



FARNHAM TOWN COUNCIL

Mr Roland Potter
Town Clerk

4 January 2008

TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **FARNHAM TOWN COUNCIL** to be held in **THE COUNCIL CHAMBER, COUNCIL OFFICES, SOUTH STREET, FARNHAM** on **THURSDAY 10 JANUARY, 2008, at 7.00PM.**

The Agenda for the meeting is set out below.

Yours faithfully

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

Mr Roland Potter
Town Clerk

QUESTIONS BY THE PUBLIC – GENERAL

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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AGENDA

1 APOLOGIES FOR ABSENCE

TO RECEIVE apologies for absence.

Apologies received from Councillors

2 MINUTES

TO SIGN as correct record the minutes of the Farnham Town Council meeting held on 13 December 2007 (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 Parish 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 by 12 noon on the day before the meeting. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to hand to the 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.

Part 1 – ITEMS FOR DECISION

5 TOWN MAYORS ANNOUNCEMENTS

To RECEIVE any announcements.

6 BUDGET (PRECEPT)

- a. To APPROVE funding of the Town Council's Budget for 2008/09
- b. To APPROVE the Precept for 2008/09.

Report attached at **Appendix B**.

Part 2 – ITEMS TO NOTE

7 PROJECT UPDATES

TO NOTE that there are no significant changes to the Council Projects and Updates since reported to Council on 13 December 2007 other than the following two items:

Flooding

Officers are considering the role of Farnham Town Council in promoting the Flood Warden Scheme; this project will be co-ordinated with the Environment Officer at Waverley Borough Council and the Environment Agency.

Toilets in Gostrey Meadow

The works to Gostrey Meadow toilets have been completed and a list of minor problems has been identified. These are expected to be dealt with in time for the transfer from Waverley Borough Council to Farnham Town Council on Monday 7 January 2008.

8 PLANNING APPLICATIONS

TO RECEIVE the minutes of the meetings of the Planning Consultative Group held on 18 December 2007 (attached at **Appendix C**) as submitted for the information of the Council. The action taken there under is in accordance with delegated authority.

9 ITEMS TO BE TABLED

None

10 PUBLICITY

To DECIDE whether to issue a press release in relation to any item on the agenda and, if not the Town Mayor, which member should be quoted.

Part 3 – CONFIDENTIAL ITEMS

There are no confidential items.

The Town Mayor will close the meeting.

**APPENDIX A
ITEM 2**

FARNHAM TOWN COUNCIL

**MINUTES OF THE TOWN COUNCIL MEETING HELD ON 13 DECEMBER 2007 AT
7.00PM AT THE HALE INSTITUTE, WINGS ROAD, UPPER HALE, FARNHAM**

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

Officers Present: Roland Potter (Town Clerk)
Sheila Rayner (Assistant Town Clerk)
Nick Goddard (Assistant Town Clerk)
Wendy Coulter (Committee & Member Services Officer)
Ginny Gordon (Receptionist/Administrator)

10 members of the public were also present at the meeting.

Councillor G Beel (Deputy Town Mayor) presided as Chairman in the absence of the Town Mayor Councillor C Cockburn.

Councillor P Frost was invited to preside as Vice Chairman for the meeting.

C 113/07 QUESTIONS BY THE PUBLIC - GENERAL

Mrs C Sandars – Member of Farnham Theatre Association

Will the Town Council organise a public meeting to take on board the views of the Farnham electorate in respect of the new reduced East Street scheme when the planning application is submitted in the New Year?

APPENDIX A ITEM 2

Councillor G Beel explained that Farnham Town Council was not the Planning Authority and that it only has the right to make observations about any planning applications received. Councillor Beel reminded the meeting that the most effective method of objecting to a planning application was for individuals to write to the Planning Authority with their comments. Councillor Beel informed the meeting that the request of the Farnham Theatre Association would be forwarded to Waverley Borough Council for their attention.

David Cooper – Farnham Theatre Association

Would Farnham Town Council urge Waverley Borough Council to take due consideration of the Farnham Theatre Association's survey which has recently been completed.

The Town Clerk confirmed that the papers connected with the survey would be distributed to Councillors after the meeting and that the Town Council would give due consideration to the survey within its working parameters.

David Seal – Farnham Crime Prevention Panel

Is Farnham Town Council still paying for CCTV monitoring in Farnham now that the control centre has been moved to Guildford and was the ram raid at the local supermarket observed live?

The Town Clerk confirmed that Farnham Town Council does contribute to the funding for maintenance and monitoring. The ram raid in question had been monitored by the CCTV Control Room and police resources were activated accordingly.

