

FARNHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON THURSDAY 4th JANUARY, 2007, AT 7.00PM IN THE COUNCIL CHAMBER, SOUTH STREET, FARNHAM

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

Officers Present:

Roland Potter (Town Clerk)

Sheila Rayner (Assistant Town Clerk)

Nick Goddard (Assistant Town Clerk)

Wendy Coulter (Member Services and Grants Officer)

C 206/06 QUESTIONS BY THE PUBLIC

Mr V Duckett, Chairman of Farnham Community Task Force presented Farnham Town Council with a cheque for £2,500 for the lighting in Gostrey Meadow. The Community Task Force had worked in partnership with Farnham Town Council to complete the lighting project in Gostrey Meadow.

C 207/06 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P G Burden, C G Genziani, S Farrow, J M Harris, (Mrs) P M Marriott and (Mrs) S Scrivens.

C 208/06 MINUTES

The minutes of the meeting held on 26th October, 2006 and the Special Council meeting held on 30th November, 2006, were approved and signed by the Town Mayor as a correct record.

Councillor (Mrs) P M Frost made a statement that she could not endorse the comments made by the Town Council at the Special Council meeting held on 30th November, 2006, as she was a member of the Development Control Committee for Waverley Borough Council and that Committee had not formed it's views on the proposed applications.

C 209/06 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda Minute No.	Subject	Type of Interest	Reason
C A Cockburn	Item 5	Council Budget 2007/2008	Personal	Waverley Borough Councillor
(Mrs) P M Frost	C172/06	Farnham Sustainable Town Initiative Study	Personal	Waverley Borough Councillor and Surrey County Councillor
(Mrs) P M Frost	C173/06	Capital Monies for Youth Shelter at Sandy Hill	Personal	Waverley Borough Councillor
(Mrs) P M Frost	C174/06	Budget Variations 2006/2007	Personal	Waverley Borough Councillor and Surrey County Councillor
(Mrs) P M Frost	C186/06	WA 2006/2132 (East Street)	Personal	Waverley Borough Councillor and Surrey County Councillor
(Mrs) P M Frost	Item 5	Council Budget 2007/2008	Personal	Waverley Borough Councillor and Surrey County Councillor
R D Frost	Annexe A	Draft Budget Item 1768 Voluntary Service Council	Personal/ Prejudicial	Trustee of Farnham Voluntary Service Council
R D Frost	C172/06	Farnham Sustainable Town Initiative	Personal	Waverley Borough Councillor
R D Frost	C173/06	Capital Monies for Youth Shelter at Sandy Hill	Personal	Waverley Borough Councillor
R D Frost	C174/06	Budget Variations 2006/2007	Personal	Waverley Borough Councillor
R D Frost	C186/06	East Street	Personal	Waverley Borough Councillor
R D Frost	Item 5	Council Budget 2007/2008	Personal	Waverley Borough Councillor
(Mrs) A E Mansell	Item 5	Council Budget 2007/2008	Personal	Waverley Borough Councillor
C H Mansell	Item 5	Council Budget 2007/2008	Personal	Waverley Borough Councillor
M W Norris	WA 06/2600	Planning Application	Personal/ Prejudicial	Application for the Garden Centre which backs onto parents property.

V K Scrivens	Item 5	Council Budget 2007/2008	Personal	Waverley Borough Councillor
V K Scrivens	WA 06/2513	Planning Application	Personal/ Prejudicial	Live close to applicants
V K Scrivens	WA 06/2359	Planning Application	Personal/ Prejudicial	Live close to applicants

C 210/06 STATEMENTS BY THE PUBLIC

There were no members of the public present to make a statement.

Part 1 – ITEMS FOR DECISION

C 211/06 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor reported that he had had a very busy time before Christmas, visiting functions around the Town and most were very, enjoyable and they had had great times with the children and old folks.

The Town Mayor also said that he had received lots of comments about the Christmas lights and how wonderful it was, coming in from East Street and seeing the lights all the way through the town and how nice they were. The Town Mayor also mentioned the pea lights in the trees by Sainsbury's and in trees around the town and how nice they looked.

C 212/06 COUNCIL BUDGET 2007/2008

Members were asked to approve the recommendations of the Policy and Resources Committee for the Council Budget 2007/2008.

The Policy and Resources Committee recommended a budget for 2007/2008 with a total cost of £782,885.

