



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



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 25th April, 2024 at 6.00 pm

Place

Council Chamber - Farnham Town Hall, South Street, Farnham

Prayers

Prior to the meeting prayers will be said in the Council Chamber by 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

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FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

6.00 pm on Thursday 14th March, 2024

Place

Council Chamber - Farnham Town Hall

Councillors

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

Officers Present:

Iain Lynch (Town Clerk), Iain McCready (Business and Facilities Manager)

There were 2 members of the public and no members of the press in attendance.

Prior to the meeting, prayers were said by Pastor Michael Hall of the Wey Church. The Mayor handed over to the Deputy Mayor, Cllr Brodie Mauluka to chair the meeting.

C106/23 **Apologies**

All councillors were present.

C107/23 **Disclosures of Interest**

The Town Clerk advised that he was a former Director of and saver with Boom Community Bank.

Cllr Fairclough, Cllr Merryweather and Cllr Mirylees declared interests as Executive members at Waverley Borough Council.

Cllr Ward declared an interest as his wife was a Trustee of Abbeyfield Housing Association and left the Chamber for items 5.4 and 5.5 of Appendix C.

C108/23 Minutes

The Minutes of the Council meeting held on 25th January 2024 were approved for signature.

C109/23 Questions and Statements by the Public

Goodman asked the following statement:

“Farnham town council has been at the heart of the Farnham Infrastructure Programme ever since the pollution summit five years ago. One of the key objectives of the programme was to reduce the illegal air pollution levels in central Farnham. I would be grateful if you could tell me how the proposed build works costing more than £10m that will be starting later this year are going to reduce air pollution levels in the town centre”.

In response, Cllr Beaman advised that there would be a discussion on the Farnham Infrastructure Programme later in the agenda and that if all the measures were implemented, it should improve the environment significantly.

C110/23 Town Mayor's Announcements

The Mayor recorded with sadness the passing of Roger Steele. He was a hardworking servant of Farnham who served as a councillor on both Waverley and Farnham making a valuable contribution in many areas including the Farnham Neighbourhood Plan and the Farnham Building Preservation Trust.

The Mayor congratulated everyone involved in the Farnham Literary Festival this year. He drew attention to the particular contributions of Cllr Kika Mirylees, Oliver Cluskey and Sue Keogh for shaping and delivering of the Festival ably supported by colleagues and a huge team of volunteers.

The Mayor had been privileged to attend the spectacular 40th anniversary concert and celebration of the Farnham Youth Choir in Holy Trinity Church, Sloane Square with attendees from the whole lifespan of the choir. It was a clear demonstration of why Farnham Youth Choir was going to World Choir Games.

The Mayor highlighted the incredible performance of Farnham Town Football club this year and the fact that they now hold the record for the longest run of consecutive wins, 25, by any team in the English football leagues.

The Mayor announced that Fiona Byrne, the first Artist in Residence, funded by the Farnham South Street Trust, had been incredibly busy and was holding an informal Open Studio. Her finished commission would be the first piece in a collection of the work of World Craft Town Artists in Residence over the next five years.

The Mayor advised that the RNLI Farnham branch were holding a celebration of the 200th year of the RNLI. It was he said an amazing volunteer organisation giving their time to save the lives of others.

Finally, the Mayor invited all electors to attend the annual Town Meeting of electors taking place in the Bush Hotel on Monday 22nd April at 6.30pm.

The Deputy Mayor added that he had been able to represent the Mayor at the Farnham's Got Talent event which was excellent.

C111/23 Questions by Members

Councillor George Hesse had submitted the following question concerning vehicles continuing to speed through the Town Centre's 20mph Zone and the risk to the safety of pedestrians. "Would colleagues support making an official request to Surrey County Council for the installation of the following crossings and a safety improvement:-

1. Reinforcing the need for the previously approved Longbridge Crossing which could be a Belisha Beacon with a speed calming raised table;
2. A new shrouded Belisha Beacon crossing on West Street between Mead Lane and Potters Gate, incorporating a speed calming raised table.
3. A proposal to have incorporated into the Major Road Network stage of the Farnham Infrastructure Program, the installation of a new shrouded Belisha Beacon crossing between the traffic island on the North side of Farnham Station to the opposite kerb, adjacent to the bus shelter, incorporating a speed calming raised table (subject to any complete re-design of the area).
4. Old Park Lane. A new pedestrian crossing at the informal crossing point between Old Park Lane and the Farnham Castle side of the A287 which is dangerous. This was raised as part of the initial FIP consultation.

