



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 19 June 2008

### Place

The Council Chamber, South Street, Farnham

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TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend the Annual Meeting of **FARNHAM TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY** on **THURSDAY 19 JUNE, 2008, at 7.00PM.**

The Agenda for the meeting is set out over.

Yours faithfully

A handwritten signature in black ink that reads 'R. Potter'.

Mr Roland Potter  
Town Clerk

### 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 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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#### 1 Apologies

To receive apologies for absence.

#### 2 Minutes

To sign as correct record the minutes of the Annual Farnham Town Council meeting held on 8 May, 2008 (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 and 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 [wendy.coulter@farnham.gov.uk](mailto:wendy.coulter@farnham.gov.uk) by 12 noon on Wednesday 18 June 2008. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to 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.*

#### 4 Statements by the Public

The Town Mayor to invite members of the public present, to indicate on which item, 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 Mayors Announcements

### Part 1 – Items for Decision

## 6 All Items Adjourned from Previous Meeting

### 6.a. Human Resources Policies / Procedures

To advise Members of the Council's responsibility for Corporate Governance and to consider the recommendations of the Corporate Development and Audit Task Group to support this process – report attached at **Appendix B**.

To consider the following Human Resources Policies / Procedures attached at **Annex 1**.

1. Capability Procedure.
2. Discipline Procedure
3. Grievance Procedure
4. Sickness & Absence Management Procedure
5. Flexible Working Procedure
6. Pay Policy
7. Equal Pay Policy
8. Age in the Workplace Guidelines
9. Procedures for Leave.

### 6.b. Corporate / Finance Policies

To consider the following Corporate / Finance Policies attached at **Annex 2**.

1. Anti Fraud and Corruption Policy
2. Whistleblowing Policy
3. Dignity at Work Policy
4. Equalities Policy

### 6.c. Risk Assessment Review

To receive and consider the Risk Assessment Review attached at **Annex 3**.

### 6.d. Project Reports

The Project Report from the previous meeting has been amalgamated with the Project Report for this meeting and can be found at Agenda Item 8.

## 7 Complaints Procedure and Vexatious Complaints Procedure

To consider the recommendations of the Corporate Development and Audit Task Group on the adoption of a Complaints Procedure and Vexatious Complaints Procedure, report attached at **Appendix C**.

## 8 Project Reports

To receive a report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk, report attached at **Appendix D**.

## 9 Grant Applications

To consider a grant application from the University College for the Creative Arts Degree Show. Application attached at **Appendix E**.

## 10 Surrey Hills – Area of Outstanding Natural Beauty

The Surrey Hills Board is seeking to establish whether there is support from parish councils for a formal review of the Area of Outstanding Natural Beauty (AONB) boundary to incorporate the Area of Great Landscape Value (AGLV) land in order to secure its protection in the longer term.

Consultation letter and Maps attached at **Appendix F**.

### Part 2 – Items to Note

## 11 Planning Applications

To receive the minutes of the meetings of the Planning Consultative Group held on:

1 May 2008 attached at **Appendix G1**

15 May 2008 attached at **Appendix G2**

29 May 2008 attached at **Appendix G3**

As submitted for the information of the Council. The action taken there under is in accordance with delegated authority.

## 12 Notes of Working Groups

To receive the notes of Working Groups as follows:

Farnham in Bloom Group – Monday 19 May 2008 – attached at **Appendix H 1**

Minerals Group – Thursday 29 May 2008 – Attached at **Appendix H2**

Corporate Development and Audit Task Group – Wednesday 4 June 2008 – Attached at **Appendix H3**.

## 13 Reports from Outside Bodies

To note the following reports:

Farnham River Watch Management Committee Minutes 25 April 2008 – attached at **Appendix I**.

Surrey Primary Care Trust – Guildford and Waverley Co-design Meeting Notes, Thursday 28 February 2008 – attached at **Appendix J**.

## 14 Items Tabled

None

The Town Mayor will close the meeting.

