

**FARNHAM TOWN COUNCIL**

**MINUTES OF THE TOWN COUNCIL MEETING HELD ON THURSDAY  
2<sup>nd</sup> MARCH, 2006 AT 7PM IN THE COUNCIL CHAMBER, SOUTH STREET,  
FARNHAM**

- \* Cllr M A Clark (Town Mayor)
- \* Cllr D J Attfield (Deputy Town Mayor)
- o Cllr P G Burden OBE
- \* Cllr C A Cockburn
- \* Cllr S Farrow
- o Cllr (Mrs) P M Frost
- \* Cllr R D Frost
- \* Cllr C G Genziani
- o Cllr J M Harris
- \* Cllr S A G Lang
- \* Cllr J E Maines
- \* Cllr (Mrs) A E Mansell MBE
- \* Cllr C H Mansell
- \* Cllr P G Marriott
- \* Cllr (Mrs) P M Marriott
- \* Cllr M W Norris
- \* Cllr (Mrs) S Scrivens
- \* Cllr V K Scrivens
  
- \* Present
- o Apologies for absence

C 317/05 **QUESTIONS BY THE PUBLIC**

There were no members of the public present to ask questions.

C 318/05 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P G Burden, (Mrs) P M Frost and J M Harris.

C 319/05 **MINUTES**

The minutes of the meeting held on 5<sup>th</sup> January, 2006, were signed by the Town Mayor as a correct record.

C 320/05 **DISCLOSURE OF INTERESTS**

<b>Name of Councillor</b>	<b>Agenda/ Minute No.</b>	<b>Subject</b>	<b>Type of Interest</b>	<b>Reason</b>
M A Clark	Item 7	Project Grants: Farnham Maltings	Personal	Farnham Town Council representative.

S A G Lang	Item 7	Project Grants: Farnham Youth Project	Personal/ Prejudicial	Farnham Town Council Representative and Trustee
J E Maines	Item 7	Project Grants: Disability Challenges	Personal/ Prejudicial	Using Farnham Youth Building
J E Maines	Item 7	Project Grants: Farnham Voluntary Transport Association	Personal	Was Surrey County Council representative on FVTA.
J E Maines	Item 7	Project Grants: Church House Trust	Personal/ Prejudicial	Partner is Chairman of the Trustees.
J E Maines	Item 7	Project Grants: Farnham Youth Project	Personal/ Prejudicial	Chairman of Trustees
J E Maines	Item 7	Project Grants: Farnham Brass Band	Personal/ Prejudicial	Partner is President.
(Mrs) A E Mansell	Item 7	Project Grants: Farnham Castle	Personal/ Prejudicial	Husband is a trustee
(Mrs) A E Mansell	Item 7	Project Grants: Farnham Youth Project	Personal/ Prejudicial	Husband is a trustee
(Mrs) A E Mansell	Item 7	Project Grants: Farnham Youth Choir	Personal/ Prejudicial	Husband is Chairman
(Mrs) A E Mansell	Item 7	Project Grants: Farnham Maltings	Personal/ Prejudicial	Husband is a member
C H Mansell	Item 7	Project Grants: Farnham Castle	Personal/ Prejudicial	Trustee
C H Mansell	Item 7	Project Grants: Farnham Youth Project	Personal/ Prejudicial	Trustee
C H Mansell	Item 7	Project Grants: Farnham Youth Choir	Personal/ Prejudicial	Chairman
C H Mansell	Item 7	Project Grants: Farnham Maltings	Personal/ Prejudicial	Member
P G Marriott	Item 7	Project Grants: Hale Carnival	Personal/ Prejudicial	Actively involved with Hale Carnival Committee
P G Marriott	Item 7	Project Grants: Farnham Youth Project	Personal/ Prejudicial	Treasurer
P G Marriott	Item 7	Project Grants: Farnham Church House Trust	Personal/ Prejudicial	Treasurer
(Mrs) P M Marriott	Item 7	Project Grants: Hale Carnival Committee	Personal/ Prejudicial	Husband is actively involved with the Hale Carnival Committee.
(Mrs) P M Marriott	Item 7	Project Grants: Farnham Youth Project	Personal/ Prejudicial	Husband is Treasurer
(Mrs) P M Marriott	Item 7	Project Grants: Farnham Church house Trust	Personal/ Prejudicial	Husband is Treasurer
M W Norris	Item 12 – Plans Panel 19 <sup>th</sup> January, 2006	WA 05/2533 – Hawthorn Cottage, Runfold St George, Farnham	Personal	Applicant's next door neighbour is a fellow ward councillor.
M W Norris	Item 12 – Plans Panel 16 <sup>th</sup> February, 2006	WA 06/0128 – Badshot Lea Equestrian Centre, Badshot Lea, Farnham	Personal/ Prejudicial	Property concerned is near family home.
(Mrs) S Scrivens	ES 286/05	Waverley Borough Council Refuse Collection and Recycling Services	Personal	Husband is Portfolio Holder for Environment at Waverley Borough Council.
(Mrs) S Scrivens	ES 287/05	Capital Programme 2005/2006	Personal	Husband is Portfolio Holder for Environment at Waverley Borough Council.
(Mrs) S Scrivens	ES 288/05	Waverley Borough Council Planning Workshop for Town and Parish Councils	Personal	Husband is Portfolio Holder for Environment at Waverley Borough Council.

