

FARNHAM TOWN COUNCIL

**MINUTES OF THE TOWN COUNCIL MEETING HELD ON THURSDAY
28th JUNE, 2007, AT 7.00 PM IN THE COUNCIL CHAMBER, SOUTH STREET,
FARNHAM**

- * Cllr C A Cockburn (Town Mayor)
- * Cllr G M Beel (Deputy Town Mayor)
- * Cllr D J Attfield
- * Cllr C G Genziani
- * Cllr V Duckett
- o Cllr L J Fleming
- * Cllr (Mrs) P M Frost
- o Cllr R D Frost
- * Cllr G P Hargreaves
- * Cllr S L Hill
- * Cllr D Le Gal (left the meeting at 7.55pm)
- * Cllr A J Lovell
- * Cllr J E Maines
- * Cllr S J O'Grady
- * 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)
Nick Goddard (Assistant Town Clerk)
Sheila Rayner (Assistant Town Clerk)
Wendy Coulter (Committee and Member Services Officer).

C 017/07 QUESTIONS BY THE PUBLIC

There were no questions from the public.

C 018/07 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R D Frost, L J Fleming and A P Thorp.

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C 019/07 MINUTES

The Minutes of the Annual Council meeting held on 10th May, 2007, were approved and signed by the Town Mayor as a correct record.

C 020/07 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/ Minute No.	Subject	Type of Interest	Reason
G Beel	10	Outside Bodies (Brightwells Gostrey Centre)	Personal	Waverley Borough Council Representative
J Maines	10	Outside Bodies (40 Degreez)	Personal	Chairman of Trustees
V Duckett	10	Outside Bodies (Farnham Crime Prevention Panel)	Personal	A member of the Outside Body
V Duckett	10	Outside Bodies (Farnham Community Task Force)	Personal	Chairman of the Outside Body
V Duckett	11	Capital Programme (Multi Use Games Area – Sandy Hill)	Personal	Ward Member for the area.
V Duckett	11	Capital Programme (Bandstand)	Personal	President of Farnham Brass Band
A Lovell	11	Capital Programme (Multi Use Games Area – Sandy Hill)	Personal	Ward Member for the area.
J Ward	11	Capital Programme (Ashgate Gallery)	Personal	Waverley Borough Council Representative.

C 021/07 STATEMENTS BY THE PUBLIC

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

Part 1 – ITEMS FOR DECISION

C 022/07 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor announced that she would not go through the full list of the events that she had attended. However the Mayor did mention that she had attended the Graduation Ceremony at Guildford Cathedral on 28th June for the University of the Creative Arts and it was a great joy.

The Town Mayor went on to say that she hoped that over the next four years party politics could be eliminated from the Council Chamber. There was an ideal opportunity with eighteen councillors who were fresh and full of ideas to banish party politics from the chamber.

C 023/07 FARNHAM TOWN COUNCIL AIMS & OBJECTIVES

Members received a report on the Draft Aims and Objectives for Farnham Town Council following a workshop that was held for members with the aim of establishing a way forward for the Town Council over the next four years.

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The results of the Members' workshop were collated to form a draft list of Aims and Objectives. Members considered the list of Aims and Objectives and asked that officers include the word "creative".

Members noted that the Town Council did not have any statutory legal powers or duties with regard to traffic movement and services. However the Town Council could still lobby for improvements to the traffic services to address congestion.

Members agreed to include traffic issues within the Aims and Objectives.

Members also requested that the promotion sports and recreation facilities be included in the aims and objectives, however it was agreed that this was already covered under the aim to promote healthy living.

The Aims and Objectives are attached to record minutes.

Members agreed that officers would prepare a 4 year work plan for the Town Council in partnership with the Corporate Development/Audit Group.

RESOLVED:

- 1. That Farnham Town Council's amended Aims and Objectives be received and approved.**
- 2. That delegation be given to officers to prepare a work plan in partnership with the Corporate Development/Audit Group.**

C 024/07 ORGANISATION STRUCTURE – COMMITTEES – STAFF

Members received a report on the proposed Organisational Re-structure for Farnham Town Council.

Members noted that previously the Council operated using three committees (Policy & Resources, Public Services and Environmental Services) and a Plans Panel.

Members were requested to consider a change of approach where Full Council would be the only regular meeting of the Council. It would allow all members of the Council the opportunity to discuss and contribute to policy, give direction to the Council and its officers and provide a transparent process which would be open to scrutiny and involve all members.

Members noted that to operate effectively Council would need to meet every six to seven weeks.

The Council would be responsible for all decisions that were previously made by the committees.

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Members agreed that the Council would operate with one meeting every six to seven weeks but that the situation would be reviewed in March 2008.

In order to improve the efficiency of the Council members noted that it would be practical to establish a number of small members groups to work with officers to develop reports and undertake reviews prior to consideration and decision by Council. The groups would meet as and when required.