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6 June 2008

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 Gillian Beel (Town Mayor), Lucinda Fleming (Deputy Town Mayor), David Atfield, Carole Cockburn, Victor Duckett, Pat Frost, Bob Frost, Carlo Genziani, Gillian Hargreaves, Stephen Hill, Denise LeGal, Alan Lovell, Janet Maines, Stephen O'Grady, Roger Steel, Chris Storey, Andrew Thorp, 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 Annual Farnham Town Council

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### Time and date

7.00pm on Thursday 8 May 2008

### Place

The Council Chamber, South Street, Farnham

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### Members Present

- \* Cllr C A Cockburn (Town Mayor) Chairman for the first 4 items only
  - \* Cllr G M Beel (Deputy Town Mayor) Chairman for item 5 onwards
  - \* Cllr D J Attfield
  - \* Cllr V Duckett
  - \* Cllr L J Fleming
  - \* 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
  - \* Cllr R J Steel
  - \* Cllr C S Storey
  - \* Cllr A P Thorp (arrived at 7.35pm)
  - \* Cllr J A Ward
- 
- \* Present
  - Apologies for absence

### Officers Present:

Roland Potter (Town Clerk)

Wendy Coulter (Committee and Members Services Co-ordinator)

C 001/08 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor C Genziani.

C 002/08 **DISCLOSURE OF INTERESTS**

There were no disclosures of interest received for any items on the agenda.

C 003/08 **ELECTION OF TOWN MAYOR**

Councillor P Frost proposed and Councillor D Attfield seconded that Councillor G Beel be elected Town Mayor for the ensuing Local Government Year 2008/2009. There were no other nominations.

Councillor P Frost also proposed that under Standing Order 20 (r) Agenda Items 15, 16, 17 and 18 be deferred until the next meeting of Full Council.

This proposal was seconded by Councillor D Attfield.

The Town Clerk confirmed that at Item 15 on the Agenda the Council would be able to agree whether or not to defer Items 15, 16, 17 and 18.

**RESOLVED: That Councillor G Beel be elected Town Mayor of Farnham for the Local Government Year 2008/2009.**

The Town Mayor took the Chair for the remainder of the meeting.

C 004/08 **THE TOWN MAYOR TO MAKE DECLARATION OF ACCEPTANCE OF OFFICE**

Having been invested with the Chain and Badge of Office, Councillor G Beel made her Declaration of Acceptance of Office and continued with the duties of the Mayor.

The Town Mayor thanked the members for electing her as Town Mayor and that she was looking forward to Farnham Town as its Mayor.

The Town Mayor presented the consorts badge to Mr R Beel and presented a button hole of flowers to the new Consort and a button hole of flowers to the past Consort Mr A Cockburn.

C 005/08 **ELECTION OF DEPUTY TOWN MAYOR**

Councillor G Hargreaves proposed and Councillor V Duckett seconded that Councillor L Fleming be elected Deputy Town Mayor for the ensuing Local Government Year 2008/2009. There were no other nominations and it was

**RESOLVED: That Councillor L Fleming be elected Deputy Town Mayor for the Local Government Year 2008/2009.**

C 006/08 **THE DEPUTY TOWN MAYOR TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE**

Having received the Badge of Office, Councillor L Fleming made her Declaration of Acceptance of Office and thanked the Council for her appointment.

C 007/08 **VOTE OF THANKS TO RETIRING TOWN MAYOR**

A vote of thanks to the retiring Town Mayor, Councillor C Cockburn, was proposed by Councillor R Frost who thanked Cllr Cockburn for doing a wonderful job as Town Mayor and thanked Mr Cockburn for supporting Councillor C Cockburn as her Consort.

In responding Councillor Cockburn expressed her thanks to all the people she had met during her Mayoral year and how much she had enjoyed her year as the Farnham Town Mayor.

C 008/08 **PRESENTATION OF PAST TOWN MAYOR'S BADGE**

The Town Mayor presented Councillor Cockburn with a past Town Mayor's Badge and a corsage of flowers. The Past Town Mayor, Cllr C Cockburn presented the Town Mayor, Cllr G Beel with a corsage of flowers.