(Mrs) S Scrivens	ES 289/05	Environment Agency: River Wey Catchment Abstraction Management Strategy Consultation	Personal	Husband is Portfolio Holder for Environment at Waverley Borough Council.
(Mrs) S Scrivens	ES 290/05	Farnham Sustainable Town Initiative Study Update Report	Personal	Husband is Portfolio Holder for Environment at Waverley Borough Council.
(Mrs) S Scrivens	ES 291/05	Surrey Minerals & Waste Development Framework	Personal	Husband is Portfolio Holder for Environment at Waverley Borough Council.
(Mrs) S Scrivens	ES 292/05	Runfold South Quarry, Guildford Road: Notice of Decision	Personal	Husband is Portfolio Holder for Environment at Waverley Borough Council.
(Mrs) S Scrivens	ES 294/05	Farnham Transportation Task Group Meetings	Personal	Husband is Portfolio Holder for Environment at Waverley Borough Council.
(Mrs) S Scrivens	WA 05/2533	Planning Application	Personal	Know next door neighbour
(Mrs) S Scrivens	WA 06/0073	Planning Application	Personal/ Prejudicial	8 houses away from home
V K Scrivens	ES 286/05	Waverley Borough Council Refuse Collection and Recycling Services	Personal	Portfolio Holder for Environment at Waverley Borough Council.
V K Scrivens	ES 287/05	Capital Programme 2005/2006	Personal	Portfolio Holder for Environment at Waverley Borough Council.
V K Scrivens	ES 288/05	Waverley Borough Council Planning Workshop for Town and Parish Councils	Personal	Portfolio Holder for Environment at Waverley Borough Council.
V K Scrivens	ES 289/05	Environment Agency: River Wey Catchment Abstraction Management Strategy Consultation	Personal	Portfolio Holder for Environment at Waverley Borough Council.
V K Scrivens	ES 290/05	Farnham Sustainable Town Initiative Study Update Report	Personal	Portfolio Holder for Environment at Waverley Borough Council.
V K Scrivens	ES 291/05	Surrey Minerals & Waste Development Framework	Personal	Portfolio Holder for Environment at Waverley Borough Council.
V K Scrivens	ES 292/05	Runfold South Quarry, Guildford Road: Notice of Decision	Personal	Portfolio Holder for Environment at Waverley Borough Council.
V K Scrivens	ES 294/05	Farnham Transportation Task Group Meetings	Personal	Portfolio Holder for Environment at Waverley Borough Council.
V K Scrivens	WA 05/2533	Planning Application	Personal	Wife knows next door neighbour
V K Scrivens	WA 06/0073	Planning Application	Personal/ Prejudicial	8 houses away from home.

