



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 27th April, 2023 at 7.00 pm

Place

Council Chamber - Farnham Town Hall.

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 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

Time and date

Thursday 27th April, 2023 at 7.00 pm

Place

Council Chamber - Farnham Town Hall, South Street, Farnham

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 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 16th 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 18th 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 18th 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 31st 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 31st 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 31st 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 20th March, 3rd and 17th 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

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FARNHAM TOWN COUNCIL



Report
Council

Date: 27th April 2023

Year End Accounts 2022/3

1 Summary

This report gives an overview of the 2022-23 accounts, variances and specific issues that arose during the year.

2 Overview

2022-23 was a fairly unique year given the capital projects that took place (completion of the refurbishment of the Central Car Park Public Conveniences, the completion of the restoration of the listed West Street cemetery gates, the commissioning of the public art work at Longbridge with Section 106 funding from the UCA developments, and the undertaking of the conversion of the Hale Cemetery Chapels into a Community Garden.

The celebration of the Platinum Jubilee of Her Majesty Queen Elizabeth II, followed by her death and the proclamation of His Majesty King Charles III, and the visit of His Royal Highness Prince Edward, gave an exceptional Royal flavour to civic and community events. The efforts of staff and volunteers with Farnham In Bloom was again rewarded with an RHS Britain in Bloom Gold Medal.

Working alongside community partners and volunteers the Farnham Support Fund has continued to operate as a separate part of the Town Council accounts and further grants were obtained for distribution locally to those in need from the Government's Household Support fund. In total using top of funds from local partners almost £70,000 was distributed after careful consideration of each application, with FTC undertaking the administration.

Farnham Town Council has continued to be an active partner in the Farnham Infrastructure Programme, with progress made on new wayfinding signs and the installation of 20MPH zones, but progress has been slow on other elements of the scheme with some frustration at Farnham Town Council in difficulties in getting its voice heard.

Similar frustration has been felt in the delay getting the Farnham Design Statement adopted by Waverley Borough Council and in finding a way to continue to sustain the hard work that went into the Neighbourhood Plan as a result of developers not delivering approved development to maintain a five year Housing Land Supply.

The international situation with the War in Ukraine and post Brexit issues leading to rising energy prices, high inflation and supply-chain issues has led to significant cost uncertainties in managing the Council finances. The implementation of an additional increment for all staff following the success in achieving Council of the year in 2021, the 2022 pay award and filling vacancies has seen the staffing budget completely used for the first time for many years but staff have continued to work at a high pace and deliver excellent results for the community. Council made a prudent approach to the 2023-24 precept bearing in mind the pressures on the community and made a small increase in its share of the Council Tax which is expected to again be below the sector average for the 11th successive year.

The first significant CIL payment was received in the year and placed into the earmarked reserves, and Council made a commitment to progress the refurbishment of the Gostrey Meadow toilets, the Gostrey Meadow playground and the building of a new community space/café in partnership with the Ridgeway School to help train their pupils for the hospitality sector. An initial £200K allocation of CIL funding has been made to this project and additional funding will be sought in the year ahead.

Despite all the pressures and uncertainties in 2022-23, the financial outcome has been positive. The CIL income and donations/contributions for the Farnham Support Fund and insurance refund in particular saw income significantly above budget (approximately £440,000), and there was also a higher than expected number of grave purchases, whilst the capital expenditure projects saw expenditure approximately £340,000 above budget.

Outturn

- 3 The overall income position was £1,914,697 (against a prudent budget of £1,474,800) whilst expenditure was £1,816,684 (against a budget of £1,474,800). This has resulted in a surplus of income over expenditure of £98,013. However, this is not a straight surplus and some £290,322 was required to be transferred to earmarked reserves (as budgeted or ringfenced) and there was £191,850 of reserves designated for capital projects undertaken during the year used as expected.

Creditors and debtors

- 4 This year the Debtors figure is £21,770 but none of the outstanding payments are cause for concern.

This year the creditors figure is £51,631. The main reason for this relates to a refund of some £27,000 for repayments to community groups from the Household Support Fund and the first payment for the repair of the Town Hall lift. There are accruals of some £102,000, half of which are for provisions for expected utility bills and the balancing payment for the Hale Chapels. Receipts in advance (for allotments and future events) is at £23,170.

Investments

- 5 With the increase in interest rates there has been a significant increase in interest earned (some £28,364 compared to £3,104 in 2021-22) but the value of the savings is still being eroded with inflation at its very high level.

General Reserves

- 6 Local Councils may keep general reserves in a range of 3 months to 12 months. The Council's current policy is to keep approximately below six months' worth of reserves based on the precept or operating expenditure. For larger councils such as Farnham, the Practitioners' Guide now suggests a figure closer to three months is appropriate.

The General Reserve this year will be £492,932 The precept for the year ahead is £1,315,900 and the budget is £1,643,750 so the earmarked reserve represents 30% of operating expenditure or 37% of precept. This is probably a prudent level for Farnham Town Council.

Earmarked Reserves

- 7 Council should review its earmarked reserves as part of the year end process to ensure they are still required or if there are different priorities. This year there has been a wider review by the Strategy & Finance Working Group as some reserves have been used for their intended purpose, whilst others are no longer required and have been deleted.

Some reserves must be kept as they are retained for specific purposes such as those agreed for Section 106 projects or CIL and these are clearly identified. The sale of a capital asset such as the cemetery chapel in Green Lane should be spent on capital purposes and is retained for as long as needed but used this year has been used on the Hale Chapels project. The Cemeteries Reserves have now been combined. The bus shelters reserve is a commuted sum for replacement or repair of shelters installed by SCC.

A new sum of £30,000 has been allocated for an expected review of the Neighbourhood Plan, and a sum of £60,000 has been added to the Public Conveniences Reserve for either the Hart upgrades or the Gostrey Meadow upgrades. The Elections reserve will be mostly used in 2023 (estimated cost £41,000) and an increasing commitment will be needed in future years to spread the cost over the four years. The Council Chamber reserve has been deleted on the basis that it could be met from the Town Hall Reserve and the Mosaic reserve has been deleted now the funded BID project is underway. The UCA 106 Reserve has been reduced for the expenditure on the new Public Art project off Longbridge.

A new Reserve has been created for the replacement Greenhouse now the insurance payment has been received and a new reserve for the pledge towards the Museum costs has been added with £10,000 allocated from the CIL fund (subject to Council approval). A reserve for the Farnham Flame has been added as the work was not completed in 2022-23. The Crime Prevention reserve has been combined with the CCTV reserve.

Assets

- 8 The Assets register has been updated to reflect purchases or refurbishments made during the year. The calculation of local authority assets is somewhat confusing as it is not a current valuation or an insurance valuation and does not take into account depreciation. A gifted asset is calculated at zero or £1.

As a reminder, the *Practitioners Guide* explains

“5.147 For authorities covered by this Guide, an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.”

“ 5.61 In the special case where an authority receives an asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register with a nominal one-pound (£1) value as a proxy for the zero cost. The use of the £1 proxy is particularly important in cases where an authority operates an asset registration system that requires a positive value for every asset. Any costs of bringing gifted assets into productive use should be expensed as revenue items.”

Also, longer term investments (such as that in the Local Authority Property Fund) are shown in the Asset Register rather than in the list of investments. When they are sold, the receipt will be taken as income in the year of sale.

9 Comment on variances

Set out below is an explanation for significant or unexpected variances to assist Council in understanding the 2022-23 Outturn. Also attached in the papers for Council in the documents for the External Auditor is the explanation of variances that must accompany the Annual Governance and Accountability Return.

Income

Code	Detail	Last year	This year	Budget	Comment
1000	Hall income	£6,250	£9,067	£6,250	Rental of Byworth Room to Home Office for Ukrainian Visa extensions
1065	CIL	£32,798	£218,812	0	CIL contributions for agreed projects – Earmarked reserve
1081	Allotment rents	£757	£2,025	£500	Push on reletting plots this year.
1100/1120	Interment/grave purchase income	£70,303	£105,310	£70,000	Higher number of burials
1202	Contributions	£12,973,	£16,387	£7,000	Covers some in Bloom and events.
1203	Donations	£4,482	£16,736	0	Mostly hardship fund, also Ukrainian and in bloom. donations
1205	Tickets sales	£4,135	4,342	£13,000	Cancellation of Gin Festival because of death of Monarch. Income from Literary Festival
1300	Banners income	£6,620	£285	£7,000	Most banners cancelled because of covid. Offset by expenditure.
1910	Interest	£3,104	£28,364	£10,000	Increasing interest rates as a result of inflation.

Expenditure

4000	Salaries	£493,987	£591,614	£582,900	National pay increase (approx. £25k), Incremental rises (approx £20k), additional ground staff (approx. £20K) net overtime and increased hours (approx. £13K).
4003	Contracted services	£100,111	£327,759	£57,000	Includes public conveniences, Craft co-ordinator, Hale Chapels, Sculpture project some contracted staffing cemetery pathways etc
4070	Protective clothing	£2074	£4,862	£3,000	Replacement uniforms for current and new staff, boots etc.
4120	Energy Costs	£18,986	£61,562	10,500	Included some corrected bills for estimated bills, and significant rises in costs of energy.

4140	Office costs	£8,897	£8,247	4,000	Some costs should have been in 4540 (underspent)
4170	Property Maintenance	253,621	£81,358	£97,00	Some costs covered under 4003 contracted services.
4310	New vehicles, machinery	£19,839	£2,350	£15,000	Decisions not made on new items
4525	Member training	£0	118	£2,000	Members not attending events.
4540	Civic & community functions	£3,842	£4,210	£7,500	Some costs under 4140 which was overspent
4555	Legal/professional	£6,305	£7,852	£4,000	Largely surveyor fees for projects
4560	Bookkeeping, accounts, payroll	£26,564	£28,628	£21,000	More activity requires more processing plus increase in payroll costs..
4625	Entertainment/performers	£16,140	£20,804	£13,250	Post covid increase in events, plus literary festival fees.
4630	Event costs	£4,970	£7,606	£22,500	Some events cancelled eg Gin, offset by reduction in income.
4641	Christmas Lights install	££51,841	£78,424	£45,000	Some 2021-22 costs were invoiced late. Costs reflect additions during life of contract.
4655	Banners	£1,765	£9,022	£5,000	Some costs from 2021/22 plus ribbons etc for death of monarch
4807	Environmental /community initiatives	£11,601	£9,803	£50,000	Project funding met from service budgets
4808	Hoppa	£10,000	£30,000	£10,000	Earmarked Pledge for Electric Vehicle released.
4815	Hardship Fund Grants	£64,763	£59,974	0	Allocated from income received. Total higher but admin costs absorbed
4821	Elections	£0	0	£5,000	Budgetted to go into earmarked reserve
6666	Bad debts	£467	£357	0	Two small payments written off. Business insolvency

Recommendation for Strategy & Finance Working Group to Council

It is recommended that the:

- 1) report at Appendix B be adopted;**
- 2) 2022-23 Outturn at the end of an exceptional year be welcomed;**
- 3) the Annual Governance Statement (Section I of the Annual Governance and Accountability Return, page 4) be approved;**
- 4) Internal Auditor's report be welcomed and the recommendations agreed;**
- 5) updated Asset Register be approved;**
- 6) Report and Financial Statements for 2022-23 be adopted for signature;**
- 7) variances list for the Annual Return be agreed;**
- 8) general and earmarked reserves be agreed;**
- 9) Annual Governance and Accountability Return and associated papers be approved for signature and submission to the External Auditor.**

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Strategy & Finance</u>							
Income	1,495,800	1,575,716	1,249,850	(325,866)			126.1%
Expenditure	777,773	764,351	643,200	(121,151)	34,733	(155,884)	124.2%
Net Income over Expenditure	<u>718,027</u>	<u>811,365</u>	<u>606,650</u>	<u>(204,715)</u>			
plus Transfer from EMR	-14,049	53,625					
less Transfers to EMR	189,661	235,089					
Movement to/(from) Gen Reserve	<u>514,318</u>	<u>629,900</u>					
<u>Community Enhancement</u>							
Income	66,623	112,518	53,200	(59,318)			211.5%
Expenditure	360,118	455,081	426,800	(28,281)	30,235	(58,516)	113.7%
Net Income over Expenditure	<u>(293,495)</u>	<u>(342,563)</u>					
plus Transfer from EMR	0	0					
less Transfers to EMR	0	55,233					
Movement to/(from) Gen Reserve	<u>(293,495)</u>	<u>(397,795)</u>					
<u>Tourism & Events</u>							
Income	78,288	106,741	87,750	(18,991)			121.6%
Expenditure	232,668	292,692	271,200	(21,492)	7,476	(28,968)	110.7%
Net Income over Expenditure	<u>(154,380)</u>	<u>(185,951)</u>					
plus Transfer from EMR	-5,000	-5,000					
less Transfers to EMR	0	0					
Movement to/(from) Gen Reserve	<u>(159,380)</u>	<u>(190,951)</u>					
<u>Cemeteries</u>							
Income	87,928	119,722	84,000	(35,722)			142.5%
Expenditure	177,912	304,560	133,600	(170,960)	31,671	(202,631)	251.7%
Net Income over Expenditure	<u>(89,984)</u>	<u>(184,838)</u>					
plus Transfer from EMR	0	143,225					
less Transfers to EMR	0	0					
Movement to/(from) Gen Reserve	<u>(89,984)</u>	<u>(41,613)</u>					

Summary Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	1,728,639	1,914,697	1,474,800	(439,897)			129.8%
Expenditure	1,548,470	1,816,684	1,474,800	(341,884)	104,116	(446,000)	130.2%
Net Income over Expenditure	<u>180,169</u>	<u>98,013</u>	<u>0</u>	<u>(98,013)</u>			
plus Transfer from EMR	-19,049	191,850					
less Transfers to EMR	189,661	290,322					
Movement to/(from) Gen Reserve	<u>(28,541)</u>	<u>(459)</u>					

