



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 21 May 2009

Place

The Council Chamber, South Street, Farnham

- * Cllr L J Fleming (Town Mayor)
- * Cllr J A Ward (Deputy Town Mayor)
- * Cllr G M Beel
- * Cllr D J Attfield
- o Cllr C Cockburn
- * Cllr V Duckett
- * Cllr (Mrs) P M Frost
- * Cllr R D Frost
- * Cllr C G Genziani
- * Cllr G P Hargreaves
- * Cllr S L Hill
- * Cllr D Le Gal
- * Cllr A J Lovell
- * Cllr J E Maines
- * Cllr S J O'Grady
- o Cllr R J Steel
- * Cllr C S Storey
- * Cllr A P Thorp

- * Present
- o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)

Wendy Coulter (Members and Committees Services Co-ordinator)

Ginny Gordon (Receptionist/Farmers' Market Co-ordinator)

TRANSITION TOWN FARNHAM PRESENTATION

Prior to the meeting there was a presentation by Mr Finn Jackson on behalf of the Transition Town Farnham Group. Members asked questions and Mr Jackson agreed to send further details to Council.

C 016/09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Steel and C Cockburn

C 017/09 DISCLOSURE OF INTERESTS

The Town Clerk reported that the dispensation had been granted to all the Councillors who had individually written to the Standards Board Committee at Waverley Borough Council. This dispensation is to allow Farnham Town Councillors to discuss and make decisions on any possible transfer of the South Street offices to be considered in Part 3 of the Agenda.

A copy of all dispensation letters are held by the Town Council for inspection.

C 018/09 MINUTES

The Minutes of the Farnham Town Council meeting held on 25 March 2009 and Annual Council Meeting held on the 7 May 2009 were signed by the Town Mayor as a correct record.

C 019/09 STATEMENTS BY THE PUBLIC

No members of the public wished to make a statement.

C 020/09 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor reminded Members of the workshop to be held on Wednesday 27 May 2009 regarding the Town Design Statement and how successful the two previous workshops had been with outside organisations.

The Town Mayor commented on the planting and hanging baskets already planted in the town and urged everyone to support Farnham in Bloom again this year as the town is hoping to win gold again.

Part 1 – Items for Decision

C 021/09 ITEMS DEFERRED FROM THE COUNCIL MEETING HELD ON 7 MAY 2009 AS PER STANDING ORDER 12 (g)

To consider the appointment of Members to the Corporate Development and Audit Working Group.

The Town Clerk explained that there were two possible recommendations which Council may consider:

- (a) That the core membership of the Corporate Development and Audit Working Group for 2009/2010 should include all Members who have chosen to put their names forward for membership of the Working Group

(b) That a vote be taken to elect 5 members from the above names to form the core membership of the Corporate Development and Audit Working Group for 2009/2010

The Town Clerk also reminded Members that under Standing Order 59 Councillor J Maines would qualify to be appointed to the Working Group to reflect the political composition of the Council.

At the Council meeting held on 25 March 2009 the Council approved that the membership of Corporate Development and Audit Working Group should consist of a core membership of a minimum of 5 with up to 3 additional places for the Lead Members of the Cemeteries and Appeals, Farnham in Bloom and Tourism and Events Working Groups if not already elected onto the original core membership of the Corporate Development and Audit Working Group.

Councillor Hargreaves proposed and Councillor Duckett seconded that a paper ballot be taken.

It was agreed that a paper should be used to select the Core Membership of the Working Group.

As a result of the ballot it was:

Resolved: That membership of the Corporate Development and Audit Working Group was:

**Councillor J Ward
Councillor S O'Grady
Councillor G Hargreaves
Councillor S Hill
Councillor J Maines**

C 022/09 ADDITIONAL OFFICE SPACE ACCOMMODATION

Members considered a report from the Town Clerk which requested Council to:

1. Note the progress in obtaining a short term lease for the reception area for additional office space in the Locality Office, South Street Farnham.
2. Approve the interim works to provide the required additional office space to relieve overcrowding in the back general office and to provide office accommodation for additional staff.
3. Approve the replacement of the telephone exchange board and to approve additional funding from Reserves.
4. Note the Council's responsibilities under Health and Safety and the Disability Discrimination Act.
5. Fill vacancies in the authorised staffing establishment which can not be completed due to lack of office accommodation?

The report explained that the aim of the suggested proposal to obtain additional accommodation was to:

1. Provide a reception for FTC and give the Town Council a “public face” in the building.
2. Provide disabled access to the FTC reception.
3. Provide additional office space for staff, to relieve overcrowding in the back general office and to provide office accommodation for additional and replacement staff.
4. Provide an Interview Room for meeting the public on sensitive issues.
5. Provide an Interview Room for Councillors to meet their residents. (This would allow Councillors the opportunity to introduce Councillor surgeries and meetings by appointments for residents)
6. Provide additional space to adapt current machinery to improve document management systems.
7. Provide additional storage for equipment, stationary and brochures.
8. Provide a location for an electronic Visitor Information Point.

Also annexed to the report were a series of possible layouts for office accommodation. The layouts showed the current situation and three options for possible accommodation.

Members discussed the report, including the need to address the office accommodation for staff, the implications of the fire risk assessment and a ‘public front’ for Farnham Town Council. All members agreed the public area was inadequate and a proper reception area was needed as soon as possible.

Councillor Thorp commented that the debate was linked to the Confidential matter in Part 3 of the Agenda and would be best debated then as the commercial indications needed to be considered and Councillor P Frost seconded that the issue of additional accommodation should be deferred to Part 3 of the Agenda.

Councillor O’Grady suggested that the best option would be a six month lease now.

Councillor Pat Frost reminded Members that it was for the Town Clerk and his staff to decide the best use of the accommodation based on the Requirements of the staff.

Councillor Maines proposed and Councillor Lovell seconded that the recommendations of the report be adopted.

Resolved:

- **That Town Clerk negotiates a temporary lease for additional accommodation.**
- **The implications of the Fire Risk report and visit by a Disabled Access Group be noted**
- **The expenditure for the initial remedial work at a cost of £2,650 be approved**
- **The funding from reserves for a new switchboard at a cost of £4,800 be approved**
- **That the issue of additional accommodation be deferred to Part 3 of the Agenda.**

Part 2 – Items to Note

C 023/09 PLANNING APPLICATIONS

Members received the minutes of the meeting of the Planning Consultative Group held on: 25 March 2009 and 29 April 2009.

RESOLVED: That the observations made by the Planning Consultative Group held on 25 March 2009 and 29 April 2009 and dealt with in accordance with delegated authority, be noted.

C 024/09 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That in view of the confidential nature of the business to be transacted at Agenda item 10 receiving a confidential report from Transfer of Assets Working Group, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at item 10.

Part 3 – Confidential Items

C 025/09 REPORT OF TRANSFER OF ASSETS WORKING GROUP

Members received a confidential report from Transfer of Assets Task Group.

The Town Mayor closed the meeting at 8.33pm. .

Date

Chairman