C 009/08 **MINUTES**

The minutes of the Full Council meetings held on 20 March and 3 April 2008, were approved and signed by the Town Mayor as a correct record.

The minutes of the Town Electors meeting held on 10 April 2008, were approved and signed by the Town Mayor as a correct record.

C 010/07 **APPOINTMENT TO WORKING GROUPS**

Members considered the recommendations of the Corporate Development and Audit Task Group for Appointment of Members to Working Groups.

**RESOLVED: That the recommendations of the Corporate Development and Audit Task Group for the Appointment to Working Groups be agreed (attached to record minutes).**

C 011/08 **APPOINTMENT TO OUTSIDE BODIES**

Members considered the recommendations of the Corporate Development and Audit Task Group for Appointment of Members to Outside Bodies. Members noted that all representative positions were offered to all Councillors for 2008/2009 and where possible representations were allocated as per each individual request.

However, the Farnham Transportation Task Group had two vacancies but officers received 3 nominations.

Members noted that it was normal practice in Town and Parish Councils to vote on the basis of the majority of members present. The Standing Orders require this to be done in Town and Parish Councils by a show of hands. However, the Corporate Development and Audit Task Group have indicated that under Standing Orders they require a vote to be written and recorded.

Members therefore received a ballot paper with the three nominees and made their votes accordingly. The result was as follows:

Robert Frost – 8  
Alan Lovell – 10  
Roger Steel – 12

Therefore Alan Lovell and Roger Steel were voted as the Farnham Town Council representatives on the Farnham Transportation Task Group.

**RESOLVED:**

- a. That the Representatives for Outside Bodies (attached to record minutes) for 2008/2209 be agreed.
- b. That Councillor Alan Lovell and Roger Steel be elected as Farnham Town Council representatives on the Farnham Transportation Task Group.

C 012/08 **HUMAN RESOURCES POLICIES / PROCEDURES**

This item was deferred to the next Council meeting to be held on 19 June 2008.

C 013/08 **CORPORATE / FINANCE POLICIES**

This item was deferred to the next Council meeting to be held on 19 June 2008.

C 014/08 **RISK ASSESSMENT REVIEW**

This item was deferred to the next Council meeting to be held on 19 June 2008.

C 015/08 **PROJECT REPORTS**

This item was deferred to the next Council meeting to be held on 19 June 2008.

**Part 2 – ITEMS NOTED**

C 016/08 **PLANNING APPLICATIONS**

Members received the minutes of the meetings of the Planning Consultative Group held on:

13 March 2008  
27 March 2008  
17 April 2008

**RESOLVED: That the observations made by the Planning Consultative Group held on 13 March, 27 March and 17 April 2008 and dealt with in accordance with delegated authority, be noted.**

C 017/08 **ITEMS TABLED**

None

The Town Mayor closed the meeting at 7.55pm. .

Date

Chairman

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9 May 2008

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

Distribution: To all Councillors (by post)



## FARNHAM TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S81 Local Government Act 2000 and the Parish Councils Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> the following matter:-

**COMMITTEE: FULL COUNCIL**

**DATE: 19 JUNE 2008**

**NAME OF COUNCILLOR: \_\_\_\_\_**

**Please use the form below to state in which Agenda Items you have an interest. If you have a prejudicial interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct paragraph 12(2)).**

Agenda No	Subject	I am a Waverley Borough Councillor		Other		Reason	Speak?	
		Personal	Prejudicial	Personal	Prejudicial		Yes	No

Signed

Dated

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

<sup>2</sup> A personal interest includes:

Any matter registered in the register of interests

Any decision which affects the well-being or financial position of a member or a friend or relative to a greater extent than others.

<sup>3</sup> A prejudicial interest is a personal interest so significant that it is likely to prejudice the member's judgement of the public interest.

<sup>4</sup> State item under consideration.