Detailed Income & Expenditure by Account 31/03/2023

Di

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1000 Hall & Room Lettings Income	5,030	9,067	6,250	(2,817)			145.1%
1030 Commercial Lettings Income	9,000	9,000	9,000	0			100.0%
1040 Open Spaces income	0	75	0	(75)			0.0%
1060 Section 106 contributions	32,798	0	0	0			0.0%
1065 Community Infrastructure Levy	141,774	218,812	0	(218,812)			0.0%
1080 Allotment Rents Income	16,188	16,832	17,000	168			99.0%
1081 Allotment admin fee	757	2,025	500	(1,525)			405.0%
1082 Terminated Allotment Plots	0	(75)	0	75			0.0%
1100 Interment Fees Income	37,748	37,085	30,000	(7,085)			123.6%
1120 Grave Purchases Income	32,555	68,225	40,000	(28,225)			170.6%
1130 Memorials Income	8,575	5,310	5,000	(310)			106.2%
1160 Cemeteries Other Income	50	102	0	(102)			0.0%
1200 Grants Income	119,831	69,647	0	(69,647)			0.0%
1201 Sponsorship Income (+VAT)	27,545	29,451	32,250	2,800			91.3%
1202 Income - Contributions	12,973	16,387	7,000	(9,387)			234.1%
1203 Donations - Income	4,482	16,736	0	(16,736)			0.0%
1204 Bookings/Hire	63,341	70,993	60,000	(10,993)			118.3%
1205 Ticket sales	4,135	4,342	13,000	8,658			33.4%
1209 Seeds income	969	918	1,200	282			76.5%
1245 Advertising income	6,593	7,230	5,000	(2,230)			144.6%
1300 Banners Income	1,290	4,705	5,000	295			94.1%
1522 Surrey Highways Contract	5,000	0	0	0			0.0%
1900 Precept	1,169,830	1,231,570	1,231,570	0			100.0%
1905 Local Parish Council Tax Grant	6,070	3,030	3,030	0			100.0%
1910 Interest Received	3,104	28,364	1,000	(27,364)			2836.4%
1911 Dividends received	8,620	9,635	8,000	(1,635)			120.4%
1920 Sale Of Assets	745	0	0	0			0.0%
1990 Insurance claim income	8,764	55,233	0	(55,233)			0.0%
1999 Miscellaneous Income	873	0	0	0			0.0%
Total Income	1,728,639	1,914,697	1,474,800	(439,897)			129.8%
<u>Expenditure Detail</u>							
Total Direct	0	0	0	0	0		0.0%
<u>Expenditure Detail</u>							
4000 Salaries	493,987	591,614	582,900	(8,714)		(8,714)	101.5%
4001 Agency/Contract Staffing	51,542	67,012	56,000	(11,012)	3,761	(14,773)	126.4%
4003 Contracted Services	100,111	327,759	57,000	(270,759)	80,389	(351,148)	716.0%
4020 Additional Staffing & Events	7,021	10,421	11,050	629		629	94.3%
4025 Farmers' Market Supervision	1,560	1,560	1,600	40		40	97.5%

Detailed Income & Expenditure by Account 31/03/2023

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4030 Staff Training	160	1,739	5,000	3,261		3,261	34.8%
4041 Staff Travel	204	721	2,000	1,279		1,279	36.0%
4050 Staff Recruitment/Advertising	578	311	1,000	689		689	31.1%
4070 Protective Clothing	2,074	4,862	3,000	(1,862)		(1,862)	162.1%
4101 Venue hire	0	657	7,000	6,343	378	5,965	14.8%
4110 Rates, rent	28,526	32,226	34,500	2,274		2,274	93.4%
4115 Water Charges	4,662	7,155	4,700	(2,455)		(2,455)	152.2%
4120 Energy Costs	18,986	61,562	10,500	(51,062)		(51,062)	586.3%
4130 Insurance	9,716	9,768	12,100	2,332		2,332	80.7%
4135 Insurance claim costs	10,858	0	0	0		0	0.0%
4140 Office costs / consumables	8,897	8,247	4,000	(4,247)		(4,247)	206.2%
4170 Property Maintenance/Refurbish	253,621	81,358	97,000	15,642	9,037	6,605	93.2%
4175 Graffiti Removal	11,950	8,527	7,000	(1,527)		(1,527)	121.8%
4176 Cleaning consumables	0	1,981	3,500	1,519		1,519	56.6%
4181 Equipment Maintenance	3,837	2,850	4,000	1,150		1,150	71.3%
4182 Equipment Purchase	19,648	16,075	17,500	1,425	2,130	(705)	104.0%
4190 CCTV / crime prevention	11,472	17,590	18,500	910		910	95.1%
4195 Alarms - Fire, Security	6,058	4,319	6,200	1,881		1,881	69.7%
4205 Waste Disposal	8,213	9,486	7,000	(2,486)		(2,486)	135.5%
4217 Buy back of EROB	42	0	0	0		0	0.0%
4220 Memorials & Plaques	1,973	2,269	1,000	(1,269)	180	(1,449)	244.9%
4225 Cemetery Memorial Maintenance	0	0	5,000	5,000		5,000	0.0%
4300 Vehicle Costs - Fuel	4,450	7,789	6,000	(1,789)	513	(2,302)	138.4%
4301 Vehicle Costs - LPG/CNG	339	378	2,000	1,622		1,622	18.9%
4302 Vehicle Costs - Maintenance	6,820	7,024	6,000	(1,024)	1,486	(2,510)	141.8%
4303 Vehicle Costs - Road Tax	849	1,207	1,000	(207)		(207)	120.7%
4310 New Vehicles/Machinery	19,839	2,350	15,000	12,650		12,650	15.7%
4400 Stationery	761	2,813	4,150	1,337		1,337	67.8%
4410 Photocopying Charges	2,562	2,818	5,500	2,682		2,682	51.2%
4411 Publications, books etc	57	207	1,500	1,293		1,293	13.8%
4415 Printing & Design (External)	30,466	29,230	27,500	(1,730)	2,709	(4,439)	116.1%
4425 Newsletter/Adverts/Publicity	15,063	18,794	19,450	656		656	96.6%
4426 Old Publicity	4,735	0	0	0		0	0.0%
4440 Telephones	7,233	6,054	7,800	1,746		1,746	77.6%
4455 Postages & Distribution	6,331	5,216	11,000	5,784		5,784	47.4%
4460 Subscriptions & Memberships	7,089	7,600	5,650	(1,950)		(1,950)	134.5%
4461 Licences	3,652	5,946	5,500	(446)		(446)	108.1%
4480 IT Equipment	219	3,530	6,000	2,470		2,470	58.8%
4481 Web Sites (FTC, Craft etc)	4,888	5,190	6,000	810		810	86.5%
4482 IT Support	16,558	8,029	12,000	3,971		3,971	66.9%
4483 Service software & support	19,096	14,123	14,000	(123)		(123)	100.9%

Detailed Income & Expenditure by Account 31/03/2023

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4501 Mayoral Allowance 2022-23	0	2,700	2,700	0		0	100.0%
4504 Mayoral Allowance 2021-22	2,700	0	0	0		0	0.0%
4520 Members' Travel	50	268	200	(68)		(68)	134.1%
4525 Members' Training	0	118	2,000	1,882		1,882	5.9%
4540 Civic & Community Functions	3,824	4,210	7,500	3,290		3,290	56.1%
4541 Christmas Civic Carol Service	1,363	925	2,000	1,075		1,075	46.2%
4545 Twinning/Partnerships Expenses	361	1,126	1,000	(126)		(126)	112.6%
4550 Bank Charges	1,412	1,816	1,850	34		34	98.2%
4555 Legal & professional Fees	6,305	7,852	4,000	(3,852)		(3,852)	196.3%
4560 Bookkeeping, accounts, payroll	26,564	28,628	21,000	(7,628)		(7,628)	136.3%
4570 Audit Fees	2,825	3,433	4,500	1,067		1,067	76.3%
4600 Tourism Developments & Events	0	1,500	5,000	3,500		3,500	30.0%
4610 Horticultural Supplies	7,348	15,577	20,000	4,423	38	4,385	78.1%
4611 Plants/Flowers/bulbs	20,888	30,558	28,000	(2,558)	1,550	(4,108)	114.7%
4613 Community Events/FIB Friends	0	473	1,000	527		527	47.3%
4614 Allotment seed costs recharged	889	911	1,200	289		289	75.9%
4615 Trees/hedging	1,270	8,000	8,000	0		0	100.0%
4625 Entertainment - Performers	16,140	20,804	13,250	(7,554)		(7,554)	157.0%
4630 Events Costs	4,971	7,606	22,500	14,894	884	14,010	37.7%
4631 Event Costs Jubilee/Coronation	0	284	0	(284)		(284)	0.0%
4641 Christmas Lights - Install	51,841	78,424	45,000	(33,424)		(33,424)	174.3%
4642 Christmas Lights - Power	0	0	1,000	1,000		1,000	0.0%
4643 Christmas Lights 2023	4,042	0	5,000	5,000	1,060	3,940	21.2%
4650 Street Furniture	620	0	5,000	5,000		5,000	0.0%
4655 Banners	1,765	9,022	5,000	(4,022)		(4,022)	180.4%
4702 Equipment hire/replacement	26,849	26,379	20,000	(6,379)		(6,379)	131.9%
4800 Grants	24,950	17,549	17,500	(49)		(49)	100.3%
4801 Grant - Farnham Maltings	13,000	13,000	13,000	0		0	100.0%
4802 Grant - Citizens Advice Bureau	17,500	17,500	17,500	0		0	100.0%
4803 Grant - 40 Degreez	2,000	2,000	2,000	0		0	100.0%
4804 Small Grants	401	1,518	2,000	482		482	75.9%
4805 Farnham Carnival	1,500	1,500	1,500	0		0	100.0%
4806 Hale Community Centre/Sandy Hi	1,000	2,000	2,000	0		0	100.0%
4807 Environmental/community Initia	11,601	9,803	50,000	40,197		40,197	19.6%
4808 Hoppa	10,000	30,000	10,000	(20,000)		(20,000)	300.0%
4809 Gostrey Centre	10,000	10,000	10,000	0		0	100.0%
4815 Hardship Fund Grants	64,763	59,974	0	(59,974)		(59,974)	0.0%
4821 Elections	0	0	5,000	5,000		5,000	0.0%
4830 Blackwater Valley CMS	1,500	2,500	2,500	0		0	100.0%
4999 Miscellaneous Expenses	1,058	0	0	0		0	0.0%
6666 Bad Debt Write Offs	467	357	0	(357)		(357)	0.0%

Detailed Income & Expenditure by Account 31/03/2023

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Total Overhead	1,548,470	1,816,684	1,474,800	(341,884)	104,116	(446,000)	130.2%
Total Income	1,728,639	1,914,697	1,474,800	(439,897)			129.8%
Total Expenditure	1,548,470	1,816,684	1,474,800	(341,884)	104,116	(446,000)	130.2%
Net Income over Expenditure	180,169	98,013	0	(98,013)			
plus Transfer from EMR	(19,049)	191,850					
less Transfers to EMR	189,661	290,322					
Movement to/(from) Gen Reserve	(28,541)	(459)					

Farnham Town Council



Bank - Cash and Investment Reconciliation as at 31 March 2023

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/03/2023	Current Account - 31141023	128,196.94
2	29/05/2015	MM Investment - 10245828	0.00
3	31/03/2023	MM Investment - 10613371	0.00
4	30/04/2014	MM Investment - 20631256	0.00
5	30/04/2014	MM Investment - 90678864	0.00
6	31/03/2023	MM Investment - 90678880	0.00
7	30/04/2014	MM Investment - 30599204	0.00
8	31/03/2023	Petty Cash	1,076.21
9	28/02/2023	Depot Petty Cash	0.00
10	31/03/2023	HSBC Commercial card	0.00
11	31/03/2023	Mayor's Charity Account	2,418.42
12	31/03/2023	Mayor's Charity Petty Cash	0.00
13	31/03/2023	Projects Cashbox	0.00
14	31/03/2015	MM Investment 20687928	0.00
15	31/03/2023	Money Market Call Account	80.92
16	31/03/2023	Cambridge & Counties	243,396.71
			375,169.20
<u>Other Cash & Bank Balances</u>			
		CCLA Investment 0681180001PC	700,000.00
		MM Investment 00828203	300,000.00
		MM Investment 30828181	300,000.00
		MM Investment 80878359	400,000.00
		Nationwide 90130536	104,141.94
			1,804,141.94
			2,179,311.14
<u>Unpresented Payments</u>			
1	31/03/2023	100070	1,625.00
1	31/03/2023	100071	453.09
1	31/03/2023	100072	650.43
1	31/03/2023	100073	577.80
1	31/03/2023	100074	452.35
1	31/03/2023	100075	1,328.40
1	31/03/2023	100077	180.24
1	31/03/2023	100078	2,559.90
1	31/03/2023	100079	83.04
1	31/03/2023	100080	138.00
1	31/03/2023	100081	427.20
1	31/03/2023	100082	70.00
1	31/03/2023	100083	2,820.00
1	31/03/2023	100084	3,504.94
1	31/03/2023	200802	661.20
1	31/03/2023	200803	1,638.54
1	31/03/2023	200804	480.00
1	31/03/2023	200805	240.00

Farnham Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2023

	<u>Account Description</u>	<u>Balance</u>
1	31/03/2023 200806	110.00
1	31/03/2023 200806b	521.40
1	31/03/2023 200807	144.32
1	31/03/2023 200809	960.00
1	31/03/2023 200810	80.00
1	31/03/2023 200811	360.00
1	31/03/2023 200812	225.00
1	31/03/2023 200813	422.16
1	31/03/2023 200814	172.49
1	31/03/2023 200815	225.00
1	31/03/2023 200816	75.00
1	31/03/2023 200817	180.00
1	31/03/2023 200818	548.94
1	31/03/2023 200820	9,691.20
1	31/03/2023 200821	27.60
1	31/03/2023 200824	3,000.00
1	31/03/2023 200825	24,000.00
1	31/03/2023 200826	80.68
		58,713.92
		2,120,597.22
	Closing Balance	
	<u>All Cash & Bank Accounts</u>	
1	Current Bank A/c 31141023	69,483.02
2	MM Investment 10245828 Use 231	0.00
3	MM Investment 10613371	0.00
4	MM Investment 20631256	0.00
5	MM Investment 90678864 Use 230	0.00
6	MM Investment 90610453	0.00
7	MM Investment 30599204	0.00
8	Petty Cash	1,076.21
9	Depot Petty Cash	0.00
10	HSBC Commercial Card	0.00
11	Mayor's Charity A/C 51735365	2,418.42
12	Mayor's Charity Petty Cash	0.00
13	Projects Cashbox	0.00
14	MM Investment 20687928	0.00
15	MM Call 90700304	80.92
16	Cambridge & Counties 15003671	243,396.71
	Other Cash & Bank Balances	1,804,141.94
	Total Cash & Bank Balances	2,120,597.22

