



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 25th April, 2024 at 6.00 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 25th April, 2024, at 6.00 pm** in the Council Chamber - Farnham Town Hall. The Agenda for the meeting is attached. The meeting will be followed by a **Meeting of Council acting as the Trustee of the Farnham South Street Trust at 7pm**, or at the conclusion of the Council meeting whichever is later.

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: 25 April 2024

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



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Council Chamber - Farnham Town Hall, South Street, Farnham

Prayers

Prior to the meeting prayers will be said in the Council Chamber by the Revd David Uffindell, Rector of Farnham. 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 David Beaman, Alan Earwaker, George Murray, Tony Fairclough, George Hesse, Andrew Laughton, Mark Merryweather, Kika Mirylees, John Ward, and Graham White.*
- (iii) *The following councillor has made a general non-pecuniary interest declaration in relation to being a councillor of Surrey County Council: Cllr Michaela Martin;*
- (iv) *Members are requested to make any 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

(Pages 7 - 16)

To sign as a correct record the minutes of the Farnham Town Council meeting held on 24th March 2024 at Appendix A.

4 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.

5 Town Mayor's Announcements

To receive the Town Mayor's announcements.

6 Questions by Members

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

Part I - Items for Decisions

7 Working Group Notes (Pages 17 - 28)

- 1) To receive the notes and any recommendations of the following Working Groups:
 - i) Community held 27th March 2024 **Appendix B**
 - ii) Strategy and Resources held on 15th April 2024 **Appendix C**
- 2) To receive a verbal update on any relevant matters from the Environment Working Group.

8 Approval of End of Year Accounts 2023-24 (Pages 29 - 76)

The following papers are to be read in conjunction with the minutes of the Strategy and Finance Working Group held on 16th April 2024 and are for formal approval by the Council prior for submission to the External Auditor. These documents were previously circulated to all councillors ahead of the Strategy & Resources Working Group.

- i) To receive a report on the 2023/24 Outturn **Appendix D**
- ii) To receive the 2023/24 Income and Expenditure Outturn **Appendix E**
- iii) To consider the final Internal Auditor's Report for the Year Ended 31 March 2024 and accept the issues raised **Appendix F**
- iv) To receive and agree the draft Report and Financial Statements for 2023/24 and earmarked reserves at 31st March 2024 **Appendix G**
- v) To approve the Annual Governance Statement (Section I of Annual Governance and Accountability Return) **Appendix H**
- vi) To approve the variances between 2022/23 and 2023/24 Annual Returns **Appendix I**
- vii) To approve the Annual Governance and Accountability Return for the Year Ended 31st March 2024 for signature and submission for External Audit at **Appendix H**

9 Planning and Licensing Applications (Pages 77 - 94)

To receive the minutes of the Planning & Licensing Consultative Group meetings held on 18th March and 8th and 22nd April at **Appendices J, K and L.**

10 Appointment of Working Groups 2024/25 (Pages 95 - 102)

To elect Working Groups, Task Groups and Panels in accordance with Standing Orders 15 at **Appendix M**

11 Appointment of Representatives to External Bodies 2024/25 (Pages 103 - 106)

To appoint representatives who will attend external bodies and report back to the Council on matters of interest at **Appendix N**

Part 2 - Items to Note

12 Actions taken under the Scheme of Delegation

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

13 Reports from Other Councils

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

14 Reports from Outside Bodies

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

15 Date of Next Meeting

The next meeting is the Annual Meeting of Council and Mayor Making on Thursday May 9th at 6pm.

16 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

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

- I. Waverley Lane Statutory Challenge Update

Council Membership:

Alan Earwaker (Mayor), David Beaman, Mat Brown, Sally Dickson, Tony Fairclough, George Hesse, Chris Jackman, Andrew Laughton, Michaela Martin, Brodie Mauluka, Mark Merryweather, Kika Mirylees, George Murray, John Ward, Graham White and Tim Woodhouse