



FARNHAM TOWN COUNCIL

A

Minutes Full Council

Time and date

7.00pm on Thursday 19 June 2008

Place

The Council Chamber, South Street, Farnham

Members Present

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

- * Present
- o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)

Wendy Coulter (Committee and Members Services Co-ordinator)

C 021/08 QUESTIONS BY THE PUBLIC

There were no questions by the public.

C 022/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors, V Duckett, (Mrs) P Frost, C Genziani, D Le Gal, A Lovell, R Steel and A Thorp.

C 023/08 MINUTES

The Minutes of the Annual Farnham Town Council meeting held on 8 May 2008 were signed by the Town Mayor as a correct record.

C 024/08 DISCLOSURE OF INTERESTS

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

C 025/08 STATEMENTS BY THE PUBLIC

There were no statements by the public.

C 026/08 TOWN MAYORS ANNOUNCEMENTS

The Town Mayor announced that the Town Council Civic Service would be held at St Andrew's Church, Farnham on 6 July 2008 at 2pm.

The Town Mayor announced that on 13 July there would be a tea tent at the Band Concert in Gostrey Meadow in aid of the Mayor's Charity which was for the refurbishment of the Clock at the Gate House at Farnham Castle.

The Town Mayor thanked all the Councillors who had helped cut the grass at West Street Cemetery.

The Town Mayor also announced that she had attended the Festival of Transport and had a wonderful day.

C 027/08 ALL ITEMS ADJOURNED FROM PREVIOUS MEETING

6.a. Human Resources Policies/Procedures

Members were advised of the Council's responsibility for Corporate Governance and were asked to consider the recommendations of the Corporate Development and Audit Task Group (CDATG) to support the process.

The Town Mayor reminded Members that the Policies and Procedures had been circulated to all Members and all comments on the Policies and Procedures had been considered by the Corporate Development and Audit Task Group and incorporated where appropriate into the updated drafts.

Members considered each of the following Human Resources Policies and Procedures:

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

RESOLVED: To adopt Human Resources Policies and Procedures as identified above and attached to record minutes.

6.b. Corporate and Finance Policies

Members considered each of the following Corporate and Finance Polices:

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

RESOLVED: To adopt the Corporate and Finance Policies as identified above and attached to record minutes.

RESOLVED:

1. **To delegate to the Corporate Development and Audit Task Group the responsibility to oversee the implementation of all Corporate Governance Policies and associated guidance.**
2. **To delegate to Corporate Development and Audit Task Group the responsibility to be the final arbitrator on all matters of appeal relevant to personnel policies.**

6.c. Risk Assessment Review

The Town Clerk explained that the Town Council has a statutory duty under the Local Government Act to have a programme of Risk Management across all areas of its work. The work is undertaken by the Town Clerk and other officers in the Council prior to developing appropriate actions including policies to identify any areas of risk.

The officers use the Society of Local Council Clerks, Corporate Governance Practitioners Check List as part of this process. The list contains 176 objectives which the Council should consider on Corporate Governance.

The Town Clerk explained that the Council uses a bespoke Risk Management programme for Town and Parish Council's.

The programme works on a simple cross calculation system, risk is scored as:

1. Low (1 point)
2. Medium (2 point)
3. High (3 point)

Multiplied by the likelihood of the occurrence and the likely impact on the Council.

The calculation for all risks are recorded on LCRS 5 **(attached to record minutes)**

Any risk which scores greater than 3 requires additional action which is included on LCRS 7 Action Plan **(attached to record minutes)**

The Town Clerk reminded Members that the day to day risk management of the organisation is undertaken by the Council's staff and usually managed with current workloads and budgets.

Exceptional items are brought to the attention of Full Council as and when they arise.

RESOLVED:

- 1. To note the Corporate Risk Assessment (attached to record minutes)**
- 2. To note and approve the action plan from the Risk Assessment (attached to record minutes)**
- 3. To note the Risk Management is an ongoing process.**

6.d. Project Reports

Members noted that the Project Report from the previous meeting had been amalgamated with the Project Report for this meeting and could be found at the Project Report Item on the agenda (Minute Number C 029/08).