In response, Cllr White said that the question would be considered by the next meeting of the Infrastructure Planning Group and advised that the question raised questions of pedestrian safety at other locations in Farnham which other members may wish to raise for their own wards. Sites not already earmarked could be included for the Waverley review of the Infrastructure Development Plan.

C112/23 Working Group Notes

I Environment Working Group

- a) Cllr Brown introduced the Notes of the Environment Working Group held on 28th February. He said the meeting had started with an amazing presentation by Alister Young of the volunteer Water Rangers who test water quality in and around Farnham. It had been eye-opening disturbing and optimistic.

The group had proposed catching water from FTC buildings and encouraging others to do the same to help with watering town centre floral displays.

It was RESOLVED unanimously that

- i) **Water butts and irrigation systems be sourced to help with the watering of the seasonal floral displays and businesses and residents be encouraged to adopt the same approach;**
- ii) **Water testing kits be purchased for schools (3 sets) and individual volunteers (6 sets) at a cost of £1,500 from the 2023-24 Community Initiatives budget.**
- b) Council noted the training that had taken place for councillors and staff on the new biodiversity legislation and received an update on the allotment liaison meeting and dates for the year ahead.
- c) Cllr Brown advised that the Allotments Liaison Group meeting had been very good and the group had accepted the rent increase from October 2024 and also agreed that the insurance policy was required.
- d) Cllr Brown provided an update on works taking place on parks and open spaces and Council noted the top up graffiti programme that continued. He said that the Green flag entries had been submitted and judging was awaited.
- e) The proposed dates for the installation of names of the Notable Names of Farnham wall were agreed and

It was RESOLVED unanimously that Alan Mitchell, (1922-1995) Internationally acclaimed Tree expert and Dendrologist be included on the Notable Names of Farnham wall.

- f) Council received the dates for Farnham in Bloom 2024 and welcomed the nomination of Farnham as a Finalist in the town and city centre category of RHS Britain in Bloom. Council noted that former councillor Pat Evans had been elected as chair of the FIB Community Group.
- g) Council noted the latest position with the cemeteries service which was working smoothly.

Cllr Dickson thanked the outside workforce team for the removal of graffiti in north Farnham, although noted that those doing it would come back.

2 Strategy & Resources Working Group

Cllr White introduced the Notes of the Strategy & Resources Working Group held on 5th March at Appendix C to the agenda. He advised that the potential end of year financial outturn had been considered noting that income was above budget and expenditure was running slightly under budget and that not all commitments may be implemented in the current year. In response to a question by Cllr Beaman, the Town Clerk advised that the small write off had been processed in accordance with the Financial Regulations and Council noted there would be an adjustment to the allotments income for those who had terminated their sites late.

- i) Cllr White reported that the Working Group had considered a proposal from Boom Community Bank to support the launch of a no-interest or low interest loan scheme to help those facing hardship and avoid the need for people to take out loans from loan sharks at exorbitant rates of interest. Council noted one of the benefits of the Boom Community Bank was its financial literacy education programme and its requirement for borrowers to become savers to help create financial resilience. The Working Group recommending supporting a pilot No Interest Loan Scheme for Farnham residents as it would help with the ongoing financial crisis and supplement the work done by the Farnham Support Fund with its hardship grants and fuel poverty payments. The contribution, effectively a grant would be governed by a formal agreement. The Working group also recommended that Farnham Town Council opened a savings account with Boom Community Bank with an initial deposit of £15k.

Cllr Dickson expressed reservations about the proposals and asked for confirmation, which was given, that the Community Bank was regulated by the FCA. She did not support the idea of a loans scheme and was concerned that the deposit investment was too high a risk for taxpayers' money. Cllr Mirylees and other councillors who had been part of the Strategy & Resources discussion advised that it was a unanimous recommendation from the Working Group who felt it was a very good scheme as it help some of the poorest in the community with a no-interest loan but also helped educate people on financial matters. Cllr Merryweather agreed and advised that Boom was a not-for-profit bank and deposits were covered by the financial compensation scheme (although Council noted this did not apply to the town Council as it invested more than £500k annually).

It was RESOLVED, with 15 votes in favour and one against, that Farnham Town Council:

- 1) Opens a savings account with Boom Community Bank with an initial deposit of £15,000;**
- 2) Supports the creation of a No-Interest Loan Scheme (NILS) for Farnham with a contribution of £15,000 for the pilot; and**

3) Authorises the Town Clerk to finalise the parameters of the NILS project in Farnham with Boom Community Bank.