The Town Clerk confirmed that the CCTV cameras had been used effectively in response to other crimes in Farnham.

Gordon Williams – Crime Prevention Panel

Stressed that it was very important that Farnham's CCTV cameras were monitored on a regular basis particularly since the monitoring centre had been moved to Guildford.

The Town Clerk responded that the Town Council was satisfied that the cameras were being monitored regularly by two operators 24 hours a day, 365 days a year and they would respond to any incident accordingly.

Arrangements would be made for new members to visit the monitoring suite at Guildford Police Station.

Peter Buckingham – Local Resident

Would Farnham Town Council suggest to Waverley Borough Council that the Hale Institute Hall be used for Local and General elections rather than closing the local school?

Councillor Beel confirmed that Farnham Town Council would pass on Mr Buckingham's suggestion to Waverley Borough Council.

APPENDIX A ITEM 2

Mr Waybis – Local Resident

Would there be a speeding up of decisions on planning applications now that the Planning Committees at Waverley Borough Council would be made up from local members and would there be a greater understanding of local needs?

Councillor Beel informed the meeting that the Town Council were not the Planning Authority, however it was hoped that the new system would be more effective.

C 114/07 QUESTIONS BY THE PUBLIC – WARD ISSUES

There were no members of the public who wished to ask a question on local ward issues.

C 115/07 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Attfield, C Cockburn, C Genziani, D Le Gal, R Steel and A Thorp.

C 116/07 MINUTES

The minutes of the meeting held on 1st November, 2007, were signed by the Deputy Town Mayor as a correct record.

C 117/07 DISCLOSURE OF INTERESTS

<u>Name of Councillor</u>	<u>Agenda/Minute Number</u>	<u>Subject</u>	<u>Type of Interest</u>	<u>Reason</u>
G Beel	11	Leisure Centre Funding	Personal	Waverley Borough Councillor
V Duckett	11	Leisure Centre Funding	Personal	Waverley Borough Councillor
L Fleming	11	Leisure Centre Funding	Personal	Waverley Borough Councillor
(Mrs) P Frost	11	Leisure Centre Funding	Personal	Waverley Borough Councillor
R Frost	11	Leisure Centre Funding	Personal	Waverley Borough Councillor
G Hargreaves	11	Leisure Centre Funding	Personal	Waverley Borough Councillor
S Hill	11	Leisure Centre Funding	Personal	Waverley Borough Councillor
A Lovell	11	Leisure Centre Funding	Personal	Waverley Borough Councillor
S O'Grady	11	Leisure Centre Funding	Personal	Waverley Borough Councillor
J Ward	11	Leisure Centre Funding	Personal	Waverley Borough Councillor

C 118/07 STATEMENTS BY THE PUBLIC

Mrs A Cooper – Farnham Theatre Association

In August the Farnham Theatre Association conducted a survey of Town Centre Traders to find out what the general view was for the entertainment facilities proposed for the East Street regeneration scheme.

APPENDIX A ITEM 2

The survey was presented to Waverley Borough Council and Farnham Town Council was asked to urge Waverley Borough Council to give early consideration to the survey.

Part 1 – ITEMS FOR DECISION

C119/07 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor's announcement was read by the Deputy Mayor Councillor G Beel. The Mayor had attended Annual General Meetings of 'Care Farnham' and Arthritis Research. She attended Sarah Goad's 10th anniversary as Lord Lieutenant of Surrey.

The Mayor had also attended nativity plays and carol services at Farnham Castle and United Reformed Church.

C120/07 ORGANISATION RESTRUCTURE

Members received a report on behalf of the Corporate Development and Audit Task Group (CDATG) regarding a review of the Councils Staff Organisational Structure.

Members noted that the current management structure is based on a hierarchical structure and employees the equivalent of five managers. It was noted that the current Corporate management ratio is 4 managers to 3.5 staff and the Outside Work Force management ratio is 1 manager to 5.5 staff.

The members of the CDATG were requested to review the current Town Council organisational structure based on the following changes of circumstance.

- ◆ Changes to Council committee structure
- ◆ Changes to the Aims and Objectives of the Council
- ◆ Changes in the working availability of staff
- ◆ Value for money

Members noted that the review was to restructure the organisation to:

- ◆ Maximise the return on staff time
- ◆ To increase the time available for officers to focus on service delivery
- ◆ Establish a clear delegation of roles and responsibilities
- ◆ Create an organisation which acknowledges the skills of its officers.