The members noted the following major unanticipated items:

Election Expenses: (Increase £16,100) adjusted to allow for estimated cost of election in May 2007/2008 and additional provision of £7,000 towards byelection costs for future election costs.

Public Conveniences: (increase £17,440) to allow for the recruitment of two additional members of staff to clean the public conveniences and to provide additional general works to maintain the Councils assets and provide additional services within the community.

Additional Staffing

It was recommended by the Policy and Resources Committee the recruitment of a full time receptionist/administration officer to support the current staffing in the general office. Members noted that the majority of this funding is already available within the Councils current staffing budget.

The Policy and Resources Committee recommended the precept for 2007/2008 to be set at £824,195 (£801,167 2006/2007) being an increase of 2.5%, which would result in a Town precept of £48.82 per annum for the average Band D Household and an increase of 0.89p per annum.

The Policy and Resources Committee have recommended that the additional funding for projects/capital be made available from the precept, be allocated to the committees on the following basis:

Public Services Committee	£33,688 (identified projects £114,500)
Environmental Services Committee	£ 8,422 (identified projects £33,500)
Policy & Resources Committee	£10,000 (essential expenditure)

Any additional funding for urgent or priority projects identified by committees can be considered by Full Council and subject to approval can be then be funded from the Councils reserves.

RESOLVED:

- 1. That an additional member of staff be recruited to the position of receptionist and the recruitment be delegated to the Town Clerk.**
- 2. That two additional members of staff be recruited to clean the public conveniences and general duties and the recruitment be delegated to the Town Clerk.**
- 3. That the operating budget for 2007/2008 be £782,885**
- 4. That the Council precept for 2007/2008 be £821,195**
- 5. That a small pick up vehicle for general duties be purchased**
- 6. That the Capital Projects Programme funding for 2007/2008 be as follows:**

Public Services Committee	£33,688
Environmental Services Committee	£ 8,422
Policy and Resources Committee	£10,000

C 213/06 CHRISTMAS DECORATIONS

Members considered the recommendation from the Public Services Committee for the extension of the contract with Springfield Decorations for a further two years.

Members noted that the 3 year contract with Springfield Decorations, for the supply, installation and takedown of Christmas Decorations expired after Christmas 2006.

A lot of work was involved in the tendering process carried out during 2004 which led to the Council entering into a 3 year contract. The contract figure for each year was £20,310.

For Christmas 2005, members agreed to light 5 further trees, replace old pea lighting and add additional decorations in Downing Street at an additional cost of £9,697.

The total expenditure in Christmas lights and decorations has therefore been:

- Christmas 2004 £20,310
- Christmas 2005 £28,275
- Christmas 2006 £30,007

Members noted that many of the lights still have a useful life and Christmas 2006 would have been the first use for some of them. The Public Services Committee recommended that Farnham Town Council extend the existing tendered contract with Springfield Decorations for 2 years to cover Christmas 2007 and 2008 at a total cost of £22,788.10 (including storage) per annum.

It was also suggested that investigation be carried out into having the pea lighting in the trees around the town as a permanent fixture so that for any events that take place the pea lighting in the trees could be switched on.

A suggestion was also raised about welcome signs into Farnham and more decorations along Castle Street, with the possibility of every lamp post having a decoration.

RESOLVED:

That the tendered contract with Springfield Decorations be extended for 2 years to cover Christmas 2007 and 2008 at a total cost, including storage, of £22,788.10 per annum.

C 214/06 REVENUE GRANTS

Members were asked to consider the recommendations of the Policy and Resources Committee for Revenue Grants in 2007/2008.

Members noted that the Policy and Resources Committee considered a report on an interim policy for larger Revenue Grants after the issue of larger Revenue Grants was referred back to the committee.

Town and Parish Councils have a power, not a duty to award grants. Revenue Grants are awarded for ongoing costs and are considered once a year. Any grants awarded, irrespective of size, are awarded in two equal payments, payable in April and October.

There is a growing demand for large Revenue Grants, with Farnham Hospital HOPPA expected to make a bid for £20,000 and a provision of £81,600 has been made in the budget for 2007/2008 for Revenue Grants.

Members noted that the Policy and Resources Committee recommended that organisations should be accountable for the money awarded and suggested that 'Service Level Agreements' should be introduced so that the Council could justify monies spent and that organisations applying for large Revenue Grants make a presentation which would include addressing the details of a Service Level Agreement.