- ii) Council noted that a review of banking arrangements was taking place and a further report would go to Strategy & Resources.
- iii) Cllr White outlined progress on a number of contract and assets issues set out in the Notes of the meeting including 2023-24 pathway improvements advising that quotation prices had increased significantly from the previous year. A further price was awaited.

It was RESOLVED unanimously that the works in Gostrey Meadow progress subject to a maximum cost of £16,950 and that the tender be let to the most economically advantageous tender.

- a) Council noted that there had been further discussions with Surrey CC and Waverley Hoppa for an electric charging point at the Council offices (with all costs funded by Surrey) to charge two vehicles overnight and one during the day.

It was RESOLVED unanimously that the installation of charging points suitable for charging the Hoppa Connect vehicles overnight be agreed subject to a contract and costs payable by Surrey CC.

- b) Council noted that the renewal of the insurance had increased significantly to c£20,000 and officers were in discussion with Zurich on adapting the long-term agreement.

Cllr Ward left the Chamber at this point.

- c) Cllr White reported that a request by the Abbeyfield Wey Valley Society for the lease of a piece of land at Farnham Riverside had been consider (papers at Appendix G to the Working Group agenda). Officers had visited Wey Valley House regarding the proposed extension of its garden following some redevelopment works. Iain McCready advised that the piece of land to the North East (Area A coloured blue) would not interfere with plans for the area (subject to a final measuring of the extended request and there being no access from the FTC land) but the land requested adjacent to the river (Areas B and C) could cause problems for the Walk and Stride widening which had been agreed for the Brightwells Yard Scheme. He also advised that some temporary repairs to the path were being implemented pending the park and stride work on the footpath widening.

Cllr Fairclough proposed, seconded by Cllr Merryweather, that the first area should be leased but that the other areas should be deferred for further consideration.

It was RESOLVED unanimously that:

- 1) Officers pursue a lease for a rectangular piece of land to the North East, to be coterminous with the Abbeyfield lease from Waverley for Wey Valley House (believed to be 85 years);**
- 2) The additional land request be deferred.**

- d) Cllr White reported that the Working Group discussed the general issue of registering unadopted land that had an amenity value for the local community. This had arisen as a result of the improvements required to the access to the allotments at Six Bells, and the plans by Abbeyfield Wey Valley to register a piece of land by

Farham Riverside which was being cleared by them to create a car park. Cllr White advised FTC had taken on the land along Farnham Riverside to improve it as an attractive green space and improve the biodiversity. It had initially been considered it might also include the piece of land in question, with a historic footpath over it, but ownerships in this area were complex. At the Working Group some councillors wondered if a compromise might be available for a smaller footprint to be made available with the land retained for biodiversity whilst others thought that a car park was unnecessary as the Care home was next to a large public car park. Cllr Dickson, supported by Cllr Murray felt that the loss of this very diverse area was a really bad idea. Cllr Merryweather advised there was plenty of car parking in the Riverside Car Park and this should be used rather than tarmacking a piece of countryside whilst Cllr Fairclough suggested officers at Waverley may be able to help with obtaining permits.

It was RESOLVED unanimously that Farnham Town Council:

- 1) Reviews unregistered public amenity land that has community or environmental benefits and registers appropriate sites to be retained in public ownership.**
- 2) Objects to the loss of the green corridor next to Farnham Riverside and seeks to register the land for public ownership.**

Cllr Ward returned at this point.

iv) Farnham Infrastructure Programme.

Cllr Beaman reported on the FIP discussion at the Working group and advised that the clock was ticking. Work at Water Lane had started and there was a mapping of utilities in the town centre. He advised that the next FIP Board meeting was taking place on 22nd March, and the papers had already been circulated. He advised that the example paving had been delivered to the Town Hall for members to review at the next Infrastructure Planning Group.

v) Neighbourhood Plan

Cllr Martin updated Council on the current position with the Local Plan and neighbourhood Plan. Waverley had held a briefing for town and Parish Councils on 15th March, and the next Infrastructure Planning Group meeting would be on 26th March. Council noted FTC had commissioned some mapping layers for the Urban Capacity Study; and the Planning advisor to progress several tasks to the end of March.

vi) Younger People Task Group

Cllr White advised that SLA meetings for the new activities were being held in week commencing 25th March. In particular, clarification on who would provide the services in Wrecclesham would be determined. Council agreed the monies between Hale and Wrecclesham would be broadly split equally and the other allocations would be as per Council decisions in January now the issues around 40 Degreez delivery had been settled. Cllr White said the expectation was the primary deliverers in the first year would be 40 Degreez and Hale with discussion required for the provision in Wrecclesham, whether club based or outreach.

