



# FARNHAM TOWN COUNCIL

## Minutes Council

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### Time and date

7.00pm on Thursday 17 December 2009

### Place

The Council Chamber, South Street, Farnham

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

### Officers Present:

Roland Potter (Town Clerk)

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

## QUESTIONS BY THE PUBLIC

Mr Skingle asked whether the Town Crest on the Bandstand could be painted in colour.

The Town Mayor explained that the cost of painting the Crest was prohibitive however, investigation could be made with the University to see if any of the students would be able to colour it.

Mr Skingle also asked whether the Town Council notice boards would only be for the display of Town Council business or whether community notices would be displayed again.

Cllr J Ward explained that the Council was reviewing the notice boards. He explained that the double notice boards would also display community notices. The review would continue.

### C 090/09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors (Mrs) Frost, B Frost, D Le Gal, A Lovell, J Maines, R Steel and A Thorp.

### C 091/09 MINUTES

The Minutes of the Farnham Town Council Meeting held on 19 November 2009 were signed by the Town Mayor as a correct record.

### C 092/09 DISCLOSURE OF INTERESTS

There were no declarations of interest.

### C 093/09 STATEMENTS BY THE PUBLIC

There were no statements by the public.

### C 094/09 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor thanked everyone who had donated cakes for the Mayors' Charity stall at the Christmas Switch On.

The Mayor also thanked everyone who had been involved in the Town Council's successful campaign to prevent further SANGS in Farnham Park.

The Town Mayor went on to remind Members that there were Christmas drinks and mince pies following the Council meeting.

## Part 1 – Items for Decision

### C 095/09 BRANDING

Cllr Ward, the Lead Member of the Corporate Development and Audit Working Group, explained that a review had taken place of the Council's Branding and explained that the Town Council had, over a number of years, accumulated a number of different brands which identified the Town Council. Some the brands were recognisable and some were less effective.

Cllr Ward explained that it was intended that the Town Councils Heraldic Coat of Arms would continue to be used for legal, official and civic purposes.

The aim of the review was to identify a simpler consistent brand for use by the Councils services and events.

Members received a presentation from Mr Andrew Shaw from WiseTiger Ltd regarding the proposed new Branding for the Town Council.

Cllr Ward explained how the Corporate Development and Audit Working Group had received and reviewed the designs for the Branding and Mr Shaw presented the Brands that were recommended by the Corporate Development and Audit Working Group to Members for consideration.

Members considered the recommended Brands and agreed Brand number 1 as recommended by the Corporate Development and Audit Working Group should be adopted for use by the Town Council.

#### **Resolved:**

- 1. That the Town Council would retain the Heraldic Coat of Arms for Legal and Civic purposes.**
- 2. That Brand Number 1 (Brand and Brand uses attached to Record Minutes) and the branding guidelines be approved for the Town Council's Events and Services.**
- 3. That the Branding Scheme be implemented from January 2010.**

### C 096/09 REVIEW OF TOWN COUNCIL FEES AND CHARGES

Members received a report and recommendations from the Corporate Development and Audit Working Group on the Fees and Charges for 2010/2011 and the introduction of new charges from 1 January 2010.

The following services, provided by the Town Council have fees and charges:

Allotments  
Bandstand Hire  
Banners  
Cemeteries (Burials and associated services)  
Farmers' Market  
Library Gardens

The Town Council's practice was to review its Fees and Charges on an annual basis.

The Members received a list of recommended fees and charges (attached to record minutes).

Members also considered whether the fees and charges should be implemented from 1<sup>st</sup> January 2010 due to the following reasons:

The New Garden of Reflection would officially be opened in January 2010 and the fees and charges for this service needed to be in place in order to facilitate the smooth running of the service.

The Town Council also received many genealogy enquiries which required a significant amount of staff time to research.

Many other Local Authorities increase their allotment fees from 1<sup>st</sup> January. If tenants failed to pay their fees or they wished to give up their contracts, it would allow time for a new allotment holder to prepare the ground and have plants planted in time ready for the growing season.

**Resolved:**

- 1. That the new fees and charges structure for 2010/2011 be adopted.**
- 2. That the fee structure be implemented from 1<sup>st</sup> January 2010 for all services except Allotments which would be phased in over the following 15 months.**

**Part 2 – Items Noted**

C 097/09 **FARNHAM TOWN COUNCIL NOTICE BOARDS**

Members noted a report on the Town Council Notice Boards.

The report included the Terms and Conditions for the use of the Town Council Notice Boards which are attached to record minutes.

C 098/09 **COUNCIL OPENING HOURS OVER THE CHRISTMAS PERIOD**

Members noted the Town Council opening hours over the Christmas Period.

1. Waverley Borough Council would close from 24 December 2009 and reopen on 4 January 2010.
2. The Town Council Offices would close at 5pm on Thursday 23 December 2009.
3. The Town Council Offices would be open from 10am on Wednesday 30 December 2009 until 3pm,
4. The Town Council Offices would be open from 10am on Thursday 31 December 2009 until 3pm.
5. The Town Council Offices would be closed from Friday 1<sup>st</sup> January 2010 and would open as normal on Monday 4 January 2010.

Members noted that the Cemeteries Management Team (Town Clerk, Kevin Taitt and Wendy Coulter) would provide an out of hours Cemeteries Service for Burials which were required for cultural or religious reasons to be buried within 24 hours of death.

C 099/09 WORKING GROUP NOTES

Members received the notes of the Corporate Development and Audit Working Group meeting held on 12 November 2009.

Members received the notes of the Cemeteries Appeals and Working Group meeting held on 19 November 2009.

Members received the notes of the Tourism and Events Working Group meeting held on 18 November 2009.

Members received the notes of the Farnham in Bloom Working Group meeting held on 3 December 2009.

C 100/09 REPORTS FROM OUTSIDE BODIES

There were no reports from Outside Bodies.

C 101/09 PLANNING APPLICATIONS

Members received the minutes of the meetings of the Planning Consultative Group held on, 12 November and 26 November 2009.

**RESOLVED: That the observations made by the Planning Consultative Group held on 12 November and 26 November 2009, and dealt with in accordance with delegated authority, be noted.**

C 102/09 EXCLUSION OF THE PRESS AND PUBLIC

**RESOLVED: That in view of the confidential nature of business to be transacted at Agenda Item 14, Devolution of Assets from Waverley Borough Council, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at Item 14.**

**Part 3 – Confidential Items**

C 103/09 DEVOLUTION OF ASSETS FROM WAVERLEY BOROUGH COUNCIL

Members noted the progress of contractual negotiations with Waverley Borough Council regarding the devolvement of assets.

The Town Mayor closed the meeting at 7.50pm.

Date

Chairman