



FARNHAM TOWN COUNCIL

A

Minutes Full Council

Time and date

7.00pm on Thursday 25 March 2009

Place

The Council Chamber, South Street, Farnham

Members Present

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

- * Present
- o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)
Wendy Coulter (Committee and Members Services Co-ordinator)
Ginny Gordon (Receptionist/Farmers' Market Co-ordinator)

C 138/08 QUESTIONS BY THE PUBLIC

Mr Skingle asked if Waverley Borough Council would be repairing the wall around Gostrey Meadow in time for the Spring Festival and opening of the Bandstand on the 9 May.

The Town Clerk replied by saying Gostrey Meadow is Waverley Borough Council's responsibility and the issue would be raised with the Borough Council.

C 139/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Thorpe and J Maines.

C 140/08 MINUTES

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

C 141/08 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/ Minute No	Subject	Type of Interest	Reason
G Beel	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
V Duckett	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
L Fleming	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
B Frost	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
G Hargreaves	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
S Hill	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
D Le Gal	17	Purchase of Council Offices, South Street, Farnham	Personal/Prejudicial	Portfolio Holder for Property for Waverley Borough Council
A Lovell	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
S O'Grady	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
R Steel	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
C Cockburn	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
Mrs P. Frost	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor
J Ward	17	Purchase of Council Offices, South Street, Farnham	Personal	Waverley Borough Councillor

C 142 /08 STATEMENTS BY THE PUBLIC

Mr Skingle asked why the Planning Consultative Group minutes were in a new format, which seemed to take up more paper. Mr Skingle noted that the construction of the Bandstand was due to commence on the 23 March, but he had not seen any indication of this happening.

The Town Clerk replied that Council Staff were trialling a new software package for planning observations, which would be more efficient.

The piling for the Bandstand would begin on Thursday/Friday once South East Water had provided information as to the location of drainage in Gostrey Meadow. The Town Clerk confirmed that the project was still due to complete on time.

C 143/08

TOWN MAYORS ANNOUNCEMENTS

The Town Mayor reminded Members that for the remainder of her term of office she would like Members to stand when speaking, speak for 3 minutes and only once on each item in accordance with Standing Order 28.

The Town Mayor read out a list of dates for Members to note which were as follows:

- **18 April 2009** – Safe Street – Community Safety Information Day in Gostrey Meadow. The Mayor would be running a tea tent on the day and all offers of cakes (bought or homemade) would be gratefully received.
- **26 April 2009** – Mayor's Fundraising Grand Charity Banquet and Auction at The Kar Ling Kwong Restaurant in Farnham
- **29 April 2009** – Council Meeting
- **30 April 2009** - Mayor's end of Term Reception at Farnham Castle
- **1 May 2009** – Civic Reception for Rachel Morris
- **7 May 2009** – Annual Mayor Making
- **21 May 2009** – Council Meeting

The Town Mayor commented on the time and effort put into the new Farnham Town Guide, and how successful it has been. The Council had received many requests for copies. .

Part 1 – Items for Decision

C 144/08

VISION, AIMS AND OBJECTIVES

Members considered a report recommending the consolidation of the Aims and Objectives of the Town Council into a more focused strategic document.

The report reminded Members that on 28 June 2007 at the meeting of the Full Council the Town Council adopted a series of 6 Corporate Objectives including:

- Community Leadership
- Community Governance
- Economic Development
- The Local Environment
- Service Delivery
- Quality of Life

In January 2009 the Asset Transfer Task Group adopted the core areas within these objectives to develop its project plan.

On 1 March 2009 the Corporate Development and Audit Working Group reviewed the Aims and Objectives and requested that the report be considered by Full Council.

Members debated the consolidation of the Aims and Objectives of the Town Council into a more strategic document.

Cllr D Le Gal proposed and Cllr Mrs P Frost seconded the adoption of the consolidated Aims and Objectives – attached to record minutes.

Members voted 15 for and 1 against.

Resolved: That the consolidated Vision, Aims and Objectives be adopted – attached to record minutes.

C 145/08

WAVERLEY BOROUGH COUNCIL LOCAL DEVELOPMENT FRAMEWORK CONSULTATION

Members considered the answers proposed by the Members Workshop held on Tuesday 10 March 2009 to the consultation by Waverley Borough Council on the Local Development Framework – Core Strategy.

Cllr D Le Gal proposed and Cllr R Steel seconded accepting the answers to the Core Strategy Consultation as set out in the report and submitting them to Waverley Borough Council.