Cllr Murray asked about the timeline for decision making. After discussion about whether the decision needed to go back to full Council, it was agreed that giving clarity to funded organisations as soon as practicable was important and the decisions following the SLA discussions would be under scheme of delegation to Town Clerk, advised by the Younger People's Task Group, to which all councillors would be invited to participate. In response to a question about experience of the panel making the decision, the Mayor advised he had thirty years experience including

as a Trustee of the YMCA and the Deputy Mayor had a long career as a senior youth worker in Hampshire.

vii) **Consultations**

a) **Waverley Economic Development Strategy & Action Plan.**

Cllr White introduced the comments of Strategy & Resources, noting disappointment that the town and parish councils had not been involved earlier in the process but welcoming the approach of the documents. In particular, the emphasis on the creative sector was good for Farnham with the World Craft Town designation and the importance of the University for the Creative Arts was welcomed since it is the largest entity in the Borough. The proposal for 'Maker spaces' centred around Farnham, with a focus on activating underutilised public assets and retail units to create a new network of workshops and makerspaces that encourage creative entrepreneurialism and attract inward investment fits with FTC agreed priorities.

The review of Council-owned assets to be used to 'provide low cost business space' was supported as it would strengthen the World Craft Town programme and incubator spaces for UCA graduates. 'Low-cost' was important as traditional makers could not afford to rent space in Farnham.

In addition to supporting traditional craft maker spaces, the strategy identified the need to tap into the digital world by creating a new 'video Games incubator Centre' and supports the move to digital and media that UCA have made. Council noted Waverley would need to understand the reasons why the digital gaming centre in Aldershot did not go ahead.

In terms of gaps, there should be more on events and the visitor economy. WBC has a fantastic asset in Farnham Park that could and should be used for larger for Events/Festivals. There were also opportunities to use SCC assets such as Brightwells Yard and the Library as economic drivers with, potentially, a creative hub – including incubator space alongside maker spaces, café and an expanded 'National craft Museum' (with the craft study centre involved).

Council noted there was an opportunity lost in the documents as much of the resource indicated seems to be only 'officer time'. There is concern with staffing reductions and other pressures that this may limit the potential achievements in the action plan.

It was RESOLVED unanimously that Farnham Town Council agrees the comments and welcomes the new strategy & action plan.

i)

b) **Waverley Public Space Protection Order (PSPO)**

Council noted an initial comment had been sent to Waverley suggesting FTC land where there were incidents of drugs and anti-social behaviour be added. In response, officers had been advised that this was only an extension to the existing PSPO, and town and parish council and other land would be considered later in the year.

3) **HR Panel**

Cllr Ward, Chair of the HR Panel outlined matters set out at Appendix D. Two Appeal/Grievance panels had been appointed comprising Cllrs Mirylees, Ward and Woodhouse, and Cllrs Brown Jackman and White. It was hoped these would not be required to meet.

The Panel had received the latest staffing structure and gradings for all staff and an update of the Staff handbook and noted that the grading review was about to be undertaken with the expectation that there would be some movement for some staff as job roles had changed since the previous review in 2018.

Council noted and agreed the new hours for the offices to be open to the public for in person visits which would be from 10am to 4.30pm daily to allow for staff meetings and training, with telephone enquiries and electronic communications dealt with from 9am.

Council noted the outside workforce hours were returning to standardised hours and that the HR Panel had agreed some specific matters relating to individual staff contracts and been briefed on vacancy recruitment.

C113/23 Planning and Licensing Applications

Cllr Laughton introduced the minutes of the Planning & Licensing Consultative Group meetings held on 5th and 19th of February, and 4th March at Appendices E, F and G to the agenda.

The first meeting had a presentation from Villages against Warehouses against an 80 acres industrial park at the M3/A287 interchange. FTC support the concerns over the lack of infrastructure and location.

An application for 6 dwellings in Frensham Vale requiring 200 trees to be removed was objected to as it was out of character and not in accordance with the Neighbourhood Plan.

The Consultative Group received a presentation on initial ideas for developing the former South Street Club/Liberal Club designed by Lutyens.

Concern was expressed over the Holt Pound outline plan. Initially 19 homes were assessed as being appropriate but now a scheme with 50 had been promoted. It was felt this was too much for the local area.