The CDATG included in its review the following:

- ◆ A review of job descriptions for all the posts other than the Town Clerks post which is a nationally agreed post.
- ◆ The change of status of posts and the financial implications of redundancy (considered in part 3).
- ◆ The creation of a scheme of delegation from the Town Clerk to officers to reflect the new organisational structure and responsibilities.

APPENDIX A ITEM 2

- ◆ The future impact on the structure should the organisation take on any additional responsibilities.
- ◆ That the Town Clerk would undertake negotiations with staff regarding the proposed new job descriptions and roles.

RESOLVED: That the below Recommendations of the Corporate Development and Audit Task Group are adopted:

- 1. That the structure of the organisation (attached to record minutes) should be adopted, on the basis that the new structure reflects the aims and objectives of the organisation. This has been achieved by changing the organisations emphasis from committee administration to service delivery.**
- 2. That the new job descriptions linked to the structure should be adopted (attached to record minutes).**
- 3. That within the Town Clerk's Scheme of Delegation there is the option for the Town Clerk to delegate certain responsibilities to other Council Officers. The Town Clerk recommends that officers will have delegated budget responsibility for expenditure for the budgets associated with the job descriptions. That each budget holder will be permitted to authorise expenditure for to a maximum limit of £500 for a single invoice. Expenditure over this sum will require approval by the Town Clerk.**
- 4. The Town Clerk will delegate the management of these budgets and the responsibility to deliver the aims and objectives to the relevant officers as they consider appropriate.**
- 5. This process of delegation will be supported by the establishment of a management supervisory structure which will include monthly one to one meetings with individual project managers/budget holders and a monthly team meeting for project managers/budget holders.**
- 6. That the new structure and job descriptions should be implemented from 1 January 2008.**
- 7. That a time recording system be introduced for all staff from 1 January 2008. This will ensure that costs are allocated correctly to budget headings and the Council can obtain the true cost of the delivery of services and projects. In addition the work associated with the job descriptions can be evaluated later in 2008.**
- 8. The salaries of specific posts should be reviewed (considered in part 3).**
- 9. That any new post or vacant post should be evaluated before the vacancy is filled.**
- 10. That in August 2008 all posts will be subject to a job evaluation before the next budget.**

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C121/07 BUDGET 2008/2009

Members received a report to consider the draft budget for 2008/09 and the reallocation of the Council's Reserves for 2007/2008.

Members noted that the budget (**attached to record minutes**) had been redesigned to reflect the Council's new organisational structure. The officers had started to reallocate staffing costs where possible to specific areas of work. However, members noted that this is currently based on estimated staff time allocation. As of 1 January 2008 staff will be completing time sheets and the true cost of services can be allocated more accurately although the full impact of this system will not be fully reflected until the year ended 31 March 2009.

Members also noted that some of the Administration Rechargeable figures should in practice be reallocated to other budget costs.

Members were reminded that the Town Clerk has delegated authority to vire between budgets, as appropriate to deliver services and due to the reallocation of staff time members noted that the comparative actual figures for 2006/2007 had been presented as total service expenditure.

Members noted that the Draft Budget contained three sections.

1. The Draft Budget for 2008/09 with notes on variations between the budget for 2007/08 and 2008/09.
2. The Consolidated budget for 2008/09 with notes on significant variations between 2006/07 actual costs and the 2007/08 budget which was based on the anticipated outcomes of the previous year.
3. The Reserves Schedule: Contains recommendations for the reallocation of reserves between Earmarked Reserves and General Reserves.

Members noted that there was a projected Excess of Expenditure over Income of **£44,091** and that the issue of how it would be funded would be considered at the Council's January meeting when the Council is required to agree it's precept for 2008/2009.

RESOLVED: That

- 1. The draft budget for 2008/2009 (attached to record minutes) be approved.**
- 2. The reallocation of Reserves for 2007/2008 be approved.**

C122/07 PROJECT UPDATES

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

The Town Clerk directed members to note the approval of a grant of £2,000 towards the cost of the classroom at Farnham Museum.

Cllr J Maines commented once again that the only Town Council projects that were outstanding were the ones that were dependent on Waverley Borough Council and Surrey County Council.

APPENDIX A ITEM 2

RESOLVED: That the progress report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk be noted.

C123/07 CEMETERIES – HEALTH & SAFETY INSPECTIONS

Members received a report on the current position regarding the Health and Safety Inspections in the Farnham Cemeteries.

Members had been informed at the Council meeting held on 1 November 2007 that Health & Safety Inspections would begin at Badshot Lea Cemetery on 5 November 2007.

The initial Health and Safety Inspections were carried out at Badshot Lea and out of the 1,000 memorials inspected, at least 17% required attention.