Resolved: That the answers to the Local Development Framework – Core Strategy Consultation be agreed and submitted to Waverley Borough Council – attached to record minutes.

C 146/08

CEMETERY MATTERS

Members considered a report to review the Cemetery Fees for 2009/2010.

The Town Council annually reviews its fees in line with recommended practice and compares its cemetery fees in line with those of neighbouring burial authorities. This is to ensure as far as possible, continuity between authorities and to ensure that Farnham's cemeteries provide value for money for Farnham residents.

Having compared Farnham Town Council's cemetery charges to those of neighbouring burial authorities it was found that Farnham still charged less than other authorities.

Cllr J Ward the Lead Member for the Cemeteries Working and Appeals Group introduced the report on the revised Cemetery Fees for 2009/2010 for discussion.

Members noted that the cemetery fees still appeared less than other neighbouring burial authorities and requested clarification that the fees would address the deficit incurred in providing the cemeteries service.

Cllr J Ward explained that the cemetery costs would not balance as there were not enough burials per year to meet the costs of the maintenance of the cemeteries.

After further discussion Members agreed the new Cemetery Fees.

Resolved: That the Cemetery Fees for 2009/2010 be agreed – as set out below:

Service	Fees 2009/10
Double depth grave: First interment, Exclusive Rights of Burial and right to erect memorial	£1,985
Single depth grave: First interment, Exclusive Rights of Burial and right to erect a memorial	£1,925
Re-opening of grave	£690
Purchase of grave	£1,080
Purchase of ashes grave	£515
Ashes: First interment, Exclusive Rights of Burial and right to erect a memorial	£825
Re-opening for Ashes interment	£310
Children under 12 years	£350
Purchase of additional 5 years of Exclusive Rights of Burial	£205
Additional inscription for graves purchased prior to 01.03.2008	£105
Memorial permit for graves purchased prior to 01.03.2008	£155
Transfer of Ownership	£50
Reservation of Grave Space	£200
Administration Charges	£50

CEMETERY REGULATIONS

Members considered a report proposing amendments to and updates of the Cemetery Regulations to accommodate the introduction of BRAMM (British Register of Associated Memorial Masons) from 1 April 2009.

Cllr J Ward the Lead Member for the Cemeteries Working and Appeals Group explained that only BRAMM approved stonemasons would be able to work in Farnham Cemeteries and would be regulated by BRAMM.

Members discussed the new regulations and designs for memorials shown in the report and welcomed all efforts to enhance the cemeteries.

Cllr J Ward explained that only ornaments or decorations approved by Farnham Town Council would be permitted on graves and all users of the Cemeteries and their Services are required to abide by the regulations.

Cllr Mrs P Frost suggested that there be an amendment on page 39 4(2) and the word 'religion' be added.

The Town Clerk explained that 'special arrangements' included religion, however, the word religion would be added for the purpose of clarification and the regulation would be amended.

Cllr D Le Gal asked why plaques and tablets were not permitted for burials.

Cllr J Ward explained that Farnham Cemeteries were lawn cemeteries with only vertical headstones, allowing for easier and better maintenance of the graves i.e. mowing.

Cllr R Steel acknowledged all the hard work and upkeep the Maintenance Team had done in the cemeteries to make them look so good.

Cllr V Duckett suggested it would be helpful to add a list of disallowed headstones to avoid any misunderstandings.

The Town Clerk explained that the Farnham Town Council Bereavement Service was now available between the hours of 9.00am – 4.30pm with Funeral Directors now being able to book a burial online 24 hrs a day, 7 days a week.

Cllr B Frost asked if a reference could be added as to why there were now lawn cemeteries, which might be helpful for people to know.

The Town Clerk replied that a comment was included at 1.4 with a small explanation.

Cllr C Genziani asked about the removal of railings in West Street cemetery and whether they were listed.

The Town Clerk explained that the railings are not listed, but the gates were. The railings were replaced with a beech hedge because they were rotten and dangerous to the public.

Cllr J Ward proposed and Cllr C Cockburn seconded accepting the Cemeteries Regulation amendments and updates to also include the word of religion and plaques.

Resolved: That the update and amendments to the Farnham Town Council Cemetery Regulations for the introduction of (British Register of Accredited Memorial Masons) BRAMM on 1 April 2009 be agreed - amended and updated Cemetery Regulations attached to record minutes

FINANCIAL REPORTS

The Town Clerk reported that the External Auditors' report had been received and identified two areas of main concern where the Council had failed, in the Auditors' opinion, to report to Council in the current financial year.