Cllr Laughton reported that the proposed cemetery in Farnborough Road had been turned down by Waverley Planning Committee on grounds of high traffic flow at a pinch point and that it was out of character for the area and contrary to the Neighbourhood Plan.

Council noted that a public consultation was being held for the proposed Hawthorns development of 65 homes and a presentation would be made to the Town Council.

C114/23 Actions taken under the Scheme of Delegation

There were no additional items to report.

C115/23 Reports from Other Councils

Cllr Martin reported that Frimley Park hospital was due for rebuilding by 2030 and Surrey were reviewing the best site option.

C116/23 Reports from Outside Bodies

There were no matters reported from outside bodies.

C117/23 **Date of Next Meeting**

The next meeting was agreed for Thursday April 25th at 6pm.

The Mayor closed the meeting at 8.30 pm

Chairman

Date

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FARNHAM TOWN COUNCIL

B

Notes Community Working Group

Time and date

1.00 pm on Wednesday 27th March, 2024

Place

Council Chamber - Farnham Town Hall

Community & Culture Working Group Members Present:

Councillor Alan Earwaker (ex-Officio)

Councillor Andrew Laughton

Councillor Brodie Mauluka

Councillor Kika Mirylees

Officers: Oliver Cluskey and Iain Lynch (Town Clerk)

1. Apologies

Apologies were received from Cllr Dixon.

2. Disclosures of Interests

None were made.

3. Notes of the last meeting

The notes to the last meeting were agreed.

4. Recent Events

Members discussed previous events:

a) Music in the Vineyard

The January and February events had been up to capacity at the Vineyard Centre and there had been good feedback from those who attended. The March date had not been scheduled due to a clash with Easter Sunday.

b) Farnham Literary Festival

Members discussed The Literary Festival which was held between 1st and 10th March 2024.

Members were informed that an estimated 1500 bought tickets to events with a further 2000 children participating in the Schools programme. Feedback from public and authors was extremely positive. Popular events had been performance based, panel events, celebrity guests and 'influencers'. The Festival had been successfully completed within budget.

Members noted the disappointing challenges faced dealing for the Farnham Castle History Day. It was agreed that the Lead Member would contact the Chairman of the Farnham Castle Trust. Members were also disappointed that the Maltings had not offered more events for the Castle.

Highlights included:

School's Programme and youth events:

- 2,000 children and 9 Schools in Farnham received author visits.
- There was a number of workshops/storytime sessions for those aged between 2 and 16.

Sold Out Events included:

- Author Talk: Hugh Bonneville
- Author Talk: Louise Boyce
- Performance: Rudyard Kipling – Something of Myself performed by Jonathan Jones
- Panel: Let's Talk About the War – Oxfam Books & Music
- Movie Night: Blue Bear Bookshop – Slumdog Millionaire
- Author Talk: Local Authors at Farnham Library (60)
- Pub Quiz
- Performance: Macbeth: – A Quantum Theatre Production. Frensham Heights.

13 Events were held in the Farnham Council Chamber.
5 competitions took place.

Members were informed that the current co-ordinator, Sue Keogh would not be continuing in the role. Members thanked her for her hard work over the last 3 years.

Members suggested graphic artbooks, political cartoonists and illustrators for 2025.

c) Vegan Market - 17th March 2024

The Vegan Market was well attended and many stalls had sold out of goods. There had been no complaints from residents regarding access.

5. Future Events and Projects

a) Walking Festival Saturday 11th May – Sunday 2nd June

Members were informed that despite efforts, no volunteer co-ordinator or walk enthusiast had been found to help support the Festival. Over 20 walks had been confirmed to date with over 30 targeted.

The Events Manager suggested that Councillors could lead walks in their own wards offering the chance for constituents to meet their councillor and discuss any issues in a social environment. This was agreed. **Cllrs Laughton and Mirylees offered to help co-ordinate** as the print deadline was impending.

Ukraine Day – 12th May

Members were informed that there was a Ukraine Day event planned in Gostrey Meadow on 12th May supported by Farnham Town Council. The day would have music and activities funded by a previous donation (in the reserves).

b) Sustainability Festival – 19th May

Members were informed that 30 stalls had been confirmed.

c) Music in the Meadow

Members were informed that the Band and Charity spaces were almost complete (list in the agenda).