The memorials that were considered unsafe were temporarily secured and notices were placed on the grave plots indicating that the memorial had been found unsafe and that the owner or anyone with any information regarding the plot should contact the Council.

The data from the inspections was being entered onto the Council's Cemeteries Management System and letters were being prepared to be sent out to grave owners at the last known address in the Council's records.

Members also noted the trigger dates for work to commence in other Cemeteries would be as follows:

Name of Cemetery	Trigger Date
Green Lane	25.02.2008
Hale	07.04.2008
West Street (1 st Section)	16.06.2008

It was noted that the initial project would be completed by December 2009.

Members further noted that once the initial review had been completed there would be a rolling 5 year programme of more rigorous inspections commencing in 2010 in Badshot Lea Cemetery. The proposed programme would be as follows:

Name of Cemetery	Year of Inspection
Badshot Lea	2010
Green Lane	2011
Hale	2012
West Street	2013
West Street	2014

Members noted the procedure for the administration of the project for informing the public generally of the Council's actions and of contacting grave plot owners and families.

APPENDIX A ITEM 2

Members noted that there would be cost implications for:

1. Staff diverted from other duties
2. Overtime cost – Project Manager and data input @ cost
3. Security of memorials
4. other actions

Officers brought to members attention a number of issues that have arisen out of the project. Attached to record minutes is a list of issues on which the Members were requested to consider and to give direction to officers and a list of the current charges for cemeteries administration.

Members discussed the various issues that had arisen so far from the project and it was proposed by Councillor V Duckett and seconded by Councillor L Fleming that a Cemeteries Management Group be formed out of the Cemeteries Appeal Group to consider the issues and help officers work towards a resolution.

Members noted that the Burial Authority under the Health & Safety at Work Act 1974 and the Occupiers Liability Act 1957 has to ensure that, as far as reasonably practical, their sites are maintained in a safe condition.

The Local Authorities Cemeteries Order 1977 in Article 3(2) (b) provides for the Burial Authority to take action which is necessary to remove danger which arises by reason of the condition of the vault, or tombstone or other memorial, itself.

RESOLVED:

- 1. That the current situation regarding the Health & Safety Inspections in Badshot Lea Cemetery be noted.**
- 2. That the Timeline for the Health & Safety Inspections for the project be noted.**
- 3. That the cost of implementing the project should be regularly reported to Council and additional funding drawn from Reserves.**
- 4. That a Cemeteries Management Group with the following membership, Councillor G Beel, Councillor C Cockburn, V Duckett, Councillor G Hargreaves and Councillor L Fleming, should be set up to consider the issues raised by the initial Cemeteries Health & Safety Project.**

C124/07 CROSS STREET BANNERS

Members received a report on cross street banners in Farnham Town Centre.

Members were informed that until recently Surrey County Council had made the necessary arrangements to approve the installation of individual banners and managed the booking system. However, following a review, Surrey County Council had asked Farnham Town Council to take over the management of the facility.

APPENDIX A ITEM 2

Members noted that it was suggested whilst Surrey County Council as the Highway Authority would continue to issue the necessary licence, it would be on the recommendation of Farnham Town Council. The Town Council would therefore need to be satisfied that any application met the requirements set out by Surrey County Council. Farnham Town Council would also have control of the booking system for banner space.

Surrey County Council would make no charge for the licence and would require 5 working days notice from Farnham Town Council before the issue of a licence.

Members were made aware that Farnham Town Council had sought the permission of the owners of the premises which currently hold the fixing bolts to agree to the continuation of the arrangement.

Whilst the owners in The Borough have agreed (Breaking Free and Boots Opticians) one owner (Ruby and Dom) in Downing Street had decided to withdraw from the arrangement.

An alternative location was identified and negotiated between Robert Dyas and Rowland's where the owners have agreed to the installation of fixing bolts.

Members were requested to consider if the Council should make an administrative charge to Surrey County Council or to the applicants for administering the system.

Members questioned how much Surrey County Council had charged for administration purposes and it was proposed by Councillor (Mrs) P Frost and seconded by Councillor V Duckett and agreed that the Town Clerk be given the delegated authority to approach Surrey County Council to find out the administrative charges and then in consultation with the Town Mayor to agree a scale of charges for Farnham Town Council for the booking of the cross street banners.