31st March 2022

31st March 2023

31st March 2022		31st March 2023	
Current Assets			
12,093	Debtors	21,770	
41,809	VAT Control A/c	62,737	
31,313	Sundry debtors	4,786	
957	Cycle to work loan 2	0	
59,043	Current Bank A/c 31141023	69,483	
200,000	MM Investment 00828203	300,000	
300,000	MM Investment 30828181	300,000	
73,116	MM Call 90700304	81	
800,000	CCLA Investment 0681180001PC	700,000	
300,000	MM Investment 70827622	0	
239,048	Cambridge & Counties 15003671	243,397	
102,423	Nationwide 90130536	104,142	
1,326	Petty Cash	1,076	
100,000	MM Investment 70829560	0	
2,489	Mayor's Charity A/C 51735365	2,418	
0	MM Investment 80878359	400,000	
134	Pensions Creditor	0	
2,263,752		2,209,890	
2,263,752	Total Assets	2,209,890	
Current Liabilities			
957	Provision re Cycle to work loa	0	
37,601	Creditors	51,631	
9,528	Commercial Card Balance	5,640	
274,465	Accruals	102,100	
12,911	PAYE/NI Creditor	10,099	
11,009	Receipts In Advance	23,170	
0	Mayor's Charity 2019/20	0	
936	Mayor's Charity 2021/22	0	
0	Mayors Charity 2022-23	2,892	
347,406		195,531	
1,916,346	Total Assets Less Current Liabilities	2,014,359	
Represented By			
492,932	General Reserves	493,473	
30,000	Legal Expense EMR	30,000	

Balance Sheet as at 31/3/23

31st March 2022	31st March 2023
50,000 Equipment EMR	50,000
35,000 Wrecclesham Community C EMR	50,000
20,000 Street furniture EMR	20,000
41,000 Elections EMR	46,000
50,000 CCTV / Crime prevention EMR	52,463
65,000 Gostrey Meadow EMR	65,000
0 Neighbourhood Plan EMR	30,000
75,000 Environmental projects EMR	75,000
160,000 Cemetery Costs/Chapels EMR	76,775
40,000 Cemetery provision EMR (old)	0
15,000 IT investment / website EMR	25,000
30,000 Tourism Development EMR	20,000
150,000 Public Conveniences EMR	210,000
100,000 Town Hall refurb EMR	100,000
10,000 Council Chamber EMR	0
50,000 Christmas Lights EMR	55,000
8,000 SCC Bus Shelter refurb EMR	8,000
25,000 World Craft Town EMR	25,000
3,931 Wrecclesham Landscaping s106	3,931
2,268 Wrecclesham Gateway s106	2,268
27,143 West St Railings s106	27,143
32,798 UCA s106 EMR	12,673
25,000 Youth Facilities EMR	25,000
2,463 Crime Prevention EMR (old)	0
15,000 Pledge: Business Improvement D	15,000
2,000 Pledge: Enterprise 19 (20/21)	2,000
20,000 EMR Mosaic	0
20,000 Pledge: Electric Hoppa Bus	0
1,000 Grants EMR	0
0 Pledge: Farnham Museum (CIL)	10,000
0 Greenhouse EMR	55,233
0 Farnham Flame EMR	8,500
115,000 Capital Receipts EMR	100,000
159,714 CIL EMR	108,525
0 CIL - Gostrey Meadow EMR	200,000
23,096 Farnham Support Fund	12,374
20,000 Covid-19 EMR	0
1,916,346	2,014,359

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Iain Lynch
Town Clerk

Farnham Town Council

12 April 2023

Dear Iain

Farnham Town Council - Interim Audit 22-23

The internal audit of Farnham Town Council for the 2022-23 financial year is now complete. Interim audits were carried out on 30 November and 22 March. I visited the Council for the year end audit on 12 April.

I am pleased to be able to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for 2022-23 with no comments.

I set out the results of my audit below, with recommendations at Appendix A.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements– that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out in the detailed report, together with the results of my internal audit work for 2022-23. Recommendations identified in the course of my testing are attached at appendix A. These will be followed up at my next audit.

You should now present this report to the next available meeting of Full Council, to assist councillors with the sign off of the Annual Governance Statement.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

A: Books of Account

First Interim Audit

The Council uses the RBS Omega accounting system to report and record the financial transactions of the Council. This is a well-established accounting system specifically designed to be used in the town and parish council sector. A review of the cashbook shows that all data fields are being entered and supporting documentation is easily located from references recorded on the general ledger. Accounting records and all reconciliations tested were up to date at the time of the audit. I checked access controls to the Council's accounting system. I was able to confirm that all access levels were appropriate for the officers concerned.

I have tested the brought forward balances in the accounting system against the audited prior year annual return. There appears to be a small imbalance

Opening balance 21-22	- £1,915,694
Box 7 Audited 21-22 accounts	- £1,916,346
Difference	- £ 652

This imbalance is likely to be due to a small glitch on one or two transactions. This should be examined and the opening balance should be brought back into balance with the 21-22 audited accounts.

At my first visit on 22nd September, I confirmed that the Council's VAT returns were up to date, with the most recent claim for the 3 months to 30 September 2022 submitted to HMRC in November 2022. I checked that balances in the return could be agreed to schedules produced by the accounting system.

The Council received a clear audit certificate from the external auditors in 2021-22, so there is nothing to take forward to the current accounting year.

Second Interim and Final Audits

The issue with the opening balance sheet has been rectified. I was able to agree the revised opening balance sheet to the audited 21-22 accounts at my second interim audit.

The accounting statements have been agreed back to balance sheet and income and expenditure reports produced from the RBS accounting system. All comparatives reported in the financial statements have been agreed back to the audited 2021-22 accounts, as published on the Council website. The final audit was based on the year end annual return report printed from the RBS accounting system on 12 April. The annual return will need to be completed before it is presented to Council for review.

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The Council discussed my interim audit report at the 26 January 2023 meeting of Full Council. I am satisfied that the Council considers recommendations of internal audit, as required by point 7 on the annual governance statement.

I am satisfied that the Council has met this control objective.

B: Financial Regulations & Payments

First Interim Audit

Governance

Financial Regulations were last reviewed and approved at the Full Council meeting in September 2020. These regulations are based on the template provided by NALC and are thus compliant with sector best practice. Standing Orders were revised and adopted in March 2021, and the Members Code of Conduct updated in March 2022.

Expenditure and payments to suppliers

The Council has a clear procedure for making payments to third parties. A payment run is processed each Wednesday by the Council's Bookkeeper, who collates invoices due for payment. These invoices are matched to purchase orders that have been authorised by the relevant budget holder, and countersigned by the Town Clerk.

The invoice is then entered on to the purchase ledger by the Bookkeeper, and is marked as ready for payment. A BACS run is produced by the accounting system, this is checked and loaded into the Council's bank account, where payments sit ready for authorisation by the appointed councillors.

2 councillors are required to authorise each payment. The bookkeeper sends the following information to these councillors by email:

- List of purchase ledger payments from Omega accounting system
- Copy of BACS run from bank account

At each meeting of the Finance Working Group, details of all payments made are made available for inspection by councillors.

This is a robust system, compliant with Financial Regulations and with evidence of separation of duties within the payment process.

I selected a sample of 12 expenditure transactions from the cashbook, and I was able to confirm for all transactions that:

- Transactions could be agreed back to a VAT invoice
- Purchase order was on file, authorised by the Town Clerk and budget holder
- VAT accounting correct

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- Expenditure appropriate for the Council
- For internal bank transfers recorded on the cash book, I checked debits and credits on relevant bank statements.

I have one observation:

- BACS files produced by the accounting system are now in the F drive of the Council's document filing system, which is password protected and restricted to Bookkeeper, Accountant and Town Clerk. I do not believe that BACS files should be retained, there is a small risk that these could be erroneously used. I therefore recommend that the BACS files are deleted once the payment run has been authorised at bank by Councillors.

Second Interim and Final Audits

Non pay expenditure per box 6 to the accounts amounted to £1,185,589 up from £1,045,903 in 2021-22.

The Council reviewed and updated standing orders and financial regulations at the March 23 meeting of Full Council. The Council scheme of delegation was also updated at this meeting.

I tested a further sample of 10 expenditure transactions from the second half of the financial year. Again I was able to confirm

- Transactions could be agreed back to a VAT invoice
- Purchase order was on file, authorised by the Town Clerk and budget holder
- VAT accounting correct
- Expenditure appropriate for the Council

For internal bank transfers recorded on the cash book, I checked debits and credits on relevant bank statements.

I am satisfied that the Council has followed financial regulations in making payments to suppliers in 22-23, and that expenditure has been incurred appropriately.

I reviewed accruals raised at my final audit. As a result of this work I have recommended 2 adjustments to the accruals schedule:

- £8,500 accrual - works on Farnham Flame. This work had not been delivered by 31.3.23 so the accrual should be cancelled and the expenditure coded to 23-24.
- £33,000 – final payment for works at Hale Chapels. This had not been accrued in the initial draft of the accounts. An accrual should be raised, expenditure on this project will then match the addition to the fixed asset register.

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C: Risk Management & Insurance

First Interim Audit

The Council has a risk management strategy in place and monitors and reviews risk on an ongoing basis. This is due to be considered at Strategic Finance Committee in January and will then be reviewed at Full Council in either January or March. The Town Clerk has confirmed that a review is due from the Council's risk consultants, Ellis Whittam, and that this is due before the end of the financial year. I will review the risk assessment at my next audit, but I am satisfied that arrangements are in place to provide proper approval of the risk assessment before financial year end.

The Council is insured by Zurich Municipal, on a standard local authority policy. I reviewed the Council's insurance schedule. The policy was in date, with an expiry date of 30 April 2023. 8 buildings are insured, with an insurance value of £3.7 million. Other assets insured include Christmas lights at £70K, bus stops at £90K and CCTV at £93K. Gostrey Meadow playground is not listed separately on the insurance schedule. The Town Clerk has contacted the insurer and confirmed the playground is included on the public liability insurance. Further confirmation should be sought to ensure playground and other assets are properly insured.

Fidelity insurance cover is set at £2million. This may not be sufficient, given cash and investment holdings of around £3million at the time of my audit (Checked to October 2022 balance sheet) The level of fidelity cover should therefore be raised with the insurer.

Second Interim and Final Audits

The Council reviewed the risk assessment at the Full Council meeting in January 2023, and an appropriate minute was recorded C8/22 (f). The risk assessment is comprehensive and is informed by a general risk assessment completed by an external consultant (Worknest). The risk assessment also includes a financial risk assessment, with details of controls in place to combat inherent financial risks.

I am satisfied that the Council met obligations relating to this control objective.

D. Budget, Precept & Reserves

First Interim Audit

The Council was in the process of finalising the budgets for 23-24 at the time of my audit. The Strategy and Finance group discussed and approved a draft budget at the meeting of 8 December 2022, this was tabled for approval at the Full Council meeting on 15 December. The Town Clerk has shared the budget setting timetable with me and there are clear arrangements in place to ensure that budget and precept will be approved at Full Council on 27 January 2023. All precepting authority deadlines should therefore be met.

I have confirmed that regular budget monitoring reports are issued to the Strategy and Finance Working Group . Quarter 2 outturn report was presented to the October

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6 Uplands Road. Farnham GU9 8BP

meeting and subsequently to Full Council. The following reports are available for examination at this meeting, and are produced each quarter.

- Trial Balance
- Income and expenditure report
- Debtors outstanding
- Statement of investments

The September reports were reported to the October 14th meeting, so financial reporting is timely. I reviewed the budget monitoring report. At the end of period 6 expenditure amounted to around 58% of budget, and income was slightly ahead of budget.

Second Interim and Final Audits

Reserves at 31 March 2023 were £2,041,859 (2021-22 £1,916,346).

The Council set the precept for 23-24 at the Full Council meeting in January 2022, minute C89/22. Precept was set at £1,135,90, a balanced budget was also set. Precepting authority deadlines were met.

General reserves at year end were £529K (prior to decisions on reserves anticipated at April review). This represents 43 % of precept, which is in line with recommended levels set out in the JPAG Practitioners' Guide.

The Council held earmarked reserves of £1.512m at 31.3.23, again prior to the April review. These are held for a number of reasons;

- to support future projects
- to support the Council's fixed asset base
- to set aside funds that can only be used for specific purpose, such as CIL monies or capital receipts.

Earmarked reserves are due to be reviewed at the Strategy and Finance Working Group in April 2023, and it is anticipated that some movements between reserves will be approved at this meeting (eg increase to the elections reserve).

I am satisfied that the Council is managing reserves effectively.

E: Income

First Interim Audit

I selected a sample of income transactions from the cashbook for the first 7 months of the financial year. For all transactions sampled, I was able to confirm the following:

- Cashbook transaction agreed to schedule of deposits received
- Cashbook transaction checked to receipt at bank
- Highest value item agreed to invoice

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- Invoice agreed to relevant schedule of fees and charges or other supporting documentation
- Events invoices agreed to booking records
- VAT accounted for correctly

My sample covered burial fees, food festival , lease income and events income. I am satisfied that the Council is billing accurately and collecting income across all income streams tested. I have one recommendation.

- West Street Market fees and the rent for Wrecclisham Community Centre should be reviewed annually and approved by Council alongside other fees and charges, to ensure compliance with financial regulations.

I have reviewed the Council's debtors ledger. At the time of the audit, debts outstanding stood at £9,469 , virtually all debts were less than 43 days old . The debtors ledger is well managed.

Second Interim and Final Audits

Final Audit

Precept per box 2 to the accounts was £1,231,570 (21-22 £1,169,830). This has been agreed to third party documentation provided by Central Government.

Income per box 3 to the accounts was £683,127 (21-22 £558,809).

A further sample of 10 credits was selected from the Council's cashbook. For all transactions tested I agreed credit to

- Invoice for sales items. These were then agreed back to council approved fees and charges (funerals and markets) or the Investment in Farnham Brochure (Farnham in Bloom income
- Remittance advice notes or donation letter for contributions from third parties
- Debit and credit entries on bank statements for cash transfer between current and investment accounts.

I am satisfied that for all transactions tested I was able to agree credit in the cashbook back to appropriate supporting documentation. The Council is raising invoices in line with approved fees and charges.

The Council has started to make use of a Square card machine to collect income at outside events, and permission to use the machine has been added to the Council's Financial Regulations. The Council bookkeeper downloads reports from Square after each event, and uses these reports to code income collected and administration fees paid to the cashbook.

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I recommend the following :

- The Council should decide whether to recover administrative fees charged by Square when charging customers. This should be added to the annual fees and charges document
- A procedure note should be drawn up setting out how to set up the square machine at each event, to ensure all staff working on outside events can use the machine properly.
- Further testing should be carried out to ensure staff can set up the Square machine without needing to call the bookkeeper outside working hours
- Consideration should be given to purchasing a second machine, to ensure back up should the original machine fail, and to ensure the council has capacity to take payments at busier events.

I will test transactions from Square at my interim audit in 23-24.

At my final audit I tested 2 large receipts

£30,731 from WBC, received 27.3.23 – agreed to remittance advice from Waverley BC

£39,350 from Insurers – received 22.3.23 – agreed to notification from the insurers

I am satisfied that the Council has met the requirements of this control objective.

E. Petty Cash

2nd Interim Audit and Final Audits

The Council held a petty cash balance of £1,076 at 31.3.23. I have been able to agree the ledger balance recorded on RBS accounting system back to the petty cash log. This has been evidenced as counted by the Council Bookkeeper, and counter signed by the Town Clerk.

