



# FARNHAM TOWN COUNCIL

## Agenda Council

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**Time and date**

Thursday 27th April, 2023 at 7.00 pm

**Place**

Council Chamber - Farnham Town Hall.

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To ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** on **Thursday 27th April, 2023, at 7.00 pm** in the Council Chamber - Farnham Town Hall. The Agenda for the meeting is attached.

Yours sincerely

**Iain Lynch**  
Town Clerk

**Members' Apologies**

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to [customer.services@farnham.gov.uk](mailto:customer.services@farnham.gov.uk) by 5pm on the day before the meeting.

**Recording of Council Meetings**

This meeting is digitally recorded and retained until the minutes are signed.

**Questions by the Public**

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 20 minutes overall.

**Members of the Public are welcome and have a right to attend this Meeting.** Please note that there is a maximum capacity of 30 in the public gallery.



# FARNHAM TOWN COUNCIL

## Disclosure of Interests Form

Notification by a Member of a disclosable pecuniary interest in a matter under consideration at a meeting (Localism Act 2011).

*Please use the form below to state in which Agenda Items you have an interest.*

*If you have a disclosable pecuniary or other interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct for details)*

As required by the Localism Act 2011, I hereby declare, that I have a disclosable pecuniary or personal interest in the following matter(s).

FULL COUNCIL: 27 April 2023

Name of Councillor .....

Agenda Item No	Nature of interest (please tick/state as appropriate)		Type of interest (disclosable pecuniary or Other) and reason
	I am a Waverley Borough Councillor/Surrey County Councillor*	Other	

\* Delete as appropriate



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Time and date

Thursday 27th April, 2023 at 7.00 pm

### Place

Council Chamber - Farnham Town Hall, South Street, Farnham

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### Prayers

Prior to the meeting prayers will be said in the Council Chamber by Revd Alan Crawley of the Parish of Badshot Lea and Hale. Councillors and members of the public are welcome to attend.

### 1 Apologies

To receive apologies for absence.

### 2 Disclosures of Interest

To receive from members, in respect of any items included on the agenda for this meeting, disclosure of any disclosable pecuniary or other interests, or of any gifts and hospitality, in line with the Town Council's Code of Conduct.

#### NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Beaman, Cockburn, Dickson, Hesse, MacLeod, Martin, Merryweather, Mirylees, Neale, Ward and Wicks.*
- (ii) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Surrey County Council: Cllr MacLeod and Cllr Martin; and*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to [customer.services@farnham.gov.uk](mailto:customer.services@farnham.gov.uk) by 5pm on the day before the meeting.*

*Members are reminded that if they declare a pecuniary interest they must leave before any debate starts unless dispensation has been obtained.*

### 3 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on 16<sup>th</sup> March 2023 at Appendix A.

### 4 Town Mayor's Announcements

To receive the Town Mayor's announcements.

### 5 Questions and Statements by the Public

In accordance with Standing Order 10.1, the Town Mayor will invite members of the public present to ask questions or make statements. At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 20 minutes overall.

## **6 Questions by Members**

To consider any questions from councillors in accordance with Standing Order 9.

### **Part 1 - Items for Decisions**

## **7 Working Group Notes**

- i) To receive the notes and any recommendations of Strategy and Finance Working Group held on 18<sup>th</sup> April 2023 **Appendix B**
- ii) To receive any relevant updates from the Cemeteries & Appeals, Community Enhancement and Tourism & Events Working groups.

## **8 Approval of End of Year Accounts 2022-23 (Pages 7 - 64)**

The following papers are to be read in conjunction with the minutes of the Strategy and Finance Working Group held on 18<sup>th</sup> April 2023 and are for formal approval by the Council prior for submission to the External Auditor.

- i) To receive a report on the 2022/23 Outturn **Appendix C**
- ii) To receive the 2022/23 Income and Expenditure Outturn **Appendix D**
- iii) To receive the Bank Reconciliation and Balances at 31<sup>st</sup> March **Appendix E**
- iv) To consider the final Internal Auditor's Report for the Year Ended 31 March 2023 and accept the issues raised **Appendix F**
- v) To receive and agree the draft Report and Financial Statements for 2022/23 and earmarked reserves at 31<sup>st</sup> March 2023 **Appendix G**
- vi) To approve the variances list between 2021/22 and 2022/23 Annual Returns **Appendix H**
- vii) To approve the Annual Governance Statement (Section I of Annual Governance and Accountability Return) **Appendix I**
- viii) To approve the Annual Governance and Accountability Return for the Year Ended 31<sup>st</sup> March 2023 for signature and submission for External Audit

## **9 Planning and Licensing Applications (Pages 65 - 90)**

To receive the minutes of the Planning & Licensing Consultative Group meetings held on 20<sup>th</sup> March, 3<sup>rd</sup> and 17<sup>th</sup> April 2023 at **Appendices J, K, and L**

### **Part 2 - Items to Note**

## **10 Actions taken under the Scheme of Delegation**

To receive details of any actions taken under the scheme of delegation not already reported.

## **11 Reports from Other Councils**

To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council.

## **12 Reports from Outside Bodies**

To receive from Members any verbal reports on Outside Bodies where they represent Farnham Town Council.

## **13 Date of Next Meeting**

To agree the date of the next meetings as follows:

- 11 May 2023 – New Council Inductions
- 18 May 2023 – Annual Meeting of Council (and Election of Mayor)
- 25 May 2023 – Election of Working Groups

**14 Exclusion of the Press and Public**

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3 of the agenda (if required) in view of any confidential items under discussion. These will usually relate to exempt staffing matters or contractual matters which may be commercially sensitive.

**Item 3 - Confidential Items**

**15 Any confidential matters (if required) arising from discussions of the Working Group notes.**

Council Membership:

Alan Earwaker (Mayor), Michaela Wicks (Deputy Mayor), David Attfield, David Beaman, Carole Cockburn, Sally Dickson, Paula Dunsmore, Pat Evans, Tony Fairclough, John "Scotty" Fraser, George Hesse, Andy MacLeod, Michaela Martin, George Murray, Mark Merryweather, Kika Mirylees, John Neale and John Ward