RESOLVED:

- 1. That the Town Clerk be given the delegated authority to approach Surrey County Council to find out the administrative charges.**
- 2. That the Town Clerk and the Town Mayor be delegated authority to agree a scale of charges for Farnham Town Council for the booking of the cross street banners.**

C125/07 LEISURE CENTRE FUNDING

Members were asked to consider a letter from Waverley Borough Council asking the Town Council if it wished to contribute any of its resources to funding additional capital improvements to the Farnham sports centre, which is owned and run by Waverley Borough Council in partnership with DC Leisure.

Members discussed the letter and after due consideration it was agreed that Farnham Town Council could not contribute any of its resources to fund additional capital improvements to the Farnham sports centre.

RESOLVED: That the Town Clerk write to Waverley Borough Council informing them that Farnham Town Council would not contribute any of its resources to fund additional improvements to the Farnham Sports Centre.

APPENDIX A ITEM 2

Part 2 – ITEMS TO NOTE

C126/07 PLANNING APPLICATIONS

RESOLVED: That the observations made by the Planning Consultative Group held on 25 October, 8 November, 22 November and 29 November 2007 and dealt with in accordance with delegated authority, be noted.

C127/07 FINANCE REPORT

Members received a tabled report on the current budget and noted the authorisation of payments.

C128/07 STAFFING GENERAL – APPRAISALS

Members noted that all staff appraisals had been completed and that the Corporate Development Task Group had instructed that the Town Clerk's Appraisal will be undertaken by Councillors (Mrs) P Frost and J Maines.

C129/07 REPORTS FROM OUTSIDE BODIES

Members received reports from the Farnham River Management Committee and Councillor J Maines reported that she and Councillor Storey had attended the Waverley Borough Council Towns and Parishes meeting.

C130/07 ITEMS TABLED

None

C 131/07 PUBLICITY

Council agreed that a Press Release would be issued regarding the Town Council's concerns over proposals to close Post Offices in the local area.

C132/07 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED: That in view of the confidential nature of business to be transacted at Agenda Item 19, Organisation Restructure - Staff, Agenda Item 20, Staffing – Annual Pay Increases and Item 21 Staffing – Disciplinary Action, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at Item 19.

Part 3 – CONFIDENTIAL ITEMS

C133/07 ORGANISATION RESTRUCTURE – STAFF

Members considered confidential issues relevant to individual Members of Staff as a result of the Organisation Restructure.

**APPENDIX A
ITEM 2**

C134/07 STAFFING – ANNUAL PAY INCREASES

Members noted that the national agreed pay rise under the National Joint Council has been confirmed and adjusted on staff salaries as appropriate.

C135/07 STAFFING – DISCIPLINARY ACTION

Members noted the outcomes of disciplinary procedures.

The Town Mayor closed the meeting at 9.00pm.

Date

Chairman

FARNHAM TOWN COUNCIL

Disclosure by a Member¹ 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 interest² [a prejudicial interest]³ in⁴ the following matter:-

COMMITTEE: FULL COUNCIL

DATE: 10 JANUARY 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

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

² 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.

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

⁴ State item under consideration.



FARNHAM TOWN COUNCIL

TOWN COUNCIL PRECEPT 2008/09			
AUTHOR: <i>Roland Potter</i> <i>Town Clerk</i>		PRESENTED BY: <i>Roland Potter</i> <i>Town Clerk</i>	
PRODUCED FOR: FULL COUNCIL 10 January 2008		DATE OF REPORT: 2 January 2008	
SUMMARY OF KEY ISSUES			
At it's meeting on 13 December 2007 the Town Council approved its Net Operational Budget of £865,286 for 2008/09 as follows (Annexe A) :			
FUNDING THE NET OPERATING COSTS:			
NET OPERATING COST			£865,286
LESS: Payments from Reserves previously identified as a Revenue Cost to be funded from Reserves: (Market Stalls £2,000 Visitor Information Points (£10,000) (Annexe B)			£12,000
FUNDING TO BE IDENTIFIED FROM OTHER RESOURCES			£853,286
PRECEPT CALCULATION OPTIONS 2008/09			
The Town Council receives no funding from businesses or central government. All services provided by the Town Council are funded only by the residents of Farnham through the Parish Precept and from income derived from the Town Council's services.			
The Precept for 2007/08 was £821,195, based on the Average Band D Household Tax Base of 16,821.1. This resulted in an Average Annual Parish Precept of £48.82 for this class of property.			
The Average Band D Household's Tax Base for 2008/09 is 16,907.52.			
The following table identifies the implications on the precept			
Precept Options(£)	Average band D tax(£)	Percentage variation on band D charge	Funding to be identified from other sources
821,195	48.82	0%	32,091
829,407 (+1%)	49.06 (+0.24p)	+0.49	23,879
833,513 (+1.5%)	49.30 (+0.52p)	+0.98	19,773
837,619 (+2%)	49.51 (+0.69p)	+1.41	15,667
841,725 (+2.5%)	49.78 (+0.96p)	+1.97	11,561
845,831 (+3%)	50.03 (+1.21)	+2.48	7,455
853,286 (+3.91%)	50.46 (+1.64)	+3.36	0

APPENDIX B
ITEM 6

FUNDING TO BE IDENTIFIED FROM OTHER SOURCES

If the Town Council chooses not to fund the full cost of the Council's operation through the precept for 2008/09, it has a number of other options to consider how it will fund any shortfall.