I am satisfied that the Council has proper controls over petty cash

G. Payroll

First Interim Audit

The Council's payroll is processed by Moorepay. Each month the Town Clerk inputs all monthly changes to payroll. Monthly amendments are input direct by the Clerk into Moorepay as follows

- Staffing changes - these are input into the payroll application in line with agreed start and finish dates
- Events – The Events Manager confirms all staff who have worked on events by email, and this information is input into payroll
- Non full-time staff and overtime - Timesheets are completed by staff and these are authorised by the relevant manager. Details of hours worked are recorded in the payroll system

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Once all input has been complete , the Clerk reviews payroll. Payroll is then processed by Moorepay, who set up and pay staff by BACs from the Council's bank account.

I tested the August payroll. I selected a sample of 3 staff payments from the payroll. I was able to agree

- Cashbook entry for payroll for each month back to Payroll report
- Pay for each officer selected back to individual payroll report on Moorepay
- Checked gross pay to appropriate pay scale point
- Evidence of councillor review of payroll
- Overtime could be agreed to a timesheet record of hours worked, or schedule of events staff, appropriately authorised.

I also reviewed the Council's PAYE account with HMRC – all payments were up to date.

Second Interim and Final Audits

Staff costs per box 4 to the accounts were £603,595(21-22 £502,568).

I have reviewed RBS reports and it appears that correct costs have been included within the staffing costs cell on the statement of accounts – all costs related to staff employed by the Council.

I tested the January payroll. I selected 4 members of staff from the payroll. I agreed pay from the general ledger back to the Moorepay payroll summary for the month. Gross pay for 4 members of staff was then agreed to appropriate NJC rates of pay for 22-23, as published by NALC.

I note that there was an overpayment of salary for one member in staff, due to incorrect processing of pay by Moorepay. A repayment schedule has been calculated by the Council Accountant.

I have one recommendation. I recommend that any change in pay due to pay awards or changes terms and conditions are confirmed via a pay award letter. Whilst this information was included in payslips in January 23, the audit trail is not clear.

I am satisfied that the Council has met the requirements of this control objective.

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H. Assets and Investments

Fixed assets per box 9 to the accounts were £ 2,808,653 (21-22 £2,634,489)

I have agreed the balance in the accounts back to the asset register. The asset register appears complete and to record assets at cost or proxy cost, as required by regulations, with sufficient detail to locate all assets listed.

The asset register records the following movements in the course of the 22-23 financial year

Additions - £192,818
Disposals - £ 18,655
Net movement £174,163

The major addition to the asset register in 22-23 is the work at Hale Cemetery Chapels, which has increased the value of the asset register by £181K. This has been agreed to a schedule of invoices paid relating to this project, once the additional accrual has been posted to the income and expenditure account. (see section B above)

A number of items of IT and grounds maintenance equipment have been disposed of in 22-23. I selected one item, a Dell Server, with an asset register value of £5,106. I confirmed that approval for this disposal was reported to a meeting of the Council by checking the agenda for the March 23 Council meeting.

The asset register also contains a long-term investment, correctly listed on the asset register as it will be held by the Council for more than 12 months. This is a CCLA Property Fund Investment, with an investment value of £250K. I have agreed this to the December 2022 statement, the year-end statement had not yet been received at the time of my audit. I confirmed with the Town Clerk that the Council intends to retain this investment for more than 12 months at balance sheet date, so it is correctly accounted for on the fixed asset register.

I am satisfied that the asset register can be reconciled to the fixed asset balance recorded in the accounts.

I: Bank Reconciliations

First Interim Audit

The current account is reviewed twice a week by the bookkeeper, and transactions are matched off against the cashbook as they are recorded in the Council's bank account. This is a strong control against fraud and error and ensures all income records are kept up to date. Formal reconciliation is performed promptly at each month end, by the Bookkeeper, prior to review by the Accountant.

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This system is compliant with the requirement of financial regulations. There is strong separation of duties, with the accounts maintained and reconciled by officers with no signatory powers, and reporting of balances to councillors.

At 31 October 2022, the Council held the following bank and investment balances. I have reperformed month end reconciliations for accounts highlighted in green. Accounts highlighted in yellow are only reconciled as part of year end accounting procedures, bank statements are only issued annually for the these investment accounts. The account highlighted in orange is a long term investment and is correctly included in the asset register. I will check these accounts as part of my year end audit

Account	Balance at 31 October 2022	Reconciliation review by Internal Audit
Current Account	£146,301	Reconciled to 30.10.21. Cashbook agreed to bank
Mayors Charity Account	£2,241	Reconciled to 30.10.21. Cashbook agreed to bank
Moneymaker Call Account	£1,026,363	Reconciled to 30.10.21. Cashbook agreed to bank
Money Maker investment 1	£200,000	To be checked at year end , annual statements issued by bank
Money Maker investment 2	£300,000	To be checked at year end , annual statements issued by bank
CCLA investment Account	£700,000	Reconciled to 30.10.21. Cashbook agreed to bank
Cambridge and Counties Deposit account	£240,995	Reconciled to 30.10.21. Cashbook agreed to bank
Money Maker investment 1	300,000	To be checked at year end , annual statements issued by bank
Nationwide	£101,991	To be checked at year end , annual statements issued by bank
CCLA Property Fund (shown as investment asset, not on balance sheet)	£250,000	Long term investment, To be checked at year end , annual statements issued by bank
TOTAL Cash and investment balance at 31.10.22	£3,066,082	

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2nd Interim Audit and Final Audits

Cash per box 8 to the accounts was £2,120,597 (21-22 £2,177,447) I reformed the year end bank reconciliations. Details of this work is set out below:

Account	Cashbook Balance at 31 March 2023	Reconciliation review by Internal Audit
Current Account	£69,483	Agreed to bank reconciliation, RBS accounting system and bank statement
MM Investment 00828203	£300,000	Accounting system balance agreed to 31.3.23 statement from HSBC
MM Investment 30828181	£300,000	Accounting system balance agreed to 31.3.23 statement from HSBC
CCLA Investment 068118000IPC	£700,000	Accounting system balance agreed to 31.3.23 statement from HSBC
Cambridge and Counties Deposit account	£243,396	Agreed to bank reconciliation, RBS accounting system and bank statement
Nationwide	£104,142	Accounting system balance agreed to 31.3.23 statement from HSBC
Petty Cash	£1,076	agreed to count
MM Investment 80878359	£400,000	Accounting system balance agreed to 31.3.23 statement from HSBC
Mayor's Charity A/C	£2,418	Agreed to bank reconciliation, RBS accounting system and bank statement
MM call 0304	£82	Agreed to bank reconciliation, RBS accounting system and bank statement
TOTAL Cash and investment balance at 31.3.23	£2,120,597	

At the time of my audit, bank reconciliations had not yet been subject to councillor review. This will be completed in due course. I am satisfied that the system of bank reconciliations is operating effectively, and that I could agree accounting balances for cash, via bank reconciliations, to bank statements for all accounts.

The Council has no loans, and box 5 of the accounting statements is correctly shown as nil.

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J. Year-end accounts

Farnham TC has produced accounts on an accruals basis, this is required as income / expenditure is above £200k.

L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

As a larger Council, with income / expenditure in excess of £200K, Farnham is required to follow the 2015 Transparency Code. Whilst I was able to confirm that data required by the Code could be located at various pages on the Council website, there is scope to improve the way this information is presented. I recommend that the Council reviews the “transparency and openness” page on the website, and considers following the model at Windlesham Parish Council. [Transparency Information - Windlesham Parish Council \(windleshampc.gov.uk\)](http://windleshampc.gov.uk)

M: Exercise of Public Rights - Inspection of Accounts

Inspection periods for 2021-22 accounts were set as follows

Inspection - Key date	2021-22 Actual
Accounts approved at Full Council	28 April
Date of Announcement	5 June
Inspection period begins	13 June
Inspection period ends	22 July
Correct length	Yes

I can confirm that regulations were followed and that the Council can therefore sign off that it has met control objective 4 on the annual governance statement – inspection rights.

N: Publication requirements 2022 AGAR

The Council received a clear audit opinion from the external auditors for 2021-22. This was dated 10th September, and the Council has published the complete audited AGAR on the website, as required by regulations. The Conclusion of Audit notice was published on the Council website on 29 September, before the regulatory deadline of 30 September. The external audit certificate was reported to the October meetings of Strategy and Finance Committee and Full Council. (Agenda item 4 October Strategy and Finance Working Group)

I am satisfied regulatory requirements have been met in this area.

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0. Trusteeship

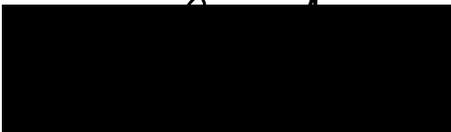
The Council is trustee of the Farnham School of Science and Arts, also known as the Farnham South Street Trust, Charity Number 1146152. A separate company is operated on the Omega Accounting system, I can therefore confirm separate books of account are maintained for the Charity. The Trust holds separate meetings, these are minuted and minutes and agenda published on the Town Council website - meeting last held on 5 November 2022. The 21-22 annual return was submitted on 29 October 2022, with the accounts submitted on 29 November 2022. All Charity Commission deadlines were met.

The accounts have been subject to an independent examination, as required for a charity with turnover in excess of £25K. I am satisfied that the Council has met this control objective.

I would like to thank you and the team at the Council for your assistance with the audit. I attach the internal audit report from the AGAR and my invoice for your consideration.

I look forward to working with you again in 2023-24.

Yours sincerely



Mike Platten CPFA

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Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response
<p>I have tested the brought forward balances in the accounting system against the audited prior year annual return. There appears to be a small imbalance</p> <p>Opening balance 21-22 - £1,915,694</p> <p>Box 7 Audited 21-22 accounts - £1,916,346</p> <p>Difference - £ 652</p>	<p>This imbalance is likely to be due to a small glitch on one or two transactions. This should be examined and the opening balance should be brought back into balance with the 21-22 audited accounts.</p>	<p>Cleared – the opening balance sheet now agrees to the audited 21-22 accounts</p>
<p>BACS files produced by the accounting system are now in the F drive of the Council's document filing system, which is password protected and restricted to Bookkeeper, Accountant and Town Clerk.</p>	<p>I do not believe that BACS files should be retained, there is a small risk that these could be erroneously used. I therefore recommend that the BACS files are deleted once the payment run has been authorised at bank by Councillors.</p>	<p>Actioned, confirmed with bookkeeper</p>
<p>Gostrey Meadow playground is not listed separately on the insurance schedule. The Town Clerk has contacted the insurer and confirmed the playground is included on the public liability insurance.</p>	<p>Further confirmation should be sought to ensure playground and other assets are properly insured.</p>	<p>Confirmed for current policy – this will also be picked up as part of insurance tender.</p>

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<p>Fidelity insurance cover is set at £2million. This may not be sufficient, given cash and investment holdings of around £3million at the time of my audit (Checked to October 2022 balance sheet)</p>	<p>The level of fidelity cover should therefore be raised with the insurer.</p>	<p>Added to the renewal schedule for insurance tender</p>
<p>Fees and charges</p>	<p>West Street Market fees and rent for Wrecclesham Community Centre should be reviewed annually and approved by Council alongside other fees and charges, to ensure compliance with financial regulations.</p>	<p>included in 23-24 fees and charges .</p>

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Points Forward – Action Plan - Final Audit

Matter Arising	Recommendation	Council Response
<p>The Council has started to make use of a Square card machine to collect income at outside events, and permission to use the machine has been added to the Council’s Financial Regulations.</p>	<p>I recommend the following :</p> <ul style="list-style-type: none"> - The Council should decide whether to recover administrative fees charged by Square when charging customers. This should be added to the annual fees and charges document - A procedure note should be drawn up setting out how to set up the square machine at each event, to ensure all staff working on outside events can use the machine properly. - Further testing should be carried out to ensure staff can set up the Square machine without needing to call the bookkeeper outside working hours - Consideration should be given to purchasing a second machine, to ensure back up should the original machine fail, and to ensure the council has capacity to take payments at busier events. 	

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<p>I have one recommendation. I recommend that any change in pay due to pay awards or changes terms and conditions are confirmed via a pay award letter.</p>	<p>Whilst this information was included in payslips in January 23, the audit trail is not clear.</p>	
<p>Year end accruals required adjustment as a result of internal audit testing:</p>	<ul style="list-style-type: none"> • 8,500 accrual raised - works on Farnham Flame. This work had not been delivered by 31.3.23 so the accrual should be cancelled and the expenditure coded to 23-24. • £33,000 – Final payment for works on Hale Chapels. This had not been accrued for in the initial draft of the accounts. An accrual should be raised, expenditure on this project will then match the addition to the fixed asset register. 	
<p>As a larger Council, with income / expenditure in excess of £200K, Farnham is required to follow the 2015 Transparency Code. Whilst I was able to confirm that data required by the Code could be located at various pages on the Council website, there is scope to improve the way this information is presented.</p>	<p>I recommend that the Council reviews the “transparency and openness” page on the website, and considers following the model at Windlesham Parish Council. Transparency Information - Windlesham Parish Council (windleshampc.gov.uk)</p>	

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Farnham Town Council

Report and Financial Statements

Year ending 31st March 2023

Farnham Town Council

Financial Statements for the year ended 31 March 2023

Explanatory Foreword

Farnham Town Council's Financial Statements for the year ended 31 March 2023 are set out on the pages attached and consist of the following:

- **The Income & Expenditure Account**, showing income and expenditure on all services.
- **The Balance Sheet**, setting out the Council's financial position at the year end.
- **Notes to the Accounts**, providing information on amounts included in the statements.

This foreword provides a brief summary of the more important aspects of Farnham Town Council's activities and its financial position.

Basis of preparing the Financial Statements

As the Council's income is less than £6,500,000, the Council's accounts follow the CIPFA Accounting Guidance for medium-sized councils. The balance sheet does not therefore need to include the value of fixed assets such as premises, equipment and infrastructure, although they are included for completeness. The cost of services excludes depreciation and the accounts also exclude adjustments that would be necessary to meet accounting standards relating to the accounting treatment for retirement benefits, as compliance is not required.

External Auditor's Opinion

The External Auditor's Opinion is provided on an Annual Governance & Accountability Return provided to the Council's Auditors:

PKF Littlejohn LLP
Ref: SBA
2nd Floor
1 Westferry Circus
Canary Wharf
LONDON
E14 4HD

The figures provided in these statements are consistent with those provided in the Annual Governance & Accountability Return.

The Annual Governance & Accountability Return can be seen with the April 2023 Council Agenda and is also available online at www.farnham.gov.uk or on request from Farnham Town Council.