Members agreed to establish the following four groups:

1. Corporate and Development/Audit Group (consisting of five members including the Mayor)
2. Staffing Group (consisting of four members including the Mayor)
3. Cemeteries Appeals Group (consisting of four members including the Mayor)
4. Planning Consultative Group (already established and to be reviewed at a later date)

Members agreed that the Terms of Reference for these groups would be agreed by the Town Mayor, Deputy Town Mayor and the Town Clerk.

Members noted that in addition it would be necessary to review the current organisational structure to reflect the needs of the Council. The review would be undertaken by the Town Clerk with the assistance of the Corporate Development/Audit Group for consideration by Council.

RESOLVED:

1. **That in the municipal year 2007/2008 the only decision making body will be Full Council and there will be no committees. The decision will be reviewed in March 2008.**
2. **A Corporate Development/Audit Group, Staffing Group and Cemeteries Appeals Group be established with Terms of Reference to be agreed by the Town Mayor, Deputy Town Mayor and Town Clerk.**
3. **The membership of the above groups be as follows:
Corporate Development/Audit Group – C Cockburn (Town Mayor), (Mrs) P Frost, D Le Gal, J Maines, R Steel.
Staffing Group – C Cockburn (Town Mayor), G Beel (Deputy Town Mayor), V Duckett, S Hill.
Cemeteries Appeal Group – C Cockburn (Town Mayor), G Beel (Deputy Mayor), V Duckett, G Hargreaves.**
4. **To delegate to the Town Clerk with the assistance of the Corporate Development/Audit Group a review of the Council's organisational structure.**

C 025/07 STANDING ORDERS

Members received a report on a review of Standing Orders which was undertaken by officers, taking into account the earlier reports of the Council.

The areas of alterations were as follows:

Paragraphs 4a and 4b

This now allows for the Town Clerk to regulate the start of a meeting if the mayor/deputy mayor or chairman is not at the meeting, until a substitute is appointed for that meeting.

Paragraph 21

This sets out the terms for the Council to receive petitions.

Paragraph 42 (introduction)

This now gives the Council the *discretion* to appoint committees.

Paragraph 42(e), (f) (g)

Organisational Structure – these changes will allow the creation of a select number of groups to work with the Council's officers.

Paragraph 42 (k)

This gives the Council *discretion* to appointment of a leader of the Council if required.

Paragraph 60

Amendment to reflect the operational practice of the Council.

Paragraph 80

Any breach of confidentiality should be treated very seriously and any breach should be referred to the Standards Board for England.

Paragraph 82

This reflects the operation of the Planning Consultative Group.

Members discussed the changes to the Standing Orders including the breach of confidentiality and the standing orders for Committees.

Members agreed that any breach of confidentiality was serious enough to warrant being reported to the Standards Board.

Members also agreed that the Standing Orders for committees would remain as the Council may decide to reinstate committees as a later date.

RESOLVED: That the Council's amended Standing Orders (attached to record minutes) be agreed and accepted.

C 026/07 DELEGATED AUTHORITY

Members received a revised Scheme of Delegation to the Town Clerk.

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Members agreed that the revised Scheme of Delegation reflected accurately the duties that the Town Clerk currently carries out and they welcomed the improved scheme.

RESOLVED: That the Revised Scheme of Delegation to the Town Clerk (attached to record minutes) be agreed.

C 027/07 OUTSIDE BODIES

Members were asked to nominate representatives to Outside Bodies.

RESOLVED: That the following members be nominated to be Farnham Town Council's representatives on the following Outside Bodies:

Farnham River Watch	(Mrs) P Frost
Farnham Crime Prevention Panel	S Hill
Farnham Swimming Baths Trust	No elected Members appointed
Farnham Community Task Force	C Cockburn (Town Mayor) R Potter (Town Clerk)
Surrey Passenger Transport Forums	J Ward
Farnham Maltings Council of Management	R Frost
Brightwells Gostrey Centre	L Fleming
Bourne Children and Youth Initiative	C Cockburn
Farnham Park Advisory Group	S O'Grady
Farnham Transportation Task Group	Proposed: G Beel, A Lovell and R Steel – To be drawn
Farnborough Aerodrome Consultative Committee	D Attfield S O'Grady (Alternate)
Dempster Trust	Mrs A Hoath, Mr J Mayhew
Farnham Sports Council	D Attfield
Farnham Visitors Forum	D Le Gal
Blackwater Valley Recreation & Countryside Management Committee	D Attfield
Farnham/Andernach Friendship Association	J Maines
Farnham Public Arts Trust	J Ward
40 Degreez	D Attfield
Road Safety & Noise Partnership	S O'Grady
Surrey County Association of Parish & Town Councils	R Frost S O'Grady (Alternate)
Wrecclesham Youth & Community Centre Management Committee	(Mrs) P Frost
Badshot Lea Recreation Ground Committee	D Attfield
Bourne Recreation Ground Committee	D Le Gal
Hale Recreation Ground Committee	J Maines

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Rowledge Recreation Ground Committee	C Genziani
Weybourne Recreation Ground Committee	G Beel
Wrecclesham Recreation Ground Committee	(Mrs) P Frost

C 028/07 THE CAPITAL PROGRAMME

Members received a report on the Capital Programme for 2007/2008. Members noted that the total cost of the Capital Programme would be £148,000 and that the total funding allocated in the budget for 2007/2008 is £42,110.