The Council may choose one or any combination of these options to fund any shortfall:

1. The Town Council can choose to fund any or part of a shortfall from Council Reserves which are anticipated to be approximately £300K in the general Reserve at 31 March 2008.
(Annexe B)
2. Review Income for the Council's services including Allotment and Cemetery charges.
3. Request the Town Clerk to identify operational savings throughout the year which will not be detrimental to the Council's delivery of services.

In considering Options 2 and 3 the Council are requested to fund any interim shortfall from Reserves until savings can be identified.

Legal and Policy Implications

The Council are required to make a decision at this meeting to inform Waverley Borough Council.

Financial Implications

The financial implications are identified within the report

Recommendations

1. **To approve funding of the Town Council's Budget for 2008/09**
2. **To approve the Precept for 2008/09.**

Farnham Town Council
Consolidated Budget for 2008/09

ANNEX A
ITEM 6

	2007/08	2007/08	2008/09
	£	£	£
Services	Actual	Budget	Budget
Central Services			
Corporate Management	29,567	26,650	28,175
Democratic Representation	6,419	7,025	8,700
Administration Rechargeable	285,460	322,855	361,130
Other Services to the Public	0	27,100	9,000
Non Distributed Costs	9,282	10,530	10,530
Other Services			
Grant Aid	6,100	24,035	11,000
Revenue Support Grants	69,470	82,086	86,127
Community centres	18,418	3,500	1,500
Cultural & Related Services			
External Works	84,115	64,694	77,525
Parks and Public Spaces	29,978	28,750	27,450
Gardens & Open Spaces	5,781	6,096	7,660
Allotments	362	6,697	4,665
Tourism	15,191	28,370	52,565
Environment Services			
Cemetery and Burials	44,866	60,738	62,825
Community Safety	24,023	18,500	21,500
Public Conveniences	0	39,620	50,000
Planning & Development Services			
Farmers Market	-6,690	0	-4,166
Development Projects			
Town development	43,268	30,000	55,800
Rural development	6,587	13,500	20,100
Capital Expenditure	14,943	0	0
Highways	51,466	0	0
NET COST OF SERVICES	738,606	800,746	892,086
Mayors Charity	-7,807	0	0
Interest and Investment Income	-36,515	-27,500	-37,000
Loan Charges	10,227	10,200	10,200
NET OPERATING COST	704,511	783,446	865,286
Town Precept	801,167	801,167	821,195
EXCESS OF EXPENDITURE OVER INCOME	96,656	17,721	-44,091
	897,823	778,124	865,286

Farnham Town Council - Anticipated Reserves at 31/03/08

**ANNEX B
ITEM 6**

Description	balance @ 01/04/07	Transfer from General Fund	Transfer to General Fund	Approved Expenditure 2007/08	Projected balance @ 31/03/08
Election Fund	18,740			-3,778	14,962
Legal Expense Fund	1,684	8,316.00			10,000
Anderlach Anniversary	970		-970		0
Civic Expenses	2,446		-2,446		0
New Equipment	45,006	14,994			60,000
Repairs & Renewals	57,237		-57,237		0
Wrecclesham Community Centre Funds	19,282	25,018		-18,300	26,000
Transportation Project Fund	46,643		-46,643		0
Traffic Calming Fund	77,804		-77,804		0
Community Transport	0				0
Traffic & Highways Fund		50,000			50,000
Foot/cycle ways	3,910		-3,910		0
Environmental enhancements (seats etc)	4,401		-4,401		0
Bus shelters	7,012				7,012
CCTV provision	52,388				52,388
Cemetery Building enhancements	114,407	25,000			139,407
Cemetery enhancements		30,000			30,000
Library Gardens enhancements	9,344		-9,344		0
Christmas lights infra structure	0	25,000			25,000
Farmers Market	5,322		-3,322		2,000

The cost of a full election is minimum of £25K

£10K earmarked for touch screens 2008/09

The building requires a new roof and further refurbishment in the near future.