Farnham Town Council Outturn for the Year ended 31st March 2023

The outturn for the year is set out in the Income & Expenditure Account on page 4 and may be summarised as follows:

	£
Cost of services	1,816,684
Income received	<u>683,127</u>
Net spending	1,133,557
Precept on Waverley Borough Council	1,231,570
Amount transferred to balances for the year	98,013

Capital expenditure

The funding for capital expenditure in the 2022/23 year was all from revenue (including grants) and balances. There was no borrowing in the year.

Statement of responsibilities for the Statements of Accounts

The Council is required to:

- Make arrangements for the administration of its financial affairs.
- Ensure that one of its officers (referred to as the Responsible Financial Officer) is responsible for the administration of those affairs. At Farnham Town Council, that officer is the Town Clerk.
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The Responsible Financial Officer is responsible for preparation of the Council's statements of accounts in accordance with the CIPFA Accounting Guidance so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2023 and its income and expenditure for the year then ended. In preparing the statements of accounts, the Responsible Officer has:

- Selected suitable accounting policies and applied them consistently;
- Made judgements that were reasonable and prudent; and
- Complied with the Guidance.

The Responsible Officer has also:

- Kept proper accounting records that were up to date; and
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

Councillor

Town Mayor (2022-23)
Farnham Town Hall
South Street
Farnham
Surrey GU9 7RN

Farnham Town Council
Income & Expenditure for the year ended 31 March 2023

Expenditure by Working Groups	Year ended 31 March 2023			2021/22
	Expense	Income	Net	Net
	£	£	£	£
1 Strategy & Finance (excluding precept)	704,377	294,894	409,483	440,477
2 Community Enhancement	455,081	112,518	342,563	293,495
3 Tourism & Events	292,692	106,741	185,951	154,380
4 Cemeteries	304,560	119,722	184,838	89,984
5 Farnham Support Fund	59,974	49,252	10,722	11,326
<hr/>				
Net cost of services	1,816,684	683,127	1,133,557	989,662
			£	£
Precept on the Borough Council			1,231,570	1,169,830
Total Surplus/(Deficit) for the year			98,013	180,168
Transfers to Earmarked reserves (grants received not yet spent, commitments and other provisions agreed by Council)			(98,473)	(208,709)
General Fund Surplus/(Deficit) for the year			(459)	(28,541)
 Movement on General Fund balance and Earmarked reserves:				
Balance brought forward			1,916,346	1,736,178
Surplus/Deficit for the year (prior to transfer of CIL, Section 106 funding, Coronavirus Support Fund and agreed earmarked reserves)			98,013	180,168
Balance carried forward			2,014,359	1,916,346

Farnham Town Council Balance Sheet at 31 March 2023

	Notes	31 March 2023		31 March 2022	
		£	£	£	£
Fixed assets					
Tangible fixed assets	1, 3		-		-
Current assets					
Money Market deposits		2,047,620		2,114,587	
Debtors (including VAT recoverable)	4	89,293		85,219	
Bank/Petty cash		70,560		60,370	
Mayor's charity funds held by council		2,418		2,489	
Total current assets			2,209,891		2,262,665
Current liabilities					
Creditors and accrued expenses including commercial card and Mayor's charity funds	5		195,532		346,319
Total assets less current liabilities			2,014,359		1,916,346
Capital and reserves					
Earmarked Reserves	6		1,520,886		1,423,414
General Reserves			493,473		492,932
Total reserves			2,014,359		1,916,346

The Council had an outstanding Public Works Loans Board (No 478388) repayable on an annuity basis until 29/10/22. This was repaid in full during 2019/20.

The amount outstanding is: £NIL £NIL

The Notes on pages 6 to 10 also form part of the Financial Statements.

The Council falls within the Audit Commission's 'lighter touch' audit regime and so the external audit opinion is provided on the Annual Return, which includes a summary of the Income and Expenditure Statement and Balance Sheet.

The above statement presents fairly the financial position of the Council as at 31 March 2023 and reflects its income and expenditure for the year. These Financial Statements reflect statements that were approved at a meeting of the Council held in April 2023.

.....
Town Mayor 2022-23

.....
Responsible Financial Officer

Farnham Town Council

Notes to the Financial Statements for the year ended 31 March 2023

I. Principal accounting policies

Accounting convention

The Financial Statements have been prepared in accordance with the CIPFA Accounting Guidance for Local Councils, which is recognised by statute as representing proper accounting practices, as applied to the accounts of local councils.

Fixed assets

The Council's Financial Statements are not required to include the value of fixed assets on the balance sheet or depreciation in the Income & Expenditure Account. The acquisition, creation or enhancement of fixed assets is charged to revenue each year, and disposal proceeds are credited to a capital receipts reserve if not immediately used to fund capital expenditure.

Fixed assets are valued in the Notes to the Financial Statements on the bases recommended by CIPFA and in accordance with the statements of asset valuation principles set out in 'Governance and Accountability – A Practitioners' Guide' and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

- Land, operational properties and equipment, infrastructure and community assets are valued at the original purchase price, or the value at first recording of the asset. These values remain unchanged until disposal.
- Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Assets considered to have no appreciable realisable value are recorded at their historic cost value or given a £1 nominal value.

At the end of the 2013-14 financial year, the assets were reviewed and restated in line with the latest guidance issued by the external auditor with assets previously listed to include proxy values, being revalued to zero (for gifts) or £1 for assets transferred from another authority.

Debtors and creditors

The Council's Financial Statements are maintained on an accruals basis. Amounts due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

Stocks and work in progress

Stocks of office supplies and for grounds maintenance have been treated as consumed because their value was not material.

Reserves

The Council maintains certain operational reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 6.

General administration and support service costs

Central administrative support costs are reallocated direct to the services concerned, so far as they can reasonably be ascertained. The remaining administrative costs, including those relating to the democratic process, are shown as a separate service cost in the Income & Expenditure Account.

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2023
(continued)

2. Pension costs

The Council's staff members are eligible to become members of the Surrey Superannuation Fund, which is administered by Surrey County Council and are auto-enrolled into the scheme as required.

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees. These contributions are determined by the Fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the Fund, in accordance with relevant government regulations. The latest triennial review was in 2022.

3. Fixed assets (following revaluation 31st March 2014 in line with external auditor's latest guidance)	31st March 2023	31st March 2022
Operational land and buildings (on historic cost basis)	£	£
Council Offices	270,568	270,568
Other Public Buildings	422,719	422,719
Wreclesham Community Centre	206,110	206,110
Depot	143,058	143,058
 Vehicles and equipment		
Vehicles	127,383	127,383
Audio and Visual Systems	35,453	35,453
Christmas Decorations	113,285	113,285
Civic Insignia	14,814	14,814
Grounds Equipment	137,113	142,841
Computers, telephones and office equipment	91,671	97,772
Other	27,017	27,011
 Infrastructure assets		
Bus shelters	70,598	70,598
Town Centre CCTV	104,845	99,858
Boards and Signs	15,277	15,277
Street furniture (Litter bins, lampposts, Seats)	21,879	21,879
 Community assets		
Cemeteries	676,121	492,094
Allotments and Gardens	83,769	83,769
Long-term investments		
CCLA Local Authorities Property Fund	250,000	250,000
Total value	2,811,680	2,634,489

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2023
(continued)

4. Debtors and prepayments	2023	2022
	£	£
Debtors	26,556	43,406
Value added tax	62,737	41,679
Pension debtor	0	134
Prepayments	-	-
	89,293	85,219

5. Creditors and accrued expenses	2023	2022
	£	£
Creditors	51,631	37,470
Pensions/PAYE/NIC creditor	10,099	12,911
Income in advance	23,170	11,009
Accruals	102,101	274,465
HSBC Commercial Card	5,640	9,528
Mayor's charity funds held by Council	2,892	936
	195,532	346,319

6. Earmarked Reserves and General Reserves

Category	Balance at 31.3.23	Comments
Election/By-election Fund	£46,000	Election/By-election costs. WBC invoices after an election.
Legal Expense fund	£30,000	To cover unforeseen legal costs.
New Equipment	£50,000	Planned equipment upgrades including vehicles.
Wrecclesham Community Centre	£50,000	Provision for unforeseen expenditure.
Street Furniture	£20,000	Infrastructure to be developed.
SCC Bus Shelter Refurbishment	£8,000	Committed sum from SCC for bus shelter refurbishment
Gostrey Meadow/public space enhancements	£65,000	Includes upgrades and bandstand.
CCTV and Crime Prevention	£52,463	To fund programmed investment.
Environment	£75,000	Provision for environmental initiatives
Cemetery Chapels and Enhancements	£76,775	Major repairs required for the Chapels.
IT investment	£25,000	To fund required investment/ upgrades.
Tourism Development	£20,000	To fund improved services.
Public Conveniences	£210,000	Upgrade to improve public conveniences including Gostrey Meadow.
Town Hall	£100,000	Unforeseen/emergency repairs provision
Christmas Lights	£55,000	To fund the purchase of future Christmas Lights
Sub-total	£883,238	

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2023
(continued)

Total Earmarked (b fwd from previous page)	£883,238	
Capital Receipts	£100,000	This comprises capital receipts arising from the disposal of fixed assets less expenditure on new capital items.
World Craft Town	£25,000	To fund expenditure related to World Craft Town activities
CIL	£108,525	Community Infrastructure Levy receipts received and not yet spent or earmarked
CIL – Gostrey Meadow	£200,000	Community Infrastructure Levy receipts received and earmarked for use at Gostrey Meadow
Wrecclesham s106	£6,199	The unspent balance of s106 receipts for landscaping at Wrecclesham and for Wrecclesham Gateway project
West St Railings s106	£27,144	The unspent balance of a s106 receipt for work currently underway on the West Street Railings project.
UCA s106	£12,673	The unspent balance of a s106 receipt.
Youth Facilities	£25,000	To fund expenditure on facilities for young people
Farnham Support Fund	£12,374	The unspent balance of the Farnham Support Fund as at 31 st March 2023
Business Improvement	£15,000	To support emerging business support activities including the Business Improvement District
Enterprise 19	£2,000	Pledge for new Café project when ready to proceed
Farnham Flame	£8,500	To fund the Farnham Flame sculpture
Greenhouse	£55,233	Insurance claim receipts set aside for the development of the greenhouse facilities
Neighbourhood Plan	£30,000	To fund revisions to the Neighbourhood Plan
Pledge: Farnham Museum	£10,000	CIL receipts received and earmarked for use to improve Farnham Museum visitor experience
Total Earmarked Reserves	£1,520,886	
General	£493,473	FTC Policy states that the general reserves should not dip below 50% of the total annual precept or operating expenditure.
Total Reserves	£2,014,359	

7. Contingent liabilities

There were no contingent liabilities at 31 March 2023 (2022: none).

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2023
(continued)

Grants paid in the year

During the year Community grants were paid to the following organisations:

<u>Community Grants:</u>	£
Badshot Lea Tennis Club	2,000
Blackwater Valley Countryside Partnership	2,500
Challengers	1,500
Farnham Brass Band	750
Farnham Carnival	1,500
Farnham Community Farm	1,500
Farnham Pilgrim Marathon	500
Farnham Round Table	2,000
Farnham Sinfonia	750
Farnham Youth	1,500
Friends of Potters Gate School	1,500
Helen Arkell Dyslexia Centre	1,000
Homestart	1,000
Kind to mind	500
New Ashgate Gallery	1,000
Rowledge Cricket Club	1,000
Rowledge Tennis Club	1,000
Sampsons Almshouses	534
Tindle Newspapers – Digital Archive project	2,000
Voices Together Community Choir	500
Waverley Hoppa to new Electric bus	20,000
Weydon School	1,000
	<hr/>
	45,534

In addition, grants for services provided were made to:	£
40 Degreez	2,000
Brightwells Gostrey Centre	10,000
Citizens Advice Bureau	17,500
Farnham Maltings	13,000
Hale Community Centre	2,000
Waverley Hoppa	10,000
	<hr/>
	54,500

<u>Town Clerk Small Grants</u>	£
229 (Farnham) Squadron Air Cadets	200
Friends of Potters Gate	250
Hale Community Centre (Ukraine Summer School)	15
Rotary Club (Festival Transport)	250
Sailability Sign	23
Sports Council (Hire of Council Chamber)	45
St James Church (Jubilee)	250
Surrey County Council (Safe Drive Campaign)	250
Children's Business Fair (Equipment Hire)	250
	<hr/>
	1,533

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Explanation of variances

Name of smaller authority: **Farnham Town Council**
 County area (local councils and parish meetings only): **Surrey**
 Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	1,736,176	1,916,346				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,169,830	1,231,570	61,740	5.28%	NO		
3 Total Other Receipts	558,809	683,127	124,318	22.25%	YES		See below
4 Staff Costs	502,568	603,595	101,027	20.10%	YES		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,045,903	1,213,089	167,186	15.98%	YES		
7 Balances Carried Forward	1,916,346	2,014,359			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	2,177,447	2,147,678				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	2,634,489	2,811,680	177,191	6.73%	YES		
10 Total Borrowings	0		0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Other receipts

Increased CIL	77,038
Increased cemetery income	31,794
s106 receipt in previous year	- 32,798
More insurance claim receipts	46,469
Increased dividend & interest income	26,275
Reduced local parish council tax grant	- 3,040
Surrey Highways income in prev year	- 5,000
Reduction in grants income	- 50,184
Increased booking fees and sponsorship	9,559
Increased donations and contributions	15,668
Increased room lettings income	4,037
Increased banner income	3,415
Other, net	1,085
	<u>124,318</u>

Staff Costs

National pay increase, approx	25,000
New projects officer	16,000
Apprentice in post all year	7,500
Incremental rises for all staff, approx	20,000
Additional Groundspeople due to additional sites	20,000
Other, net overtime, holiday buy back, increased hours etc	12,527
	<u>101,027</u>

Other payments

Increased energy costs	42,575
Additional Christmas lights costs	26,583
Increased grants	8,810
increased banner costs	7,257
Increased plants & horticultural costs	24,629
Increased event costs	7,300
New machinery in 21/22	- 17,489
Insurance claim costs 21/22	- 10,858
Increased property costs	55,387
Increased vehicle costs	3,901
Increased rates, rent & water charges	6,192
Increased spend on CCTV & crime prevention	6,118
Other, net	6,781
	<u>167,186</u>

Fixed assets

Garden and pathway works- Hale Cemetery	184,027
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Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act **Page 59**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

Iain Lynch

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Iain Lynch

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 20th March, 2023

Place

Byworth Room, Farnham Town Hall, South Street, Farnham GU9 7RN

Planning & Licensing Consultative Working Group Members Present:

Councillor George Hesse
Councillor John Neale
Councillor Tony Fairclough
Councillor George Murray
Councillor Alan Earwaker (ex-Officio), left at 10.10am

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Fraser, Martin and Wicks.

In Councillor Fraser absence, Councillor Neale was nominated as Chair by Council Fairclough and seconded by Councillor Murray.

2. Disclosure of Interests

Councillor Hesse declared a non pecuniary interest due to vicinity to WA/2023/00546 and WA/2023/00547.