Members were requested to prioritise a list of projects for implementation during 2007/2008 and to consider if additional funding should be released from reserves to complete specific projects.

Members debated a project at Sandy Hill which required a £10,000 contribution towards the cost of a Multi Use Games Area.

The project is managed by Waverley Borough Council and funding has been secured from:

Waverley Borough Council	£20,000
Safer Waverley Project	£10,000
Pavilion Housing	<u>£5,000</u>
TOTAL	£35,000

Members discussed the list of proposed projects and agreed that the following would be funded.

RESOLVED: That the following projects be funded from the Capital Programme budget:

Self watering hanging baskets – continuation programme	£1,500
Information Touch Screen implementation	£10,000
Sandy Hill – Multi Use Games Area	£10,000
Cemetery notice board installation	£5,000
Mini environmental schemes	£6,000
Phase 2 – footpath repair	£5,000
Restore footpath near Hatch Mill	£5,000
TOTAL	£42,500

Members discussed the proposal for a Bandstand and agreed to create a working group to look into the matter further.

Councillor R Steel requested that the Bandstand should also be considered for use for other performances.

RESOLVED: That a working group be created to progress the Bandstand/Performance Area. Membership of the group will be, (Mrs) P Frost, D Attfield and C Storey.

C 029/07 PRESERVATION AND ARCHIVING OF CEMETERY RECORDS

Members received a report on the preservation and archiving of the Cemetery Records.

Members were asked to approve the following actions:

1. The scanning of the cemeteries registers into PDF format
2. The scanning and digital and physical restoration of the cemetery maps
3. The historic data inputting of the cemetery registers on to the Council's cemeteries management system
4. The storage of the original cemeteries records with the Surrey History Centre
5. The release of funding for the project from Council reserves

Members were reminded that the Council is responsible for the administration of four cemeteries in Farnham: Green Lane, Hale, Badshot Lea and West Street.

The Council has a legal duty to maintain the records of all interments, burial plots and memorials within its cemeteries. The current manual record system covers a period of over 150 years and consists of approximately 43 large handwritten books and an equivalent number of hand drawn maps. The books contain approximately 31,600 entries.

The use of the cemetery registers and books continues to increase as interest in local family becomes more popular. This demand coupled with the Council's own administration procedures subjects the records to continuous wear and tear. The maps which are also in regular use are in a particularly fragile condition.

Members noted that the increase in demand for local family history records has put an additional burden on the Council staff to respond to requests and provide photocopies of maps.

The records are currently stored in the Council's general office in cabinets that are not fire proof; any source of heat would damage the valuable information beyond recovery.

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Members agreed that the situation was not acceptable for such valuable and irreplaceable documents and noted that the manual maintenance of the records is time consuming and did not utilise the Council's current computer systems to their maximum capacity.

RESOLVED:

- a) that the following actions and costs should be carried out on the cemetery records.

Undertake remedial repairs to the maps	£2,325
Scanning of registers	£1,905
Input back data onto the Computer System	£5,600
TOTAL COST	£9,830

- b) The funding for the project of £9,830 be identified from reserves.
c) The original cemeteries records be sent to the Surrey History Centre for archiving and storage.

C 030/07 ANNUAL ACCOUNTS

Members received the Annual Return for 31st March, 2007.

RESOLVED: That the Annual Return for 31st March, 2007 be approved.

C 031/07 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED: That in view of the confidential nature of business to be transacted at Agenda Item 18, namely a report on Chapels of Rest, West Street and Green Lane and discussion of contractual issues it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at Item 18.

Part 2 – ITEMS NOTED

C 032/07 PLANNING APPLICATIONS

RESOLVED: That the observations made by the Planning Consultative Group held on 26th April, 2007 and 31st May, 2007 and dealt with in accordance with delegated authority, be noted.

C 033/07 ITEMS TABLED

None.

C 034/07 PUBLICITY

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

Capital Programme: Sandy Hill Multi Use Games Area
 Bandstand

Preservation and Archiving of Cemetery Records

Part 3 - CONFIDENTIAL ITEMS

C 035/07 CHAPELS OF REST

Members discussed contractual issues regarding the chapels of Rest at West Street Cemetery and Green Lane Cemetery.

The Town Mayor closed the meeting at 9.50pm.

Date

Chairman