



FARNHAM TOWN COUNCIL

Minutes Council

Time and date

7.00pm on Thursday 11 March 2010

Place

The Council Chamber, South Street, Farnham

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

- * Present
- o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)

Wendy Coulter (Members and Committee Services Co-ordinator) (recorded minutes of meeting).

QUESTIONS BY THE PUBLIC

There were no questions from the Public.

C 121/09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Lovell and P Frost.

C 122/09 MINUTES

The Minutes of the Farnham Town Council Meeting held on 21 January 2010 were signed by the Town Mayor as a correct record.

C 123/09 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/Minute Number	Subject	Type of Interest	Reason
V Duckett	Agenda Item 8	Grants – Farnham Andernach Friendship Association	Personal/ Prejudicial	Member of the Association
L Fleming	Agenda Item 8	Grants – The Chantrys Residents Association	Personal	Farnham Town Council representative
B Frost	Agenda Item 9	Recognising the contribution of the Local Armed Forces	Personal	Consort of the Mayor of Waverly
J Maines	Agenda Item 8	Grants – Farnham Andernach Friendship Association	Personal/ Prejudicial	Farnham Town Council representative

C 124/09 STATEMENTS BY THE PUBLIC

There were no statements by the public.

C 125/09 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor made a short announcement, reminding Members that the Annual Town Electors Meeting would take place in the Town Council Chamber on Thursday 22 April 2010.

She brought the Members attention to the large chocolate Easter Egg in the downstairs reception in aid of the Lions Charity the Surrey Air Ambulance. Guess correctly the name of the Lion and you would win the Easter Egg.

The Town Mayor also thanked all the Members who had attended the Service to Farnham Awards Ceremony. She requested that everyone keep nominating people for the awards.

Part 1 – Items for Decision

C 126/09 FINANCE

- a. To receive the unqualified report and Annual Return from the External Auditor for the year ending 31 March 2009.

Members received the unqualified report and Annual Return from the External Auditor for the year ending 31 March 2009.

- b. To approve the recommendations of the Corporate Development and Audit Working Group to adopt an Action Plan to address the points raised by the Internal Auditor, Haines Watts in June 2009.

The Town Clerk reminded the members that they had a legal duty to:

- a. Receive the report of the Internal Auditors
- b. To adopt an Action Plan to address any issues raised in the report.

Members received the recommendation of the Corporate Development and Audit Working Group and agreed to adopt the Action Plan (attached to record minutes) to address the points raised by the internal auditor.

- c. To approve the recommendations of the Corporate Development and Audit Working Group on the annual review of the Internal Auditor, Haines Watts.

The Town Clerk explained that the Town Council had a legal duty to review the effectiveness of the Internal Auditor.

Members agreed the recommendations of the Corporate Development and Audit Working Group on the review of the Internal Auditor.

- d. To note the timetable for the completion of the Annual Accounts and Audit for the Year Ended 31 March 2010.

Members noted the timetable for the accounts 2009/2010.

31 March 2010	Financial Year End – Petty Cash Account, Paying in of all monies at 31.3.2010.
23 April 2010	Final closure of books for creditors.
28 May 2010	Draft Accounts to be completed
4 June 2010	Intermediate Audit work for External Auditor to be completed
8/9 June 2010	Internal Audit of Year End
24 June 2010	Annual Return and Accounts to be approved by Full Council
9 July 2010	Annual Return and Intermediate Audit submitted to External Auditors.

Resolved:

- a. **That the unqualified report and Annual Return from the External Auditor for the year ending 31 March 2009 be received.**
- b. **That the Action Plan (attached to record minutes) to address the points raised by the Internal Auditor, Haines Watts, be adopted.**
- c. **That the review of the Internal Auditor be received and that the appointment of Haines Watts as Internal Auditor be continued for the Financial Year 2010/2011.**
- d. **That the timetable for the completion of the Annual Accounts be noted.**

C 127/09 CORPORATE RISK ASSESSMENT

Members received a report on the Corporate Risk Assessment as recommended by the Corporate Development and Audit Working Group for the Year 2009/2010 and noted that:

The Town Council has a duty in each financial year to undertake an assessment of all risks that may impact the Town Council.

The Town Council uses bespoke software to identify and calculate the risks and the value of those risks.

The calculation of those risks is worked out by multiplying the likelihood of the occurrence of the risk, by the impact of that risk on the Council.

Risks and likelihood are valued on a points basis of:

Low = 1 point. Medium = 2 points. High = 3 points.