Councillor Fairclough declared a non pecuniary interest due to vicinity to WA/202300482.

3. Applications Considered for Key/Larger Developments

WA/2023/00491 Farnham Castle

Officer: James Kidger

THE BISHOPS TABLE, BISHOPS TABLE HOTEL, 27 WEST STREET, FARNHAM GU9 7DR

Application under Section 19 to vary condition 1 of WA/2021/01401 (approved plans) to allow alterations to fenestration of Coach House, hotel building and revised layout of flat 5.

Farnham Town Council raises objection unless alterations are approved by the Heritage Officer.

WA/2023/00538 Farnham Castle

Officer: James Kidger

THE BISHOPS TABLE, BISHOPS TABLE HOTEL, 27 WEST STREET, FARNHAM GU9 7DR

Application under Section 73 to vary condition 1 of WA/2021/01400 (approved plans) to allow alterations to fenestration of Coach House, hotel building and revised layout of flat 5.

Farnham Town Council raises objection unless alterations are approved by the Heritage Officer.

Farnham Upper Hale

PRA/2023/00468 Farnham Upper Hale

Officer: Dylan Campbell

HEATHYFIELDS YARD, HEATHYFIELDS ROAD, FARNHAM

General Permitted Development Order 2015, Schedule 2 Part 3 Class R - Prior Notification

Application for change of use of agricultural land to a flexible use within commercial/business/service (Use Class E) dog park/dog training.

Farnham Town Council strongly objects to the inappropriate proposed change of use from agricultural land to dogpark/dog training in a location close to the Thames Basin Heath Special Protection Area and the intensification of the use of the bridleway for vehicle access. Natural England must be consulted.

4. Applications Considered

Farnham Bourne

CA/2023/00498 Farnham Bourne

Officer: Theo Dyer

2 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

GREAT AUSTINS CONSERVATION AREA WORKS TO TREE

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity, especially in a Conservation Area covered by Farnham Neighbourhood Plan policy FNP5 Great Austins Conservation Area and its setting. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

WA/2023/00481 Farnham Bourne

Officer: Sam Wallis

REEVE HOUSE, FRENHAM ROAD, LOWER BOURNE, FARNHAM GU10 3HJ

Erection of a garage/ancillary building following demolition of existing garage and outbuildings.

Farnham Town Council raises objection to this application unless the garage and ancillary building are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. The outbuilding must be conditioned ancillary to the dwellinghouse.

WA/2023/00490 Farnham Bourne

Officer: Sam Wallis

AVELEY END, 71 AVELEY LANE, FARNHAM GU9 8PS

Erection of boundary retaining wall and piers and connecting wall from house to garage following demolition of existing piers.

Character must be considered against Farnham Design Statement guidelines and material in keeping with existing.

Farnham Castle

CA/2023/00530 Farnham Castle

Officer: Theo Dyer

CEDAR COURT, CASTLE HILL, FARNHAM GU9 7JF

FARNHAM CONSERVATION AREA WORKS TO AND REMOVAL OF TREES

Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure.

CA/2023/00543 Farnham Castle

Officer: Theo Dyer

20 LONG GARDEN WALK EAST, FARNHAM GU9 7HX

FARNHAM CONSERVATION AREA REMOVAL OF TREE

Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure. A replacement tree should be planted in a suitable location.

Amendments received

Addition of mansard style roof with changes to parapet roof on side elevation.

WA/2023/00124 Farnham Castle

Officer: Sam Wallis

1 CASTLE COURT, CASTLE HILL, FARNHAM GU9 7JE

Erection extensions and alterations together with installation of solar panels on dwelling and garage.

Farnham Town Council maintains its objections to the proportions and poor architectural detailing, not creating an authentic reproduction façade in such a prominent location on Castle Street.

WA/2023/00483 Farnham Castle

Officer: Matt Ayscough

16 LOWER CHURCH LANE, FARNHAM GU9 7PS

Listed Building Consent for alteration to elevation.

Farnham Town Council raises objection to the application unless approved by the Heritage Officer.

WA/2023/00486 Farnham Castle

Officer: Tracy Farthing

SITE OF 42 TO 48 LONG GARDEN WALK, FARNHAM

Erection of a dwelling with vehicular access and parking.

Farnham Town Council notes that the built form has been reduced in this application compared to refused WA/2021/0176. New dwellings must be compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP2 Town Centre Conservation Area and its setting, LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines. The parking provision must be approved by the Surrey Highways and have access in forward gear on to Long Garden Walk to ensure the safety of pedestrians and road users, especially in an area with no footway and part of Scholars Way cycle route.

WA/2023/00504 Farnham Castle

Officer: Philippa Smyth

114-115 WEST STREET, FARNHAM GU9 7HL

Listed building consent for internal and external alterations.

Farnham Town Council raises objection to this application unless the alterations to the Grade II Listed building are approved by the Heritage Officer and confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP2 Town Centre Conservation Area and its setting, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00505 Farnham Castle

Officer: Philippa Smyth

114-115 WEST STREET, FARNHAM GU9 7HL

Part change of use from mixed use newspaper offices to form 2 flats (use class c3) including provision of a balcony.

Farnham Town Council raises objection to this application unless the change of use is approved by the Heritage Officer and alterations to the Grade II Listed building are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP2 Town Centre Conservation Area and its setting, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00546 Farnham Castle

Officer: Wanda Jarnecki

34 WEST STREET, FARNHAM GU9 7DR

Construction of dormer extension.

Farnham Town Council raises objection to the potential for overlooking of the neighbour at no. 32 from the proposed new dormers in this two-bedroom Grade II Listed cottage. Alterations must be approved by the Heritage Officer and be compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP 2 Town Centre Conservation Area and its setting, FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD and have no negative impact on the neighbour. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00547 Farnham Castle

Officer: Wanda Jarnecki

34 WEST STREET, FARNHAM GU9 7DR

Listed Building Consent for construction of a dormer window.

Farnham Town Council raises objection to the potential for overlooking of the neighbour at no. 32 from the proposed new dormers in this two-bedroom Grade II Listed cottage. Alterations must be approved by the Heritage Officer and be compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP 2 Town Centre Conservation Area and its setting, FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD and have no negative impact on the neighbour. Character must be considered against Farnham Design Statement guidelines.

Farnham Firgrove

WA/2023/00482 Farnham Firgrove

Officer: Lauren Kitson

32 BRIDGEFIELD, FARNHAM GU9 8AW

Erection of extensions and alterations to elevations and fenestration; alterations to attached garage to provide habitable accommodation.

Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD and has no negative impact on no. 30 with the further extensions to the rear of the property. Character must be considered against Farnham Design Statement guidelines.

Farnham Hale and Heath End

TM/2023/00510 Farnham Hale and Heath End

Officer: Theo Dyer

4 & 6 UPPER HALE ROAD, FARNHAM GU9 0NJ

APPLICATION FOR REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 15/10

Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

WA/2023/00475 Farnham Hale and Heath End

Officer: Sam Wallis

BALI HAI, ALMA LANE, FARNHAM GU9 0LJ

Certificate of Lawfulness under Section 191 for erection of a side extension.

No comment.

WA/2023/00548 Farnham Hale and Heath End

Officer: Sam Wallis

36 BETHEL LANE, FARNHAM GU9 0QB

Erection of extension, alterations to elevations and associated landscaping; alterations to roof, including dormer extension to provide habitable accommodation in roof space.

Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

Farnham Moor Park

TM/2023/00545 Farnham Moor Park

Officer: Theo Dyer

DEERFIELD HOUSE, OLD COMPTON LANE, FARNHAM GU9 8EH

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER

Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

WA/2023/00473 Farnham Moor Park

Officer: Tracy Farthing

LANE END, 5 MONKSHANGER, FARNHAM GU9 8BU

Erection of a linked garage and store following demolition of existing garage, store and greenhouse.

Farnham Town Council raises objection to this application unless the garage is confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD, LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

Farnham Wrecclesham and Rowledge

TM/2023/00492 Farnham Wrecclesham and Rowledge

Officer: Theo Dyer

ACORNS, 3 CHAPEL ROAD, ROWLEDGE, FARNHAM GU10 4AP

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 20/11

Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure.

TM/2023/00553 Farnham Wrecclesham and Rowledge

Officer:

5 GREYSTEAD PARK, WRECCLESHAM, FARNHAM GU10 4NB

APPLICATION FOR REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 09/01

Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure.

WA/2023/00493 Farnham Wrecclesham and Rowledge

Officer: Wanda Jarnecki

7 GARDENIA DRIVE, WRECCLESHAM, FARNHAM GU10 4BL

Alterations to roof space to provide additional habitable accommodation and installation of rooflights to front and rear.

Farnham Town Council raises objection to this application unless the alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD, LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00521 Farnham Wrecclesham and Rowledge

Officer: Sam Wallis

LAND CENTRED COORDINATES 482582 145188, THE STREET, WRECCLESHAM, FARNHAM

Change of use of land and erection of a dwelling with solar panels and associated works (revision of WA/2022/02816).

Farnham Town Council notes that objections were made by Surrey Highways to withdrawn WA/2022/02816. WA/2022/00404 for just an outbuilding on the site was also withdrawn. This application for change of use and a new dwelling must be compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP6 Wrecclesham Conservation Area and its setting and LPPI policy TDI Townscape and Design, CCI

Climate Change and CC2 Sustainable Construction and have no negative impact of the surrounding dwellings. The new access must be suitable for vehicles to egress the site safely and adhere to Surrey Highways visibility splays requirements.

5. Appeals Considered

APP/R3650/W/23/33 I 6848

WA/2022/00978 LAND AT GREEN LANE FARM, GREEN LANE, BADSHOT LEA, FARNHAM Outline planning application with all matters reserved, except for access, for the erection of up to 38 no. dwellings (including 75% affordable housing and 4 no. self build dwellings) with vehicular and pedestrian access, public open space, car parking and landscaping.

Appellant's Name: Simone King

Farnham Town Council strongly objects to another application for inappropriate development of Land at Green Lane Farm, not being an allocation in Farnham Neighbourhood Plan 2020. Previously refused application WA/2018/2196 was dismissed at appeal in December 2020 with the Inspector concluding 'the proposed development would be in conflict with the development plan and there are no material considerations which justify granting planning permission in this case.'

Although the previous application was for 50 dwellings, the Inspector's findings are still relevant:

9. **The updated Farnham Neighbourhood Plan (Neighbourhood Plan) was passed at referendum in March 2020 and forms part of the development plan for the area. Policy FNPI0 places priority on protecting the countryside from inappropriate development and shows the site to be outside the defined Built Up Area Boundary (BUAB). The proposal does not fall within the exceptions in FNPI0(a) where development outside the BUAB may be permitted.**
12. **Nevertheless, it plays a role in providing a more localised sense of greenery between the areas of Farnham and Badshot Lea that is reflective of the location at the edge of settlement.**
13. **However, even taking account of the level of visual containment, the introduction of some 50 houses would fundamentally change the character of the site to one that is urban and residential. This would include the visual effects resulting from the extensive changes to the southeast boundary associated with the new access which would contrast starkly with the existing hedgerow that is tight to the boundary on this side of the site and is a strong natural feature. It is noted that Policy FNPI of the Neighbourhood Plan seeks to protect such natural features as part of the design of new development.**
14. **A carefully considered landscaping and layout design agreed as part of reserved matters may assist with assimilating the development into its surroundings and mitigate the loss of the boundary hedgerow to a degree. However, it would not address the fundamental change in character and reduction in greenery which would be an inevitable consequence of green field development of this nature.**
22. **In conclusion, the proposed development would result in harm to the character and appearance of the surroundings, including the relationship between settlements. I find conflict with Policy RE1 and RE3 of the Local Plan, saved Policy C4 Waverley Borough Local Plan, and Policies FNPI, FNPI0 and FNPI1 of the Farnham Neighbourhood Plan which collectively seek to**

safeguard the character of the area, protect the natural features of sites, limit development in the areas outside the BUAB, and prevent coalescence between areas.

The site is outside the Built-up Area Boundary of the Farnham Neighbourhood Plan and in conflict with policies FNPI Design of New Development and Conservation, FNPI0 Protect and Enhance the Countryside, FNPI1 Prevent Coalescence and FNPI4 Housing Site Allocations.

Concern is maintained about the safety of the proposed access with limited visibility caused by the bend to the southwest and railway bridge to the northeast. As the site has no footway, a pedestrian refuge is proposed in the centre of the narrow carriageway, this will be hazardous for pedestrians having to cross at this point.

If the LPA cannot demonstrate a 5YHLS, Local Plans and the Farnham Neighbourhood Plan policies must still be considered, this does not render grants of planning permission automatic.

Local Plan Part I (LPPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.

6. Licensing Applications Considered

There were none for this meeting.

7. Surrey County Council Mineral, Waste, or Other Applications/Consultations

There were none for this meeting.

8. Public Speaking at Waverley's Western Planning Committee

Councillor Merryweather as ward councillor will speak against application:

WA/2022/03167 Farnham Weybourne and Badshot Lea

Outline application with all matters reserved except for access and layout for erection of a detached dwelling (revision of WA/2022/00141).

36 FIELD END FARNHAM GU9 9HZ

9. Date of next meeting

Monday 3rd April at 9.30am.

The meeting ended at 11.20 am

Notes written by Jenny de Quervain

Date of next meeting 3 April 2023



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 3rd April, 2023

Place

Byworth Room, Farnham Town Council, South Street, Farnham GU9 7RN

Planning & Licensing Consultative Working Group Members Present:

Councillor Michaela Martin

Councillor John Neale

Councillor Tony Fairclough

Councillor George Murray

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Fraser and Wicks.

In the absence of Councillor Fraser, Councillor Murray was nominated Chair by Councillor Neale and seconded by Councillor Martin.

2. Disclosure of Interests

Councillor Fairclough declared a non pecuniary interest due to knowing the applicant of WA/2023/00691.

3. Applications Considered for Key/Larger Developments

Farnham Moor Park

WA/2023/00558 Farnham Moor Park

Officer: Michael Eastham

BUILDING D20 LAND CENTRED COORDINATES 484270 146934, EAST STREET,
FARNHAM

Installation of shopfront in relation to details required for Condition 10 of planning permission WA/2016/0268.

No comment.

WA/2018/1678/DRI Farnham Moor Park

Officer: Ruth Dovey

WA/2018/1678/DRI-Conditions 3, 6 and 7 Application under Section 73A to vary Condition 5 and remove Condition 11 of WA/2018/0544 (Condition 5 limits works that can be done prior to construction of access bridge and Condition 11 limits lane closure times on the A31) to allow for the demolition of Brightwell Cottage and the tennis pavillion and the provision and collection of welfare facilities prior to the completion of the temporary construction bridge and to allow for the temporary 24 hour closure of a lane of the A31, to enable the construction of the bridge. SITE B, EAST STREET REGENERATION, EAST STREET, FARNHAM

The relevant condition(s) shown below:

Condition 3

On completion of the development permitted under WA/2012/0912 or WA/2016/0268 the temporary construction access/bridge shall be removed and replaced with the permanent footbridge in accordance with details to be submitted to and approved in writing by the Local Planning Authority. Such details shall include reinstatement of the land to a condition that is first agreed in writing by the Local Planning Authority.