Members discussed the Folk day on 23rd June and suggested a May pole could be hired from The Wyke School in Normandy. **Events Manager to make contact.**

Date	Band	Charity
26-May	Missy Nelson Band	TBC
02-Jun	Vic Cracknell Swing Band	Farnham Lions
09-Jun	Stem	Farnborough and District Samaritans
16-Jun	The Replays	Hale Community Centre
23-Jun	Farnham Folk Day	Abbeyfield Wey Valley Society
30-Jun	Proms and Pop in the Park	Woodlarks
07-Jul	Kindred Spirit	Farnham Andernach Friendship Association
14-Jul	Revivals	4th Farnham Tongham Scouts
21-Jul	Fabulous Funky Funks	Hedgehogs
28-Jul	Young Artist Showcase	Farnham Assist
04-Aug	Hollie Hunt	Bake, Natter and Roll WI
11-Aug	World Music Day	Farnham Fundraising Group for Marie Curie
18-Aug	Squeezebox	St Peter's Church
25-Aug	TBC	Friends of guiding in Hale
01-Sep	TBC	Brightwells Gostrey

d) Chillout Picnic

The alternative 'Ibiza Chillout' Dj dates were confirmed as:

18th May, 15th June, 20th July, 17th August

e) D-Day Celebration – Thursday 6th June

Proposed schedule was:

8am – Proclamation by Town Crier in Castle Street

11am – Wreath laying with School children

7.30-9.15pm Beacon Lighting and event in Gostrey Meadow

Members discussed the evening event to be held in Gostrey Meadow between 7.30pm and 9.15pm which would end with a beacon lighting. Initial suggestions were to have music in the band stand, Beacon lighting on the Bowling green and old clips of BBC radio being played before the lighting of the Beacon. Members suggested an 'Andrews sisters' band, siren sounds and searchlights. Official celebrations included a fish and chip supper (as it was National Fish and Chips day). **Local Fish and Chip shops would be contacted.**

Beacon

Members discussed the possible choices:

- 1) Farnham Society Brazier. Farnham Society had hoped to install a brazier in Farnham Park but were not permitted. Members suggested the **Events Manager contacted Richard Hunt to discuss.**
 - 2) Official 80th anniversary Gas fuelled Beacon (Purchase price was £549 + VAT).
 - 3) Use existing gas fuelled brazier.
- f) Proms and Pop in the Park – Sunday 30th June
Woking Wind Orchestra had been confirmed. A Taylor Swift Tribute act had been provisionally pencilled in and members agreed to **proceed with booking.**
- g) West Street Market
Confirmed dates were:
Antiques and Brocante: April 14th, June 9th
Arts and Craft: May 19th, October 20th
Ethical Vegan market: July 21st
- h) Film and Gaming Festivals
Members discussed the possibility of co-ordinating a Film and Gaming Festival. Members agreed that they should be separate festivals rather than combined. Members agreed to put a recommendation to council regarding funding although capacity was considered to be limited with the amount of events currently in the calendar. Members agreed for officers to progress with establishing potential partners and proposed September 2025 for the date. Officers had already met with Reel Cinema who were keen to be involved. Cllr Laughton offered support.
- A Gaming Festival was also discussed with potential external contributors suggested.
Officers to progress.

6. World Craft Town

Fiona Byrne Residency

Members were updated on the Craft Town Residency which took place between 19th February and 15th March. The residency, funded by the South Street Trust was the first of its kind for Farnham World Craft Town, and deemed to be a huge success. A film of the month was being edited and due to be finished mid-April. The final piece, created by Fiona Byrne and gifted to the South Street Trust, was due to be exhibited in the Craft Study Centre. The intention was for it to be exhibited elsewhere as well. It would be the first in a collection made by future resident artists on an annual basis.

Lantern Festival

The Events Manager informed Members that plans were underway organising a Farnham Lantern Festival for October 2024. The artist, Anna Accalio had been approached to create lantern templates and lead workshops with community groups. Further funding would be required and an application to the South Street Trust was being made as it was a community focussed project that required funding for materials and tutoring. It was suggested that the event should be held

on 31st October to mark the end of craft month, which would also be after the clocks went forward and the week of Diwali.

7. BID

Members noted that the BID Manager was yet to be confirmed. A loan agreement was yet to be received by FTC and the Bid Board were still waiting for the Waverley BC operating agreement.

8. Sponsorship

Members noted the final sponsorship position for 2023-24.