Where the risk value exceeds 3 points the Council are required to develop an action plan to address that risk.

Members received the summary of the Corporate Risk Assessment for the Year 2009/2010.

Resolved:

That the Corporate Risk Assessment (attached to record minutes) be received and the Action Plan on identified risks be approved.

C 128/09 GRANTS

Members considered recommendations from the Corporate Development and Audit Working Group regarding Grant Applications from:

The Chantry's Residents Association
Farnham Amateur Operatic Society
Farnham Andernach Friendship Association

Cllrs Duckett and Maines withdrew during the vote on the Farnham Andernach Friendship Association grant.

The Corporate Development and Audit Working Group recommended that the following grants be awarded:

Name of Organisation	Grant Awarded for	Amount
The Chantry's Residents Association	contribution to refurbish community hall toilets	£750
Farnham Amateur Operatic Society	to purchase new radio microphones	Nil as the organisation holds sufficient reserves without Council funding
Farnham Andernach Friendship Association	to support the costs of a friendship visit from twinned town	£950

Resolved:

That the following grants be awarded:

The Chantry's Residents Association for refurbishment of community hall toilets - £750.

The Farnham Amateur Operatic Society for the purchase of new radio microphones – Nil as the organisation holds sufficient reserves.

The Farnham Andernach Friendship Association for support costs of friendship visit from twinned town - £950.

C 129/09 RECOGNISING THE CONTRIBUTION OF THE LOCAL ARMED FORCES

Members received and considered a proposal from Waverley Borough Council that Waverley Borough Council and the three Town Councils, namely Farnham Town Council, Godalming Town Council, Haslemere Town Council and Cranleigh Parish Council, jointly give a declaration of support to the local army regiment, the Princess of Wales' Royal Regiment.

Members noted that the Mayor of Waverley had proposed that Waverley Borough Council should formally recognise the contribution made by the local regiment of the Army, the Princess of Wales' Royal Regiment which incorporates the former Royal Surrey Regiment and show community support to the regiment.

The Mayor of Waverley suggested that the three Town Council's and Cranleigh Parish Council are included in some form of declaration of support.

Members were reminded that the Town Council considered its own recognition of the Local Regiment however, at that time there was no legal method by which Farnham Town Council could bestow any honours.

However, Members noted that recent changes in legislation no longer prohibited Farnham Town Council from honouring the local regiment.

Members were requested to support the initiative and to delegate to the Town Mayor to sign the declarations of support on behalf of Farnham Town Council.

Resolved:

- 1. That Farnham Town Council support the joint initiative with Waverley Borough Council and the other Town and Parish Council's with a declaration of support to the Princess of Wales' Royal Regiment.**
- 2. Authority be delegated to the Town Mayor to sign the declaration on behalf of the Town Council.**

Part 2 – Items Noted

C 130/09 FINANCE

Members noted that the financial report on Town Council expenditure for nine months to 31 December 2009, and they would be referred to the next meeting of the Corporate Development and Audit Working Group.

C 131/09 LAUNCH OF CONSULTATION ON FARNHAM DESIGN STATEMENT

Members noted that the Consultation on the Farnham Design Statement would begin on Monday 15 March 2010 and would continue for six weeks, ending on 30 April 2010.

C 132/09 WORKING GROUP NOTES

Members received the notes of the Corporate Development and Audit Working Group meeting held on 2 February 2010.

Members received the notes of the Cemeteries Appeals and Working Group meeting held on 28 January 2010.

Members received the notes of the Tourism and Events Working Group meeting held on 4 February 2010.

Members received the notes of the Farnham in Bloom Working Group meeting held on 11 February 2010.

C 133/09 REPORTS FROM OUTSIDE BODIES

There were no reports from Outside Bodies.

C 134/09 PLANNING APPLICATIONS

Members received the minutes of the meetings of the Planning Consultative Group held on 14 January, 28 January, 11 February and 28 February 2010.

RESOLVED: That the observations made by the Planning Consultative Group held on 14 January, 28 January, 11 February and 28 February 2010, and dealt with in accordance with delegated authority, be noted.

C 135/09 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That in view of the confidential nature of business to be transacted at Agenda Item 16, Transfer of Assets, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at Item 16.

Part 3 – Confidential Items

C 136/09 TRANSFER OF ASSETS

Members discussed the Transfer of Assets from Waverley Borough Council to Farnham Town Council.

The Town Mayor closed the meeting at 8.10pm.

Date

Chairman