The development shall be carried out in strict accordance with the approved details.

Condition 6

The proposed access road including its junction with the A31 Farnham by-pass shall be closed and all kerbing, verges, replacement trees, landscaping and highway margins shall be fully reinstated by the applicant, in a manner to be agreed in writing by the Local Planning Authority, by 30th November 2022 or an alternative date to be agreed in writing by the Local Planning Authority.

Condition 7

The proposed South Street (Borelli Walk) access shall be closed and fully reinstated and all kerbing, verges, replacement trees, landscaping and highway margins shall be fully reinstated by the applicant in a manner to be agreed in writing by the Local Planning Authority, prior to occupation of the development approved by WA/2012/0912 or WA/2016/0268.

- 1) Farnham Town Council objects to the discharge of Condition 3 as the requirements have not been met. The development has not been completed and despite many requests for an early discussion on the design and nature of the replacement footbridge (since before construction of the scheme commenced) there has been no agreement on a suitable footbridge for approval by the Local Planning Authority. The initial (inadequate drawings) do not include the details of the reinstatement of the land as required.**
- 2) Farnham Town Council objects to the premature removal of the construction bridge due to the number of deliveries still required to complete dwellings and larger commercial units (cinema and Brightwell House). It is unacceptable to have site deliveries via the town centre and the AQMA. The avoidance of construction traffic in the town centre was a key requirement of the application when the construction bridge was approved and there are no reasons to remove this requirement prematurely.**
- 3) Farnham Town Council strongly objects to the proposed replacement bridge. The width of the proposed bridge needs to meet updated standards and the requirements set out in LTP4.**
- 4) Farnham Town Council strongly objects to the proposed ramp, constructed with gabions, being bulky and out of character with the setting of Borelli Walk which will be returned to a landscaped greenspace following**

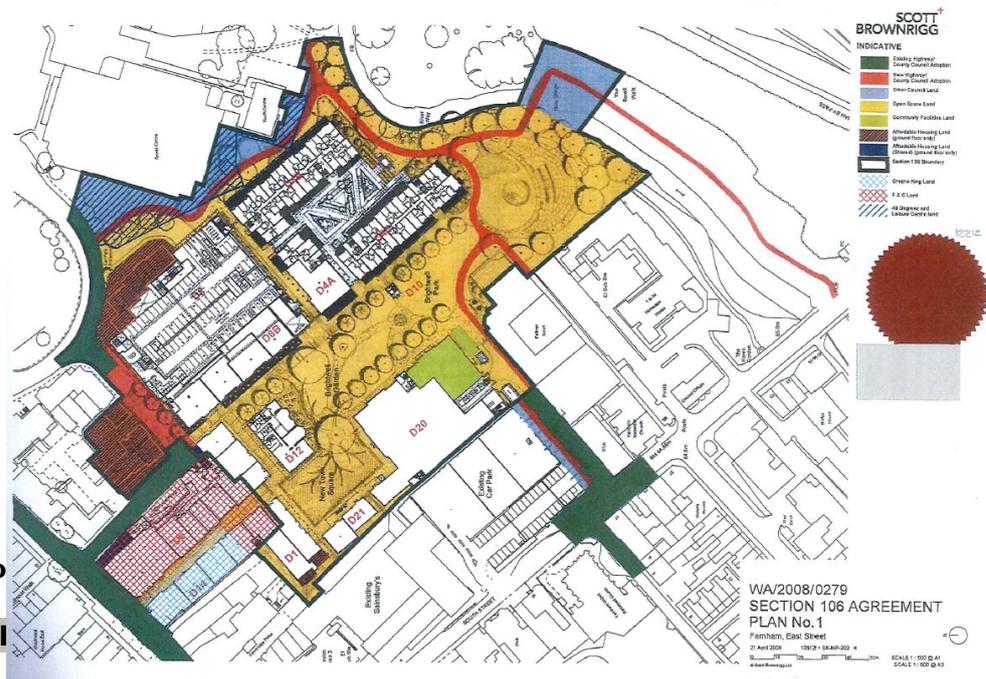
completion of the development. The width of any ramp needs to meet updated standards and the requirements set out in LTP4. Its impact and scale needs to be appropriate to the setting.

- 5) Drawings of an alternative sweeping path off the bridge have been shared with the developers indicating how the reinstatement of the pathway levels and the appropriate gradients can be met. Landscaping natural gradients with the use of GeoGrow type materials, acceptable to the Environment Agency, would be more appropriate and feasible with the cooperation of all parties.
- 6) The details below specify a shared cycle and pedestrian bridge to Borelli Walk from the site. Farnham Town Council has attempted to engage with Crest Nicholson on the design and installation of the new bridge consistently over several years but this has never been progressed as a priority. It would be wholly unsatisfactory to have a substandard bridge with a negative impact on the local area as a lasting legacy of Crest Nicholson's development. Although the aspirations of a Coronation-worthy bridge may not be a planning matter, the aesthetics and design of the bridge, the access on and off it, need to be suitable for users, fit for purpose and appropriate for the setting.
- 7) Farnham Town Council has not been consulted on the details pursuant to Condition 7, yet it has been previously discussing with Waverley Borough Council future responsibility for Borelli Walk.

As referred to above, the S106 details a footway/cycleway bridge and path.

- 8 A shared cycleway/footway through the Site linking Dogflud Way to South Street via Brightwells Road (south western arm) and the southern side of the bowling green, as shown generally on drawing number JNY4420/50F attached to this Agreement.
- 13 A shared cycle and pedestrian bridge to Borelli Walk in accordance with the Planning Permission

4. Application
Farnham I



CA/2023/00646 Farnham Bourne

Officer: Theo Dyer

8 GREENHILL ROAD, FARNHAM, GU9 8JW
GREAT AUSTINS CONSERVATION AREA WORKS TO TREES

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity, especially in a Conservation Area covered by Farnham Neighbourhood Plan policy FNP5 Great Austins Conservation Area and its setting. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure.

NMA/2023/00716 Farnham Bourne

Officer: Sam Wallis

34 SCHOOL LANE, LOWER BOURNE, FARNHAM GU10 3PF

Amendment to WA/2022/01623 existing render finish is sand and cement. Proposal to finish the existing building and extensions in a K Rend monocouche finish. Existing building underpinned during the course of the extension works. The existing traditional sand and cement render is cracked. K Rend is lightweight, reinforced and flexible and more suitable for the longevity of the external of the building.

No comment.

PRA/2023/00586 Farnham Bourne

Officer: Sam Wallis

40 LODGE HILL ROAD, LOWER BOURNE, FARNHAM GU10 3RF

General Permitted Development Order 2015, Schedule 2 Part 1 Class AA - Prior Notification application for enlargement of a dwellinghouse by construction of additional storey.

Class AA is not appropriate for dwellings built pre-1948. It is believed this dwelling was built between the wars. Farnham Town Council strongly objects to this application and its negative impact on the street scene and adjoining neighbour.

WA/2023/00670 Farnham Bourne

Officer: Gillian Fensome

WAVERLEY ABBEY HOUSE, WAVERLEY LANE, FARNHAM GU9 8EP

Listed Building Consent for a partition wall, replacement of 2 exterior doors and install lead hood to protect external stone cornice.

Farnham Town Council raises objection to this application unless the alterations to this Grade II* Listed building are approved by the Heritage Officer. Character must be considered against Waverley Abbey Conservation Area policies and Farnham Design Statement guidelines.

WA/2023/00704 Farnham Bourne

Officer: Michael Eastham

36 BURNT HILL ROAD, LOWER BOURNE, FARNHAM GU10 3LZ

Erection of extensions and alterations including raising of the ridge height together with alterations to existing garage.

Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD, LPPI policy TD1 Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

Farnham Castle

WA/2023/00575 Farnham Castle

Officer: Michael Eastham

LAND AT 11 OLD PARK LANE, FARNHAM

Erection of a dwelling and associated swimming pool, parking and landscaping.

A similar scheme was granted under WA/2022/00757 in October 2022, this application increases the proposal by 21.5m². Farnham Town Council raises objection to this application unless the new dwelling is confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character and materials must be considered against Farnham Design Statement guidelines.

WA/2023/00650 Farnham Castle

Officer: Tracy Farthing

NORTH BARN, LION AND LAMB WAY, FARNHAM

Change of use from Use Class E (yoga studio) to student accommodation Use class C1.

Farnham Town Council seeks clarification from the Planning Officer Tracy Farthing as the History and Constraints document shows no application/permission granted for the first-floor apartment noted as being 'retained'. Farnham Town Council raises objection to the limited natural light and ventilation in fully self-contained rooms.

WA/2023/00653 Farnham Castle

Officer: Simon Brooksbank

27 VICTORIA ROAD, FARNHAM GU9 7RB

Erection of a single storey extension and alterations to existing porch.

Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character and materials must be considered against Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and its setting and Farnham Design Statement guidelines.

WA/2023/00658 Farnham Castle

Officer: Gillian Fensome

LOWER FARM, DIPPENHALL ROAD, DIPPENHALL, FARNHAM GU10 5ED

Certificate of Lawfulness under Section 192 alterations to elevations including installation of rooflights and dormer windows and repairs to the slate roofing.

No comment.

Farnham Firgrove

WA/2023/00576 Farnham Firgrove

Officer: Michael Eastham

REAR OF 2 - 4 STATION HILL, FARNHAM GU9 8AA

Change of use of existing flat (Use Code C3) with extensions and alterations to provide HMO (House in Multiple Occupation) (Use Class C4) following demolition works.

Farnham Town Council objects to the poor standard of accommodation proposed with cramped bedroom accommodation for future occupants.

WA/2023/00655 Farnham Firgrove

Officer: Sam Wallis

TAMARISK, WEYDON FARM LANE, FARNHAM GU9 8QJ

Erection of a first floor extension.

Farnham Town Council raises objection to this application unless the extension is confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD, LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00693 Farnham Firgrove

Officer: Sam Wallis

26 UPPER WAY, FARNHAM GU9 8RG

Erection of extensions and alterations (revision of WA/2022/02287).

Farnham Town Council notes that the previous application was refused as overdevelopment, this application has been marginally reduced. Extension and alterations must be confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD, LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

Farnham Hale and Heath End

WA/2023/00671 Farnham Hale and Heath End

Officer: Tom French

42 ALMA LANE, FARNHAM GU9 0LH

Erection of an extension and alterations.

Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD, LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines and materials match existing.

Farnham Moor Park

WA/2023/00571 Farnham Moor Park

Officer: Tom French

58 LYNCH ROAD, FARNHAM GU9 8BX

Certificate of Lawfulness under Section 192 for erection of a single storey side extension.

No comment.

Farnham Shortheath and Boundstone

NMA/2023/00593 Farnham Shortheath and Boundstone

Officer: Sam Wallis

106 SHORTHEATH ROAD, FARNHAM GU9 8SE

Amendment to WA/2021/03072 - permission for the extension plans to be amended to continue to match the existing materials of the house, which at the time of construction will be a lighter render (drawing attached). I want the extension to match the render on the rest of the house.

No comment.

WA/2023/00705 Farnham Shortheath and Boundstone

Officer: Gillian Fensome

38 GREEN LANE, FARNHAM GU9 8PY

Certificate of Lawfulness under Section 192 for erection of single storey side and rear extensions.

No comment.

Farnham Upper Hale

WA/2023/00689 Farnham Upper Hale

Officer: Wanda Jarnecki

116 UPPER HALE ROAD, FARNHAM GU9 0JH

Certificate of Lawfulness under Section 192 for hip to gable and dormer extensions and installation of rooflights to provide habitable accommodation in roof space.

No comment.

WA/2023/00690 Farnham Upper Hale

Officer: Rachel Lawrence

IVY HOUSE, THE GREEN, FARNHAM GU9 0HJ

Alterations and extensions to existing squash court building to provide a new dwelling.

This site has a history of being refused and dismissed at appeal. Farnham Town Council raises objection to the alterations and extensions to the squash court building unless confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TD1 Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines. Trees and tree roots must be protected.

Farnham Weybourne and Badshot Lea

WA/2023/00580 Farnham Weybourne and Badshot Lea

Officer: Matthew Roberts

HALE FARM HOUSE, MONKTON LANE, FARNHAM GU9 9AA

Repair works to sashes and glazing on front elevation windows.

Works must be approved by the Heritage Officer.

WA/2023/00581 Farnham Weybourne and Badshot Lea

Officer: Matthew Roberts

HALE FARM HOUSE, MONKTON LANE, FARNHAM GU9 9AA

Listed Building consent for repair works to sashes and glazing on front elevation windows.

Works must be approved by the Heritage Officer.

WA/2023/00686 Farnham Weybourne and Badshot Lea

Officer: Matthew Roberts

23 NEWCOME ROAD, FARNHAM GU9 9DJ

Erection of two storey and single storey extensions and alterations.

Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TD1 Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00708 Farnham Weybourne and Badshot Lea

Officer: Matthew Roberts

LONGBARROW NURSERIES, BADSHOT FARM LANE, BADSHOT LEA, FARNHAM GU9 9HY

Certificate of Lawfulness under Section 192 for erection of single storey side and rear extensions.

Farnham Town Council requests confirmation of the dwelling address to ensure this application is valid.

Farnham Wrecclesham and Rowledge

PRA/2023/00649 Farnham Wrecclesham and Rowledge

Officer: Matt Ayscough

THE BAKERY, 94 THE STREET, WRECCLESHAM, FARNHAM GU10 4QR

General Permitted Development Order 2015, Schedule 2 Part 3 Class MA - Prior Notification application for change of use of from commercial, business and service (Use Class E) to 1 dwellinghouse (Use Class C3).

No comment.

WA/2023/00647 Farnham Wrecclesham and Rowledge

Officer: Michael Eastham

LAND AT THE GRANARY, WRECCLESHAM HILL, WRECCLESHAM, FARNHAM

Erection of a dwelling.

Farnham Town Council is disappointed in the lack of resources at the Forestry Commission, based in Bucks Horn Oak bordering the same ancient woodland as this application, only providing generic guidance and not specific comment.

Confirmation is sought from Planning Officer Michael Eastham as to the conditions previously suggested by the Forestry Commission for refused WA/2021/03198.

Although the site is noted at 0.5ha, the majority of the site is in a designated Ancient & Semi-Natural Woodland (ASNW) and its buffer. Farnham Town Council objects to the 'urban creep' previously observed by the Forestry Commission.