In considering the recommendations of the External Auditor the Town Clerk presented the Corporate Risk Assessment and the review the effectiveness of the Internal Auditor.

CORPORATE RISK ASSESSMENT

Members received the Corporate Risk Assessment and the scorings and requested that the report be referred to the Corporate Development and Audit Working Group for further action and implementation.

Cllr A Lovell proposed the Corporate Risk Assessment Report be received and points considered. This was seconded by Cllr V Duckett

Resolved: That the Corporate Risk Assessment be received and referred to the Corporate Development and Audit Working Group for further action and implementation.

REVIEW OF INTERNAL AUDIT

The Members considered a report reviewing the effectiveness of the Internal Auditor.

Cllr R Steel suggested that when the Management Report was considered in June would appropriate time to undertake the annual review the effectiveness of the Internal Auditor.

Resolved: That the report be received.

WAIVER FINANCIAL REGULATIONS

Members were requested to consider the waiving of Financial Regulation 11.1 (b) which requires three quotes to be obtained for an item costing over £5,000. As per Financial Regulation 11.1 (c) that Council requested to consider approving the waiving of Financial Regulations to allow the purchase of a Remembrance Memorial Book at a cost of £6,000 as there was only one supplier in the United Kingdom.

Resolved: To waiver Financial Regulation 11.1 and to purchase a Remembrance Memorial Book at a cost of £6,000.

QUOTES FOR SIT-ON MOWER

Members received a report to approve the purchase of a Kubota sit-on mower.

The Town Council currently owned two sit-on mowers. However, the Westwood which was 12 years old, failed mechanically at the end of the last cutting season and was no longer working and required replacing.

The Outside Workforce would shortly loose one of its temporary members of staff and in order to continue the current grass cutting standards and minimise down time, it was critical to replace the older of the two machines.

The Council's Officers selected a Kubota mower because the availability of the spare parts which are delivered within 24 hours, therefore minimising down time which is essential in the grass growing season.

Members considered three quotes for the provision of a Kubota sit-on mower.

Cllr R Steel proposed and Cllr C Cockburn seconded accepting the quote of Supplier A.

Resolved: To purchase sit-on mower at a cost of £7,400 + VAT from Supplier A

C 148/08

WORKING GROUP STRUCTURE AND TERMS OF REFERENCE

Members received a report from the Corporate Development & Audit Working Group on a review of the structure of working groups.

The Members discussed the report and requested that the key issues be amended to include public awareness.

The Members noted the definitions of a Working Group, Task Group and Liaison Group and the suggested structure of Working Groups as set out below:

Corporate Development and Audit Working Group;

Consisting of a minimum of 5 Members supported by 2 Officers

The Lead Officer being the Town Clerk, supported by Wendy Coulter

Farnham in Bloom Working Group;

Consisting of a minimum of 5 Members supported by 3 Officers

The Lead Officers being Kevin Taitt, Sheila Rayner and Catherine Cooper

Cemeteries Working and Appeals Group;

Consisting of a minimum of 5 Members supported by 3 Officers

The Lead Officers being Wendy Coulter and Kevin Taitt and supported by Ginny Gordon

Major Events and Tourism Working Group;

Consisting of a minimum of 5 members supported by 3 Officers

The Lead Officers being Catherine Cooper and Cath Sydenham supported by Ginny Gordon

Planning Consultative Working Group;

Consisting of a minimum of 9 Members supported by 2 Officers

The Lead Officer being Wendy Coulter supported by Ginny Gordon

Minerals Task Group;

Consisting of a minimum of 3 Members supported by 2 Officers

The Lead Officer being Wendy Coulter supported by Ginny Gordon

Asset Transfer Task Group;

Consisting of 5 Members supported by 4 Officers

The Lead Officer being the Town Clerk supported by Wendy Coulter and Steve Bott

Bandstand Task Group;

Consisting of a minimum 3 Members supported by 2 Officers

The Lead Officer being the Town Clerk supported by Kevin Taitt

Christmas Lights Task Group;

Consisting of a minimum of 3 Members supported by 1 Officer

The Lead Officer being Sheila Rayner

Allotment Liaison Group;