Confirmed sponsors for 2024-25 were:

Principal Summer £3000: Kidd Rapinet

Food and Drink Festival: Gold £1,000: Kidd Rapinet

Food and Drink Festival: Gold £1000: Bush Hotel

Christmas Market Gold £1,000: Kidd Rapinet

Farnham Literary Festival: Panels sponsorship £500: Moonflower Books

Members noted the current position for 2024-25 and other discussions underway.

Christmas Lights:

It was suggested that a task Group was set up regarding the Christmas Lights which were due to be tendered. Members suggested more lighting could be considered further down West Street near the Museum.

9. Budget

Members noted that there would be potential adjustments to the budget at year end but were pleased to see it was in a very healthy position.

Civil War Event:

Members discussed the proposed Civil War Event on Farnham Park but agreed that there was no budget allocated this year and no capacity to add to the programme. It was suggested to re-consider next year once a proposal had been received.

10. Community Update

SLA Agreements:

Positive meetings had been held with 40 Degrees and The Jubilee Church. A meeting was scheduled with Hale Community Centre. SLA agreements were to be agreed next week.

Community Working Group name change:

Members agreed to change the name of the group to Community and Culture Working Group.

The meeting ended at 5.30 pm

Notes written by Oliver Cluskey

Date of next meeting 5 July 2024

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FARNHAM TOWN COUNCIL

C

Notes

Strategy & Resources

Time and date

2.00 pm on Tuesday 16th April, 2024

Place

Council Chamber - Farnham Town Hall

Strategy & Resources Members Present:

Councillor David Beaman
Councillor Mat Brown
Councillor Alan Earwaker (ex-Officio)
Councillor Tony Fairclough
Councillor Andrew Laughton
Councillor Graham White (Lead Member)

In attendance:

Councillor Chris Jackman
Cllr George Murray

Officers:

Iain Lynch (town Clerk), Jenny de Quervain (Civic and Planning Officer (part))

1. Apologies

Apologies were received from Councillors Hesse, Martin and Mirylees.

2. Declarations of interest

Cllr Fairclough and Cllr Murray made a declaration as Portfolio holders as Waverley Borough Council.

3. Minutes

The Notes of the meeting held on March 5th were agreed.

4. Finance Report

Cllr White introduced the 2023-24 finance report highlighting the End of Year Finance papers at Appendices B to J on the agenda.

- 1) The Working Group noted the activities of a busy year set out in Appendix B and that there had been a positive outturn in the accounts with the overall income position at £1,809,072 (against a budget of £1,623,750) whilst expenditure was £1,667,867 (against a budget of £1,643,750) resulting in a small positive surplus of £34,254 of income over expenditure after specific funding (eg CIL) had been allocated to the earmarked reserves.
- 2) The Working Group noted the position on Debtors set out at Appendix D noting and that none were cause for concern.
- 3) The Working Group received the Internal Auditor's letter and report at Appendix H following the end of year audit and received the draft Report and Financial Statements which included the detail of earmarked reserves and grants distributed during the year noting that the General Reserve stood at £505,765 representing about 36% of the precept level, within acceptable levels for a Council of the size of Farnham.
- 4) The Governance Statement was agreed and the Draft Annual Return for 2023-24 was agreed for recommendation to Council.
- 5) The list of Standing Orders and Direct Debits for 2024/25 attached at Appendix K to the agenda was agreed for approval by Council.
- 6) The request for continued support for the Children's Business Fair through the provision of gazebos and tables was agreed, noting that the level was above the normal approval in the Small Grants Scheme (with an internal transfer made between the grants and income budget to reflect the support given) but the application for Sight for Surrey was not supported on this occasion although a future application would be welcomed.
- 7) Cllr White proposed a vote of thanks to the Responsible Financial Officer and the finance team (Sarah Cross and Claire Connell) for the thorough and efficient way in which the accounts were managed and for the detailed papers provided.
- 8) Cllr Fairclough observed that the year ahead would be challenging with some £360K of income to be achieved (in addition to the precept).

Recommendations to Council

It is recommended that:

- 1) The report on the 2023-24 finances be adopted;**
- 2) the 2023-24 Outturn be welcomed;**
- 3) the Annual Governance Statement (Section I of the Annual Governance and Accountability Return, page 4) be approved;**
- 4) The Internal Auditor's report be welcomed and the recommendations agreed;**
- 5) The updated Asset Register be approved;**
- 6) The Report and Financial Statements including the general and earmarked reserves for 2023-24 be adopted for signature;**
- 7) The variances list for the Annual Return be agreed;**
- 8) The Annual Governance and Accountability Return and associated papers be approved for signature and submission to the External Auditor.**

5. Timetable of meetings for 2024-2025

There were no changes proposed to the draft Timetable of Meetings for 2024-25. It was noted that timings may be adjusted to suit the new Task Group and Working Group memberships. Members were reminded that only the official invitations to meetings from Customer Services should be circulated since the staff team could not remove invitations sent by other councillors if dates or times changed.