Provision for the replacement and upgrading of cameras

Anticipated cost of bringing the building in to basic order.

Health & Safety improvements to footpaths

It is anticipated that an independent source of power on the renewal of the contract

£2K earmarked for new stalls in 2008/09

Farnham Town Council - Anticipated Reserves at 31/03/08

**ANNEX B
ITEM 6**

Description	balance @ 01/04/07	Transfer from General Fund	Transfer to General Fund	Approved Expenditure 2007/08	Projected balance @ 31/03/08
Gostrey Meadow lighting	0	15,000			15,000
Band Stand Gostrey Meadow	0	35,000			35,000
Public Conveniences		10,000			10,000
The Bungalow - Sandy Hill	12,000				12,000
Tourism development	12,627	7,373			20,000
	491,223	245,701	-206,077	-22,078	508,769
General Fund	391,840	-245,701	206,077	-22,078	330,138
Total Balances	883,063				838,907

Additional lighting around war memorial

Anticipated cost of new band stand

Upgrading of facilities

Funding already ear marked

FARNHAM TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING CONSULTATIVE GROUP
OF FARNHAM TOWN COUNCIL
HELD ON TUESDAY, 18 DECEMBER 2007 AT 6.30PM

- * Cllr C G Genziani (Chairman)
- o Cllr D J Attfield (Vice Chairman)
- * Cllr L Fleming
- Cllr R D Frost
- * Cllr J E Maines
- * Cllr C Storey
- Cllr A Thorp

- * Present
- o Apologies for absence.

PP 136/07

PLANNING APPLICATIONS - CONSIDERATIONS

NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council Level and are based on the evidence and representations to the Town Council.

WA 07/2409

Erection of a detached dwelling following demolition of existing storage building.
26 St Georges Road, Farnham.

No objection in principle however concerned about the increase in traffic movement.

WA 07/2410

Erection of a conservatory.
14 The Copse, Rowledge, Farnham.

No objection.

WA 07/2411

Erection of a two-storey extension following demolition of existing garage.
23 Burnt Hill Road, Farnham.

Concerned about the possible impact on the residential amenities of the neighbouring properties and the loss of off street parking.

WA 07/2413

Erection of a porch.
Lone Birch, White Cottage Close, Farnham.

No objection.

WA 07/2415

Erection of a single storey extension (revision of WA 07/0983).
20 High Park Road, Farnham.
Previous comments of the Planning Consultative Group held on 31 May 2007 were as follows: No objection.

No objection in principle however, concerned about the possible adverse impact on the residential amenities of the neighbouring properties.

WA 07/2418

Erection of extensions.
16 Ennerdale Grove, Farnham.

No objection.

WA 07/2419

Erection of an extension to existing garage and conversion to habitable accommodation.
75 Badshot Park, Badshot Lea, Farnham.

No objection in principle however, concerned about loss of off road parking.

WA 07/2429

Erection of an extension to provide an additional floor together with the erection of a detached garage.
8 Ford Lane, Wrecclesham, Farnham.

No objection.

WA 07/2430

Application for Listed Building Consent for internal and external alterations to 6 of the almshouses.
McDonalds Almshouses, West Street, Farnham.

No objection subject to the consent of the Listed Buildings' Officer.

WA 07/2438

Erection of a two storey extension, including dormers and roof windows and alterations following demolition of existing extension.
Southanger, Gorse Close, Farnham.

No objection.

WA 07/2439

Application for consent to display two illuminated signs.
38 Hale Road, Farnham.

Objection. Out of keeping with surrounding street furniture and street scene.

WA 07/2445

Erection of an outbuilding to existing garage.
7 Newmans Court, Farnham.

No objection.

WA 07/2447

Erection of an extension.
36 Badshot park, Badshot Lea, Farnham.

Objection. Overdevelopment and out of keeping with the street scene.

WA 07/2448

Erection of a raised terrace and alterations.
Burles House, Crondall Lane, Farnham.

No objection subject to the consent of the Listed Buildings' Officer.

WA 07/2449

Application for Listed Building Consent for the erection of a raised terrace and alterations.
Burles House, Crondall lane, Farnham.

No objection subject to the consent of the Listed Buildings' Officer.

WA 07/2450

Erection of extensions and alterations (follows invalid application WA 07/2124).
17 Longley Road, Farnham.

**APPENDIX C
ITEM 8**

Previous comments of the Planning Consultative Group held on 11 October 2007 were as follows: Concerned about the impact on the residential amenities of the neighbouring properties.

Concerned about the impact on the residential amenities of the neighbouring properties.