Consisting of a minimum of 2 Members supported by 2 Officers

The Lead Officer being Kevin Taitt supported by Sue Tunley

Members noted the Regulations for the operations of the Working and Task Groups

- The Quorum for all groups when considering making a recommendation to Full Council or making a decision under delegated responsibilities will be 3 elected Councillors or 2 where the group membership is 3. (The result of there not being a quorum will not prevent the Council's Officers with delegated responsibility progressing their work)
- Each group will meet at least 4 times a year and these dates will be agreed annually within the municipal calendar. However, a working/task group will hold additional meetings as appropriate to fulfil the terms of reference of the group.
- A record of attendance of members will be maintained and reported annually to Council and in the Annual Report of the Council.
- The Terms of Reference of each working/task group will set out the areas of responsibility for each group – **attached to Record Minutes.**
- At its quarterly meeting the group will receive a financial update on the overall areas covered by the terms of reference.
- The group will work with the responsible officers to provide guidance on how budgets may be spent on relevant projects or schemes.
- Each Working/Task Group will appoint a Lead Elected Member to chair meetings and be the point of contact for press enquiries. (However technical information should be referred to the relevant Council Officer or the Lead Member should obtain the relevant information from that officer prior to making a statement to the press.)
- The Notes and Actions of each meeting will be reported to the Full Council on a quarterly basis.

Cllr Mrs P Frost requested that the number of officers required to attend Working Groups and Task Groups be reduced.

Cllr Mrs P Frost proposed and Cllr R Steel seconded that the structure for the operation of the Council's Working and Task Groups be agreed and the terms of reference for the Groups be agreed.

Cllr J Ward proposed an amendment that the recommendations of the report be approved with the following amendment. That the membership of the Corporate Development & Audit Working Group in addition also include, with full voting rights, the lead members of the Cemeteries, Farnham in Bloom and Tourism Working Groups.

This was seconded by Cllr O'Grady.

Members debated the amendment and concerns were expressed about the size of the group and about proportional representation. Cllr C Cockburn expressed concern that this proposed change was contrary to the way she understood the Council should operate.

A vote was taken on the proposed amendment which was clarified by Cllr J Ward, who explained to Members that a Lead Member of the other 3 working groups might already be a member of the Corporate Development and Audit Working Group, therefore membership of the Corporate Development and Audit Working Group might remain small.

As there was equality of votes and the Chairman, the Town Mayor had already voted, and in accordance with Standing Order 8D the Mayor choose to use the casting vote. The Mayor explained that in the interests of consistency she should vote again as she had on the original vote and therefore the amendment to the proposal was carried 9 for, 8 against.

Resolved:

- **That the structure for the operation of the Council's Working and Task Groups be agreed.**
- **That the terms of reference for the Working Groups be agreed.**
- **That the membership of the Corporate Development and Audit Working Group will also include, with full voting rights the Lead Members of the Cemeteries, Farnham in Bloom and Tourism Working Groups**

C 149/08 CALENDAR OF MEETING DATES

Members received Municipal Calendar for 2009/2010

Extra meetings would be arranged as required.

Resolved: To approve Municipal Calendar for 2009/2010 – attached to record minutes.

Part 2 – Items Noted

C 150/08 PLANNING APPLICATIONS

Members received the minutes of the meetings of the Planning Consultative Group held on:

26 February 2009 and 12 March 2009.

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

C 151/08 PROJECT UPDATES

Members received a report on the current status of the Council's Projects and actions taken under Delegated Authority to the Town Clerk – **attached to Record Minutes.**

C 152/08 WORKING GROUP UPDATES

Cemeteries Working and Appeals Group

Members noted the Cemeteries Working and Appeals Group notes – attached to Record Minutes

Members noted that the grass cutting in the cemeteries had begun.

Corporate Development and Audit Working Group

Cllr R Steel explained that a form for people to make presentations to the Council had now been designed and sent out to those organisations who had requested to make presentations to Council.

Members noted the Corporate Development and Audit Working Group notes – attached to Record Minutes

C 153/08 REPORTS OF OUTSIDE BODIES

Members received and noted reports from Outside Bodies – attached to Record Minutes

C 154/08 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED: That in view of the confidential nature of the business to be transacted at Agenda item 16 receiving a confidential report from Transfer of Assets Working Group, 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 3 – Confidential Items

C 155/08 REPORT OF TRANSFER OF ASSETS WORKING GROUP

Members received a confidential report from Transfer of Assets Task Group.

The Town Mayor closed the meeting at 9.13pm.

Date

Chairman