## Part 1 – ITEMS FOR DECISION

### C321/05 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor had attended a large number of events since the last meeting in January including;

A Presentation Evening for Waverley Duke of Edinburgh Award.  
Official launch and opening of Farnham Library.  
Bourne Children and Youth Initiative.  
Dinner and Entertainment at the House of Lords.  
Mayor of Waverley's Gala Film Night – Some Like it Hot.  
Queensland Youth Choir and Farnham Youth Choir concert.

### C322/05 CAPITAL PROGRAMME

Members considered a request from the Public Services Committee and the Environmental Services Committee to approve the waiving of financial regulations 11.1 (c).

Members were requested to consider waiving the current financial regulations to accept specific supplier tenders where it was not possible to obtain three tenders. Members were also requested to consider this action where the total cost of the project exceeds £2,500 however the make up of the project consists of a number of small items to implement the project. E.g. seats, hanging baskets etc.

Members were requested to consider conditioning the waiving of financial regulations with the recommendation that where ever possible officers should obtain three quotes and that this process shall be subject to the approval of the Chair and Vice Chairman of the relevant committee.

Members were requested to consider the waiving of financial regulations to allow a quicker response in implementing agreed projects and to allow the Council to act within the legal requirements of its financial regulations.

The following projects were considered for exemption:

Enhancement Scheme to Browns Walk, Rowledge to Boundstone (value £3,500) – Work to be completed by Surrey County Council.

Improvements to Strategic Gap at Badshot Lea (value £3,856) – Work to be completed by Blackwater Valley Countryside Partnership.

Stoke Hills Mini Environmental Scheme (value £3,000) – Project consists of smaller items e.g. seats, litter bins, planting etc.

Roman Way Environmental Scheme (value £3,000) – Project consists of smaller items e.g. seats, litter bins, planting etc.

Towed Water Bowser (value £2,950) – Limited suppliers

Youth Shelter (£3,000) – Preferred supplier – Rekk Hang-out Shelter

Self Watering Hanging Baskets (£6,000) – Cost of each unit is approximately £200 including brackets; however there is only one supplier.

**RESOLVED: That**

- **The waiving of Financial regulation 11.1(c) for the approved projects in the 2005/06 capital / project programme of the Public Services and Environmental Services, be agreed.**
- **Where ever possible officers should obtain three quotes and this process be subject to the approval of the Chairman and Vice Chairman of the relevant committee.**

C323/05 PROJECT GRANTS

Members made note of the recommendations from the Task Group set up by the Policy and Resources Committee on the amount of funding awarded to each applicant.

The members then discussed the applications for Project grants which totalled over £108,000. Members noted that the current Project Grant Funds available totalled approximately £32,000. It was also noted that the Task Group had recommended that any monies not allocated in 2005/2006 Project Grant budget should be rolled over into 2006/2007 for Project Grants.

The Task Group were concerned that the project grant process was apparently not reaching out to smaller organisations within the community and they recommended that officers should consider other ways of marketing project funding to these groups.

Due to the volume of the Project Grant applications, the Task Group recommended that the Town Council should review its policy on grant making.

Members were concerned that some of the applicants did not appear to meet the Council's criteria for grant funding. Members of the task group explained that each applicant was assessed on how many of the criteria they had met rather than the criteria they had not met.

Members expressed concern that the applicants would not know why they had not met the criteria and it was explained that when each applicant was written to, if they had not met the criteria they would be given an explanation.

The Town Clerk advised members that the legal status of the Farnham Repertory Company had changed and officially the applicant did not appear to be a legal entity. Therefore the funding of the application would be outside the legal power of the Council.

