to the core membership of the Corporate Development and Audit Working Group.
- 3.4** The Planning Consultative Group should contain 9 Members, one from each Ward and the Quorum of the Planning Consultative Group is three with one officer in attendance. The Group has Delegated Powers to submit the observations to Waverley Borough Council.
- 3.5** The HR Panel includes the Lead Member of Corporate Development and Audit as one of its members and Chair of the Panel.

### **4 Voting for appointments**

- 4.1** It has been the Town Council's practice to suspend voting by hands (standing order 8) and vote by confidential paper ballot to appoint members to Working Groups.
- 4.2** It is proposed that this practice be adopted for the appointment of Members to Working Groups for 2010/2011.



- 4.3 Members should note that under Standing Order 59 that Working Groups should reflect the political composition of the Council. The Council has 18 Councillor. The Conservative Group has 16 councillors and there is one Liberal Democrat Councillor and one independent councillor. In practice this means the minority councillors could have one place on each Working Group or Panel..

## 5 Recommendations

The table below identifies the membership of Working Groups in 2010/11. A separate sheet indicating preferences for 2011/12 will be circulated once Councillor preferences have been received.

<b>Working Group</b>	<b>Membership 2010 / 2011</b>	<b>Proposed Membership 2011/ 2012</b>
<b>Cemeteries and Appeals (Membership 5)</b>	Carole Cockburn LM	
	Victor Duckett*	
	Lucinda Fleming	
	Jill Hargreaves	
	Carlo Genziani	
<b>Corporate Development and Audit (Core Membership 5)</b>	Lucinda Fleming LM	
	Jill Hargreaves	
	Stephen Hill	
	Janet Maines*	
	Stephen O'Grady	
	Carole Cockburn (LM C&A WG)	
	Carlo Genziani (LM PCG)	
<b>Farnham in Bloom (Membership 5)</b>	Jill Hargreaves LM	
	David Attfield*	
	Victor Duckett	
	Pat Frost	
<b>Tourism and Events (Membership 5)</b>	Stephen O'Grady LM	
	Victor Duckett*	
	Jill Hargreaves	
	Stephen Hill	
	Denise Le Gal	
	Chris Storey	
<b>Planning Consultative (Membership 9 – one per ward)</b>	Carlo Genziani LM	
	David Attfield	
	Victor Duckett	
	Lucinda Fleming	
	Bob Frost	
	Jill Hargreaves	
	Janet Maines	
	Stephen O'Grady	
Chris Storey		
<b>HR Panel (Membership 5)</b>	Lucinda Fleming LM	
	David Attfield*	
	Pat Frost	
	Denise Le Gal	
	Janet Maines	

**\*Note: Under Standing Order 59 these Councillors would qualify to be appointed for the Working Group to reflect the political composition of the Council.**

## 5 Recommendations

It is recommended that Council

- 1) **Agree to continue with the delivery of functions through the scheme of delegation and Working Groups for the current term of office of the Council;**
- 2) **Confirm the size of Working Groups and the HR Panel and whether the core membership should be increased to six members with a quorum of three;**
- 3) **Agree to suspend Standing Order in order to allow for a secret ballot for members of working groups;**
- 4) **Agree the Membership of the Working Groups and the Planning Consultative Group for 2010/2011**

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13th May 2011

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

Distribution: To all Councillors (by email and post)