WA 07/2452

Erection of a conservatory.
67 East Street, Farnham.

No objection.

WA 07/2453

Erection of detached outbuilding.
23 Lodge Hill Road, Farnham.

No objection permission should be given provided it is conditioned that future conversion to residential use will not be permitted.

WA 07/2462

Erection of a conservatory.
56 Upper Way, Farnham.

No objection.

WA 07/2464

Siting of a portable building to provide staff welfare facilities.
Rowan House, Guildford Road Trading Estate, Farnham.

No objection.

WA 07/2468

Retention of single storey extension.
3 Wrecclesham Road, Farnham.

No objection.

WA 07/2470

Erection of extensions and alterations.
11a Wrecclesham Hill, Wrecclesham, Farnham.

No objection.

WA 07/2476

Erection of a conservatory.
6 Kings Lane, Farnham.

No objection.

WA 07/2478

Erection of extension following demolition of existing extension.
30 Alma Way, Farnham.

No objection in principle however, concerned about possible adverse effect on the neighbours residential amenity.

WA 07/2480

Erection of extensions and alterations following demolition of existing detached garage and alterations to the access.
Friars Keep, 14 Monks Well, Farnham.

No objection.

WA 07/2483

Erection of a terrace of 3 new dwellings following demolition of existing garages (revision of WA 07/1481).
Land adjacent 12 Wykeham Road, Farnham.
Previous comments of the Planning Consultative Group held on 19 July 2007 were as follows: Farnham Town Council is concerned about the access/egress and the impact of increased traffic. Concerned about potential parking in the road due to loss of garaging. Materials used should be in keeping with surrounding properties.

Farnham Town Council is concerned about the access/egress and the impact of increased traffic. Concerned about potential parking in the road due to loss of garaging. Materials used should be in keeping with surrounding properties.

WA 07/2487

Erection of a two storey extension following demolition of existing garage.
24 Copse Way, Farnham.

Object. Out of keeping with the street scene.

WA 07/2496

Erection of extensions following demolition of existing garage (revision of WA 07/1938).
15 Beavers Road, Farnham.
Previous comments of the Planning Consultative Group held on 27 September 2007 were as follows: No objection.

No objection.

WA 07/2502

Erection of an extension and retaining wall following demolition of two external stores.
Oakdene, Frensham Road, Farnham.

Concerned about the impact on the residential amenities of the neighbouring property number 68.

WA 07/2506

Erection of an extension.
72 Broomleaf Road, Farnham.

No objection.

WA 07/2517

Erection of extensions and alterations.
The Albion Tavern, 2 Hale Road, Farnham.

No objection.

WA 07/2518

Erection of a single storey extension.
13 Tongham Road, Farnham.

No objection.

WA 07/2521

Erection of a single storey extension.
7 The Avenue, Rowledge, Farnham.

No objection.

WA 07/2523

Erection of a single storey extension.
10 Thorold Road, Farnham.

No objection.

WA 07/2527

Erection of a first floor extension.
45 Weydon Hill Road, Farnham.

No objection in principle however, concerned about possible

adverse effect on the neighbours residential amenity.

WA 07/2530

Erection of an extension to kitchen to provide servery.
Frensham Heights School, Frensham Heights Road, Rowledge, Farnham.

Object. Out of character with the principle building on the site.

WA 07/2534

Erection of an extension and alterations.
22 Stream Farm Close, Lower Bourne, Farnham.

No objection.

WA 07/2539

Erection of a conservatory.
The Oast house, Oast House Lane, Farnham.

No objection.

WA 07/2542

Provision of vehicular access.
86 & 88 Alma Lane, Farnham.

No objection provided the Highways Authority is satisfied.

WA 07/2586

Erection of extensions (revision of WA 07/1864).
74 Burnt Hill Road, Farnham.
Previous observations of the Planning Consultative Group held on 6
September 2007 were as follows: No objection.

**No objection in principle however, concerned about possible
adverse effect on the neighbours residential amenity.**

**Application for tree works to trees the subject of a
Tree Preservation Order**

TM 07/0172

2 Glenwood, Nutshell Lane, Farnham.
Works to trees the subject of Tree Preservation Order WA 326.

**No objection provided Waverley Borough Council's Arboricultural
Officer is satisfied.**

APPENDIX C
ITEM 8

TM 07/0173

Tattingstone, 70 Frensham Road, Lower Bourne, Farnham.
Application to fell trees the subject of Tree Preservation Order 17/05.

No objection provided Waverley Borough Council's Arboricultural Officer is satisfied.

The meeting closed at 7.15pm.

Date

Chairman