C 028/08 COMPLAINTS PROCEDURE AND VEXATIOUS COMPLAINTS PROCEDURE

Members considered the recommendations of the Corporate Development and Audit Task Group on the adoption of a Complaints Procedure and Vexatious Complaints Procedure.

The Town Clerk explained that the new Complaints Procedure had been based on the complaints procedure established within the Council's existing Cemetery Procedures. It had been expanded to include guidelines for employees dealing with all complaints and guidelines for the complainant.

The Town Clerk further explained that the new Complaints Procedure also included a Vexatious Complaints Procedure. He explained that very occasionally the Council receives a complaint that would become vexatious in nature and it was important that all Council employees and Members knew how to deal with vexatious complainants and how to recognise a vexatious complaint.

Members asked about details of the procedure including the use of forms and how the procedure would work. The Town Clerk explained the procedure in detail that some of the complaints received by the Council were via email and that the complainant would be asked to write in the Council to give their address. This way the Officers would know whether the complainant was a resident.

RESOLVED:

- 1. To agree the adoption of a Complaints Procedure to be effective immediately (procedure attached to record minutes).**
- 2. To agree the adoption of a Vexatious Complaints Procedure to be effective immediately (procedure attached to record minutes)**
- 3. To agree the adoption of the information leaflet and form to be completed by the complainant.**

C 029/08 PROJECT REPORTS

Members received a report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk.

The Town Clerk explained that a Marketing Report would be considered at Council in September.

It was noted that the Food Festival scheduled to take place in October had been planned to take place in one of the streets of the town. However due to the gas works taking place it would now be held in the Central Car Park.

It was noted that the Cemeteries Health and Safety Project was on target and that notices regarding testing in West Street would be published shortly.

Councillor Cockburn noted that the Town Council was taking action regarding the common land at Black Pond Lane.

Members noted the LDF Design Statement. Each Councillor was asked to look at his or her Ward to give a 'snapshot' view of how the Ward is now. All Ward Councillors were asked to put this information together including particular characteristics that are special to the Ward and area.

It was explained that LDF Design Statement was a chance for people to have an input on how Farnham should develop in the future.

Members discussed the Management of Assets including the possible transfer of assets from the Borough Council. It was noted that the Outside Workforce may have to be increased depending on what services were transferred. The Town Clerk confirmed that this would be discussed and considered in the Budget.

Farnham in Bloom – Councillor Hargreaves reported that Mr Taitt and Ms Rainer were working really hard to make the Town look good and that help would be needed on Judging Day.

Councillor Maines reported that the Special Needs youngsters from the Abbey School were helping with Farnham in Bloom by cleaning the area around 40 Degreez.

C 030/08 GRANT APPLICATIONS

Members considered a Community Grant Application from the University College for the Creative Arts (UCCA) Degree Show.

The Town Clerk explained that the application was brought before Council due to the fact that the Degree Show was to take place in London, outside Farnham.

Members discussed the application and suggested that it would have been more appropriate to have been promoting Farnham, in Farnham.

It was proposed by Councillor O'Grady and seconded by Councillor R Frost to refer the Grant Application back to the Town Clerk for consideration for a discretionary £200 grant.

A vote was taken, 9 For, 1 Against and 1 Abstention. The vote was carried.

Resolved: That the Grant Application from the University College for Creative Arts (UCCA) Degree Show be referred back to the Town Clerk for decision.

C 031/08 SURREY HILLS – AREA OF OUTSTANDING NATURAL BEAUTY

Members were informed that the Surrey Hills Board is seeking to establish whether there is support for a review to incorporate the Area of Great Landscape Value with the Surrey Hills Area of Outstanding Natural Beauty.

Resolved: that Farnham Town Council would support a review to incorporate the Area of Great Landscape Value with the Surrey Hills Area of Outstanding Natural Beauty.

Part 2 – ITEMS NOTED

C 016/08 PLANNING APPLICATIONS

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

1 May 2008
15 May 2008
29 May 2008

RESOLVED: That the observations made by the Planning Consultative Group held on 1 May, 15 May and 29 May 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