A new application had been received however; this was received outside the time limit identified in the Council grant making policy.

Members also expressed concern that a number of the applications appeared to be for Revenue costs rather than Project costs. Members were advised that when each applicant was written to they would be given a clear explanation of why it was considered to be Revenue funding and they would be asked either to reapply for a specific project or for a Revenue Grant.

The level of grant funding was discussed for each application and members with Personal/Prejudicial interests in the applications left the meeting prior to the discussion of the relevant application.

**RESOLVED: That**

**a) The following Project Grants and recommendation be approved for 2005/2006:**

<b>Farnham Competitive Music Festival</b> <i>Empowerment (Local Government Act 1972. Section 145 (power to provide Entertainment)</i>	<b>£1,000</b>
<b>The Chantry's</b> <i>Empowerment (Local Government (Miscellaneous Provisions Act) 1976. Section 19.</i>	<b>£10,000</b>
<b>Disability Challengers</b>	<b>(asked to reapply) Nil</b>
<b>Farnham Brass Band</b> <i>Empowerment (Section 137)</i>	<b>£200</b>
<b>Farnham Castle</b>	<b>(did not meet funding criteria) Nil</b>
<b>Farnham Church House Trust</b>	<b>Nil</b> <b>(considered to be general maintenance)</b>
<b>Farnham Cricket Club</b> <i>Empowerment (Local Government (Miscellaneous Provisions Act) 1976. Section 19.</i>	<b>£2,500</b>
<b>Farnham Decorative and Fine Arts Society</b> <i>Empowerment (Local Government Act 1972. Section 145 (power to provide Entertainment)</i>	<b>£500</b>
<b>Farnham District Scouts</b> <i>Empowerment (Local Government (Miscellaneous Provisions Act) 1976. Section 19.</i>	<b>£2,000</b>
<b>Farnham Maltings</b> <i>Empowerment (Local Government Act 1972. Section 145)</i>	<b>£2,500</b>
<b>Farnham Voluntary Transport Association</b>	<b>(considered to be Revenue costs) Nil</b>
<b>Farnham Youth Choir</b>	<b>(considered to be Revenue costs) Nil</b>
<b>Farnham Youth Project</b> <i>Empowerment (Local Government (Miscellaneous Provisions Act) 1976. Section 19.</i>	<b>£3,000</b>
<b>Hale Carnival Committee</b> <i>Empowerment (Section 137)</i>	<b>£500</b>

<b>New Farnham Repertory Company</b>	<b>Nil</b> (Legal status of organisation and considered to be Revenue Costs)
<b>Surrey County Arts</b> <i>Empowerment (Local Government Act 1972. Section 145)</i>	<b>£100</b>
<b>The Farnham Lions &amp; Hedgehogs (Farnham Carnival)</b> <i>Empowerment (Local Government Act 1972. Section 145)</i>	<b>£1,600</b>
<b>West Street Potters</b> <i>Empowerment (Section 137)</i>	<b>£700</b>
<b>TOTAL</b>	<b>£24,600</b>

- b) The unallocated balance of £7,750 for Project Grants for 2005/2006 be rolled over to Project Grant funding for 2006/2007.
- c) The Grant funding process be reviewed by the Corporate Development Task Group.
- d) Small organisations should be actively encouraged to apply for Project Grant funding.

C324/05 AMENDMENT TO STANDING ORDERS AND FINANCIAL REGULATIONS

The members considered the recommendations of the Policy and Resources Committee on the amendment of standing orders and financial regulations. To comply with the recommendations of the external auditors and to allow the more flexible delivery of services and projects.