Restrictions must be put in place to prevent urban creep, protect trees, tree roots and the ASNW and its buffer in this location.

WA/2023/00656 Farnham Wrecclesham and Rowledge

Officer: Planning Officer (01)

CASCINA, THE LONG ROAD, ROWLEDGE, FARNHAM GU10 4EB

Alterations to elevations; erection of an extension to existing single garage.

Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00691 Farnham Wrecclesham and Rowledge

Officer: Matthew Roberts

THE PINES, 11 THE AVENUE, ROWLEDGE, FARNHAM GU10 4BD

Erection of extensions and alterations including link extensions and alterations to existing detached garage to provide habitable accommodation; erection of a detached garage.

Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00664 Farnham Wrecclesham and Rowledge

Officer: Gillian Fensome

BEAR AND RAGGED STAFF, 48 THE STREET, WRECCLESHAM, FARNHAM GU10 4QR

Listed building consent for internal alterations to ground floor level.

Farnham Town Council raises objection to this application unless the alterations to this Grade II Listed building are approved by the Heritage Officer and confirmed compliant Farnham Neighbourhood Plan policy FNP6 Wrecclesham Conservation Area and its setting.

WA/2023/00707 Farnham Wrecclesham and Rowledge

Officer: Tom French

BEAR AND RAGGED STAFF, 48 THE STREET, WRECCLESHAM, FARNHAM GU10 4QR

Listed Building Consent for installation of signage and associated lighting; repainting of the exterior building.

Farnham Town Council raises objection to this application unless the alterations to this Grade II Listed building are approved by the Heritage Officer and confirmed compliant with Farnham Neighbourhood Plan policy FNP6 Wrecclesham Conservation Area and its setting and Farnham Design Statement guidelines.

WA/2023/00712 Farnham Wrecclesham and Rowledge

Officer: Simon Brooksbank

BEAR AND RAGGED STAFF, 48 THE STREET, WRECCLESHAM, FARNHAM GU10 4QR

Display of illuminated signage and associated lighting.

Located in a Conversation Area, the signage and illumination must be compliant with Farnham Design Statement guidelines, Farnham Neighbourhood Plan policy FNP4 Advertisements and FNP6 Wrecclesham Conservation Area and its setting.

5. Appeals Considered

There were none for this meeting.

6. Licensing Applications Considered

There were none for this meeting.

7. Surrey County Council Mineral, Waste, or Other Applications/Consultations

There were none for this meeting.

8. Public Speaking at Waverley's Western Planning Committee

The last meeting for the Western Planning Committee was held on 29th March 2023.

9. Date of next meeting

Monday 17th April at 9.30am.

The meeting ended at 11.05 am

Notes written by Jenny de Quervain

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FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 17th April, 2023

Place

Byworth Room, Farnham Town Council, South Street, Farnham GU9 7RN

Planning & Licensing Consultative Working Group Members Present:

Councillor George Hesse
Councillor John Neale
Councillor Tony Fairclough
Councillor George Murray
Councillor Alan Earwaker (Ex-officio)

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Fraser, Martin and Wicks.

In the absence of Councillor Fraser, Councillor Neale was nominated Chair by Councillor Hesse and seconded by Councillor Murray.

2. Disclosure of Interests

The Officer declared a non pecuniary interest to WA/2023/00758. Comments were formulated by Councillors.

3. Applications Considered for Key/Larger Developments

Farnham Bourne

WA/2023/00824 Farnham Bourne

Officer: Planning Officer (01)

EDGEBOROUGH SCHOOL, FRENHAM ROAD, FARNHAM GU10 3AH

Widening of Hillside Road at the junction with Frensham Road and widening of the entrance to the main car park within the school site.

Farnham Town Council notes the requirement for the widening of the access to allow for two lanes at the exit on to Frensham Road and safer drop-off/pick-up at the main car park. The proposed widening of the junction must be approved by Surrey Highways.

Farnham Castle

WA/2023/00723 Farnham Castle

Officer: Philippa Smyth

KINGSDOWN, CASTLE HILL, FARNHAM GU9 0AD

Application under Section 73 to vary conditions 1, 2, 7, 9, 10, 11, 12, 13 & 25 of WA/2021/02776 (approved plans, external materials, construction management plan, tree protection, construction details, drainage details, landscape & landscape layout) to allow alterations to design and layout.

No comment.

WA/2023/00758 Farnham Castle

Officer: Philippa Smyth

TINDLE HOUSE, HARTS YARD, WEST STREET, FARNHAM GU9 7GZ

Application under Section 73 to vary Condition 1 of WA/2020/0995 (approved plans) to allow alterations to design, layout, parking layout and alterations to elevations for Units 01, 02, 03, 04, 05, 06, 07 and 08.

It was noted that character features have being removed from the dwellings across the scheme. The proposed parking space in front of the commercial unit (fitness gym) will cause obstruction to footpath 85 and have a negative visual impact on the character of the footway section of Harts Yard when viewed from West Street.

Farnham Wrecclesham and Rowledge

NMA/2023/00732 Farnham Wrecclesham and Rowledge

Officer: Philippa Smyth

LAND TO THE SOUTH OF WRECCLESHAM HILL, WRECCLESHAM GU10 4JX

Amendment to WA/2022/00061 - Wording of Condition 1 as set out in the attached Cover Letter - changes to equipment locations/orientation on site. Better organisation of the equipment approved within the compound.

No comment.

4. Applications Considered

Farnham Bourne

CA/2023/00728 Farnham Bourne

Officer: Theo Dyer

COLCROFT, 6 MAVINS ROAD, FARNHAM GU9 8JT

GREAT AUSTINS CONSERVATION AREA WORKS TO AND REMOVAL OF TREES

Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure, especially in a Conservation Area covered by Farnham Neighbourhood Plan policy FNP5 Great Austins Conservation Area and its setting.

NMA/2023/00730 Farnham Bourne

Officer: Sam Wallis

12 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

Amendment to WA/2022/03198 - Removal of one window on the proposed east side elevation. Amend door style and position on the proposed rear elevation.

No comment.

NMA/2023/00735 Farnham Bourne

Officer: Tracy Farthing
GOLDHILL GROVE, GOLD HILL, LOWER BOURNE, FARNHAM GU10 3JH
Amendment to WA/2022/00407 for erection of extension and alterations to roofing and cladding

Farnham Town Council objects to this application as non-material due to the type of the proposed amendments.

PRA/2023/00767 Farnham Bourne

Officer: Sam Wallis

40 LODGE HILL ROAD, LOWER BOURNE, FARNHAM GU10 3RF

Erection of a single storey rear extension which would extend 5.52 m beyond the rear wall of the original house by for which the height would be 3.20 m and for which the height of the eaves would be 3.20 m.

Farnham Town Council raises objections to the negative impact on the neighbour with overlooking from the additional side windows against the boundary of no. 42.

WA/2023/00784 Farnham Bourne

Officer: Planning Officer (01)

KILN FARM COTTAGE, 3A WINSTON WALK, LOWER BOURNE, FARNHAM GU10 3LX

Alterations to existing outbuilding to provide a garage and separate store outbuilding.

Farnham Town Council raises objection to this retrospective application unless the garage is confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00785 Farnham Bourne

Officer: Planning Officer (01)

56 MIDDLE BOURNE LANE, LOWER BOURNE, FARNHAM GU10 3NJ

Alterations to garage to form habitable accommodation and erection of an outbuilding.

The proposed outbuilding is positioned only half a metre from the south and southeast boundaries. Farnham Town Council raises objection to this application unless the outbuilding is confirmed compliant with Residential Extensions SPD, LPP1 policy TDI Townscape and Design, Character CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD.

WA/2023/00830 Farnham Bourne

Officer: Planning Officer (01)

WAVERLEY FARM, WAVERLEY LANE, FARNHAM

Erection of a sanitary building; alterations to elevation to provide a storeroom; installation of solar panels on roof.

Farnham Town Council raises objection to this application unless the facilities are confirmed compliant with Farnham Neighbourhood Plan policy FNPI0 Protect and Enhance the Countryside with being Outside the Built-up Area Boundary, LPP1 policy TDI Townscape and Design, RE2 Green Belt, RE3 Landscape (AONB and AGLV), CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD.

Farnham Castle

Amendments received

Addition of 2.2m timber screening

WA/2022/02881 Farnham Castle

Officer: Sam Wallis

121 WEST STREET, FARNHAM GU9 7HH

Listed Building consent for construction of roof garden including installation of new internal staircase from ground floor to roof level together with associated works.

The Heritage Officer must be consulted. Farnham Town Council maintains its previous concerns over accessibility to the proposed new roof garden, with access being via a new internal staircase only. Installation of a stairlift must be included to allow all customers access to the new roof garden.

Amendments received

Addition of 2.2m timber screening

WA/2022/02882 Farnham Castle

Officer: Sam Wallis

121 WEST STREET, FARNHAM GU9 7HH

Construction of roof garden including installation of new internal staircase from ground floor to roof level and 3 parasols together with associated works.

The Heritage Officer must be consulted. Farnham Town Council maintains its previous concerns over accessibility to the proposed new roof garden, with access being via a new internal staircase only. Installation of a stairlift must be included to allow all customers access to the new roof garden.

WA/2023/00775 Farnham Castle

Officer: Planning Officer (01)

37 TOR ROAD, FARNHAM GU9 7BY

Certificate of lawfulness under section 192 for alterations to roof space to provide habitable accommodation including dormer to the rear roof and roof lights to the front roof together with two windows at the side of the gable wall.

No comment.

WA/2023/00799 Farnham Castle

Officer: Planning Officer (01)

BIFFA, 3 COXBRIDGE BUSINESS PARK, ALTON ROAD, FARNHAM GU10 5EH

Erection of bin container repair building and alterations to site access together with relocation of car parking and container storage.

No comment.

WA/2023/00808 Farnham Castle

Officer: Planning Officer (01)

BARN, 11 OLD PARK LANE, FARNHAM

Erection of a dwelling with vehicular access following demolition of existing barn and ancillary building.

Farnham Town Council notes that the Design and Access Statement incorrectly labels the west side as 'east'. As with the previously allowed scheme and subsequent granted scheme, objection is still raised to the overlooking of the host dwelling from windows in the west elevation.

WA/2023/00826 Farnham Castle

Officer: Planning Officer (01)

RANDALLS COTTAGE, CRONDALL LANE, DIPPENHALL, FARNHAM GU10 5DL

Erection of a link extension and alterations to elevations together with raised decking and associated works.

Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP10 Protect and Enhance the Countryside being Outside the Built-up Area Boundary, FNP16 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, RE2 Green Belt, RE3 Landscape (AGLV), CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD and has no negative impact on wildlife from the extensive glazing in the proposed link extension. Character must be considered against Farnham Design Statement guidelines.

Farnham Firgrove

WA/2023/00752 Farnham Firgrove

Officer: Planning Officer (01)

81 WEYDON HILL ROAD, FARNHAM GU9 8NY

Erection of extensions and alterations to elevations following part demolition of existing extension.

Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

Farnham Moor Park

WA/2023/00793 Farnham Moor Park

Officer: Planning Officer (01)

HIGHFIELD HEIGHTS FARM, GUILDFORD ROAD, RUNFOLD, FARNHAM GU10 1PN

Erection of one dwelling with access and associated works following demolition of an existing building.

Farnham Town Council notes the History and Constraints document is missing from the application. The planning history on this site must be considered when determining this application. The new dwelling must be compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP10 Protect and Enhance the Countryside, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD.

WA/2023/00797 Farnham Moor Park

Officer: Planning Officer (01)

44 STOKE HILLS, FARNHAM GU9 7TE

Erection of a single storey extension and alterations together with vehicular access and associated works.

Farnham Town Council raises objection to this application unless the extension is confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. The proposed alterations to the vehicle access must be approved by Surrey Highways.

WA/2023/00818 Farnham Moor Park

Officer: Planning Officer (01)

12 WYKEHAM ROAD, FARNHAM GU9 7JR

Erection of extensions and alterations.

Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD, LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD and the impact on the neighbour at no. 10 is considered. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00821 Farnham Moor Park

Officer: Planning Officer (01)

LAND ADJACENT TO 44 CROOKSBURY ROAD, FARNHAM

Certificate of Lawfulness under Section 192 for the erection of two storey rear and single storey side and rear extensions.

No comment.

Farnham Shortheath and Boundstone

NMA/2023/00727 Farnham Shortheath and Boundstone

Officer: Matthew Roberts

91A GREENFIELD ROAD, FARNHAM GU9 8TH

Amendment to WA/2022/01181 to replace the external render on the upper floors with cream/stone coloured cement fibre board cladding, with the lower ground floor remaining in a similar colour render, as per the original granted application.

No comment.

TM/2023/00768 Farnham Shortheath and Boundstone

Officer: Theo Dyer

WINDERMERE, APPLELANDS CLOSE, WRECCLESHAM, FARNHAM GU10 4TL

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 09/99

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure.

Farnham Weybourne and Badshot Lea

WA/2023/00722 Farnham Weybourne and Badshot Lea

Officer: Sam Wallis

12 NEWCOME ROAD, FARNHAM GU9 9DJ

Erection of extensions and alterations to dwelling and erection of detached garage following demolition of existing outbuilding (revision of WA/2022/02577).

Farnham Town Council notes that the previous scheme was granted permission on 14 December 2022. The extensions, alterations and detached garaged must be confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00819 Farnham Weybourne and Badshot Lea

Officer: Planning Officer (01)

89 WEYBOURNE ROAD, FARNHAM GU9 9EX

Erection of a single storey extension following demolition of existing garage and store.

Farnham Town Council raises objection to this application unless the extension is confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 6 Extensions, Residential Extensions SPD, LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

Farnham Wrecclesham and Rowledge

TM/2023/00780 Farnham Wrecclesham and Rowledge

Officer: Theo Dyer

BEECHPOINT, 2 GREYSTEAD PARK, WRECCLESHAM, FARNHAM GU10 4NB

APPLICATION FOR REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 09/01

Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure, replanting is necessary with suitable species in an appropriate location.

WA/2023/00776 Farnham Wrecclesham and Rowledge

Officer: Planning Officer (01)

4 POTTERS MEWS, WRECCLESHAM, FARNHAM GU10 4EG

Erection of a two storey extension and alterations to elevations.

Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 6 Extensions, Residential Extensions SPD, LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

5. Appeals Considered

There were none for this meeting.

6. Licensing Applications Considered

There were none for this meeting.

7. Surrey County Council Mineral, Waste, or Other Applications/Consultations

There were none for this meeting.

8. Public Speaking at Waverley's Western Planning Committee

The last meeting for the Western Planning Committee was held on 29th March 2023.

9. Date of next meeting

To be confirmed.

The meeting ended at 10.40 am

Notes written by Jenny de Quervain

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