The Policy and Resources Committee recommended that a hybrid of the Community Grant form be used for the Revenue Grant applications with additional Service Level Agreement Terms included in the form. In additional organisations would be required to make a presentation to the Grants Group.

The deliberations of the Grants Group would be considered by the Grants Group in private and the recommendations of the Grants Group would be referred back to Council for agreement.

Members noted that the Policy and Resources Committee also recommended that the 'Revenue Grant Process' be referred back to the Corporate Development Task Group for further discussion and a recommendation be presented to the newly elected Council in 2007/2008.

RESOLVED:

- 1. That the Revenue Grant Process be referred back to the Corporate Development Task Group for further discussion and recommendation to the newly elected Council in 2007/2008.**
- 2. That a hybrid of the Community Grants Form be used for 2007 applications and that Service Level Agreement terms be included in the application. In addition, the organisation applying for a grant will be required to make a presentation to the Grants Group.**
- 3. That the cross party membership Grants Group will comprise of the following members, Councillor S Farrow, Councillor (Mrs) P M Frost, Councillor C A Cockburn, Councillor P G Marriott and Councillor V K Scrivens.**

C 215/06 COMMITTEE TIMETABLE 2007/2008

Members were asked to approve the Committee Timetable for 2007/2008 as recommended by the Policy and Resources Committee.

RESOLVED:

That the Committee Timetable for 2007/2008 be approved, timetable attached to record minutes.

C 216/06 JOINT MEETING OF TOWN AND PARISH COUNCILS: 5th MARCH, 2007

Members were asked to consider items to be included on the agenda for the Joint Meeting of the Town and Parish Councils to be held on 5th March, 2007, at 7pm in the Council Chamber, Council Offices, Godalming.

Members suggested that the following items be included on the agenda for the Joint Meeting of the Town and Parish Councils:

- An overview on the outcome of the Lyons Report
- More information about the new Youth Community Officer
- A review of the relationship between Waverley Borough Council and the - - Town and Parish Councils
- Town and Parish Councils' role in the planning process.

Part 2 – ITEMS TO NOTE

C 217/06 REPORTS OF COMMITTEES

(1) Environmental Services Committee

It was proposed by Cllr S A G Lang and seconded by Cllr V K Scrivens and

RESOLVED: That the minutes of the meeting of the Environmental Services Committee held on 16th November, 2006, be noted.

(2) Public Services Committee

It was proposed by Cllr (Mrs) A E Mansell and seconded by Cllr J E Maines and

RESOLVED: That the minutes of the meeting of the Public Services Committee held on 23rd November, 2006, be noted.

(3) Policy and Resources Committee

It was proposed by Cllr M W Norris and seconded by Cllr V K Scrivens and

RESOLVED: That the minutes of the meeting of the Policy and Resources Committee held on 14th December, 2006, be noted.

C 218/06 PLANNING APPLICATIONS

RESOLVED: That the observations made by the Plans Panel held on 9th November, 23rd November and 7th December, 2006 and dealt with in accordance with delegated authority, be noted.

C 219/06 INTERNAL AUDIT REPORT

Members were asked to note the Internal Auditors report and approve the Action Plan as outlined below and recommended by the Policy and Resources Committee.

Register of Interests: The Officers will undertake a review of all registers of interest forms and arrange with individual members to update and review them by 30th January, 2007.

Property Deeds: The remaining property deeds will be copied and the originals will be transferred to the Councils solicitors for secure storage. The Councils officers will be reviewing the safety and security of its paper information in January 2007 and a further report will be brought to the Policy and Resources Committee.

South Street Trust: The Town Clerk is reviewing the operation of the Trust and this will be reported independently to the next meeting of the Trust.

Minutes: With immediate effect all future meetings will include details of all officers who are officially attending each meeting.

Risk Assessment: Members have received a copy of the risk assessment and work has been allocated to individual officers to address all risks. The outcome of these actions will be reported to the next meeting of the Policy and Resources Committee.

Systems Control and Review: The comments and recommendation of the internal auditor be noted.

RESOLVED:

- 1. That the report of the internal auditor be noted.**
- 2. That the identified actions as a result of the report be approved.**

C 220/06 ITEMS TABLED

None.

C 221/06 PUBLICITY

Members agreed that press releases be issued on the following items:

Christmas Lights 2006 – the positive response from the public.
Council Budget and Precept 2007/2008.

The Town Mayor closed the meeting at 8.15pm.

Date

Chairman