**RESOLVED: That**

**The amendment to Standing Orders be as follows:  
Orders for payment of money should be approved and signed by two members and authorised retrospectively by the Council at the first available Council meeting.**

**Delegation to Committees:**

**A committee will have an adopted and agreed capital or project expenditure programme for each financial year which has been agreed by Full Council.**

**The funding for the agreed capital or project programme of expenditure for each financial year will be agreed by Full Council.**

**Each committee will be allowed to prioritise the implementation of the agreed projects only within the allocated funding for the capital or project programme for that financial year.**

**Where a committee requires additional funding this will be referred to the Policy and Resources Committee for consideration by Full Council.**

The amendment to Financial Regulations be as follows:  
Where it is intended to enter into a contract exceeding £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list. Exemption will be made where a contract is for a number of units of a lower value e.g. hanging baskets at a cost £125 per unit.

C325/05 COMMITTEE TIMETABLE

The members approved a revised Committee Timetable for the Local Government Year 2006/2007 and noted the date for the Annual Town Meeting of Electors in 2007, attached to record minutes.

**RESOLVED:** That the revised Committee Timetable for the Local Government Year 2006/2007 be agreed, copy attached to record minutes.

C326/05 EXCLUSION OF THE PUBLIC AND PRESS

**RESOLVED:** That in view of the confidential nature of business about to be transacted, namely a report on staff salaries 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 2 – ITEMS TO NOTE**

C327/05 REPORTS OF COMMITTEES

Public Services Committee

It was proposed by Councillor (Mrs) A E Mansell and seconded by Councillor R D Frost and

**RESOLVED:** That the minutes of the meeting of the Public Services Committee held on 19<sup>th</sup> January, 2006, be adopted.

Environmental Services Committee

It was proposed by Councillor S Farrow and seconded by Councillor S A G Lang and

**RESOLVED:** That the minutes of the meeting of the Environmental Services Committee held 2<sup>nd</sup> February, 2006, be adopted.



Policy and Resources Committee

It was proposed by Councillor M W Norris and seconded by Councillor (Mrs) S Scrivens and

**RESOLVED: That the minutes of the meeting of the Policy and Resources Committee held on 16<sup>th</sup> February, 2006, be adopted.**

C 328/05 PLANNING APPLICATIONS

**RESOLVED:**

**That the observations made by the Plans Panel held on 5<sup>th</sup> January, 2006, 19<sup>th</sup> January, 2006, 2<sup>nd</sup> February, 2006 and 16<sup>th</sup> February, 2006 and dealt with in accordance with delegated authority, be noted.**

C329/05 REPORTS FROM OUTSIDE BODIES

Members received written reports from Councillor (Mrs) A E Mansell on the Road Safety and Noise Partnership Group, Councillor J E Maines on the Farnham Park Group and Hale Recreation Ground Committee and from Councillor (Mrs) P M Marriott on the Farnham Community Task Force and the Farnham Swimming Bath's Trust.

Members received verbal reports from members representing Farnham Town Council on the following Outside Bodies:

Councillor D J Attfield – Farnham Crime Prevention Panel, Farnham Police and Community Partnership Group and Farnborough Aerodrome Consultative Committee.

Councillor C A Cockburn – Farnham Voluntary Service Council.

Councillor S Farrow – Wrecclesham Recreation Ground Committee and Wrecclesham Community Centre Management Committee.

Councillor (Mrs) V K Scrivens – Farnham Public Art Trust and the Gostrey Centre.

Councillor V K Scrivens – Farnborough Aerodrome Consultative Committee and Surrey County Association of Parish and Town Council's.

C330/05 ITEMS TABLED

None.

C331/05 PUBLICITY

The members decided not to issue any press releases on any of the items on the agenda.

**Part 3 – Confidential Items**

The Confidential minutes of Council held on 5<sup>th</sup> January, 2006, were signed by the Town Mayor as a correct record.

The Confidential minutes of the Policy and Resources Committee held on 16<sup>th</sup> February, 2006, were adopted.

Staff Salary Review 2006/2007

Members noted staff salaries for 2006/2007.

The Town Mayor closed the meeting at 9.15pm.

Date

Chairman