6. Contracts & Assets update

The Working Group considered a number of Contracts and Assets matters.

1. A Hands Turn.

Councillors noted the current position with the planning application for the *A Hand's Turn* installation and discussed representations that had been raised by local residents. It was noted that the planning application was submitted because of the uncertainty of the planning position following earlier complaints by residents at Hawthorn Lodge. The intention had always been that it would be a temporary installation but it had not been possible to submit a temporary application.

The Working Group confirmed that, irrespective of the outcome of the planning application, the location of the Installation would be further reviewed, noting that any future location was also going to require a further planning application. The Working Group also noted that the artists' information about the sculpture had been circulated to all councillors and submitted to Waverley as supplementary information explaining that the work was designed specifically for that location following a public competition.

There were clearly mixed views on the installation in terms of the design and location and Councillors also considered the noise issues that had occurred and that there were suggestions for muffling the sound in future and for more informative signs about the installation. The Working Group considered whether it was appropriate to recommend withdrawing the planning application but felt on balance it was better to let the application run its course and then review the next steps for the temporary installation.

2. Gostrey Meadow

The Working group noted that the Gostrey Gates were with the blacksmith and the non-highway works were underway. The dropping of the kerb in Union Road would be dependant on getting highway space and approval from Surrey County Council.

The Working Group received some outline sketches for the new toilets and playground in Gostrey Meadow, using the Borelli Shelter as part of the playground and the old toilets as the storage area. There were some comments to feed back to the architect for detailed drawings to be prepared for the June meeting.

3) Library Gardens

The Working group were advised that some progress had been made and the Town Clerk was awaiting the draft Heads of Terms for a Lease from Surrey County Council.

4) Wrecclesham Community Centre Rent Review.

The Working Group heard the current position of the Trustees on the Rent Review for a phased increase and noted that the Leader and Town Clerk would be meeting with the trustees to discuss further.

5) Other matters

The Town Clerk advised a bid for FTC to maintain the green space in Brightwells Yard had been submitted and a further discussion was expected in the near future. Members felt that FTC managing the space was beneficial.

7. Farnham Infrastructure Programme

Cllr Beaman provided an update on the Farnham Infrastructure Programme. Councillors had reviewed the materials with the consultant and officers from Surrey County Council prior to the meeting and a consensus had been reached. A plan summarising the detail was expected ahead of Council.

8. Reports of Task Groups

1) Infrastructure Planning group

The Working Group reviewed the notes of the Task Group attached at Appendix M and in particular the information on the Local Plan Timetable and its impact on the Neighbourhood Plan. A meeting on housing numbers with Waverley officers was awaited. The new meetings timetable included regular monthly Monday meetings (alternating with the Planning & Licensing Consultative Group) which would enable momentum to be maintained when there was information emerging.

Members were keen that the Neighbourhood Plan was seen to be at the forefront as the community want to see results.

The timetable for the section 278 works in East Street (now expected to be in May) was noted which could have knock on impact in the Brightwells Yard completion.

The Working Group received an update on the Waverley Lane Statutory Challenge hearing, noting that the defendant had requested it be 1.5 days. There was also another matter that had arisen that would be discussed in Council in Exempt after the Town Clerk had taken further advice.

Cllr Laughton left at this point.

2) Younger People Task Group.

The Working Group welcomed the progress that had been made with draft Service Level Agreements (SLAs) prepared and expected to be in place by the end of April. 40 Degreeez were recruiting a youth worker and assistant. The Working Group noted that the Jubilee Hub in Wrecclesham had submitted a proposal to increase outreach and add an additional evening of activity. It was noted that the YPTG meeting on 24th April was expected to confirm the details for the initial year, and agreed that the SLA would include a specific condition, for transparency purposes, about the outreach being open to all and non-judgemental as it was a faith-based organisation.

Cllr White suggested that one councillor take the lead in liaising with each of the partner organisations (Cllr Earwaker with 40 Degreeez, Cllr Murray with the Jubilee Hub, and Cllr White with Hale Community Centre) to feed back to the YPTG. This was considered a good idea.

9. Review of Council Policies

- 1) Cllr White advised that the co-leaders, Mayor and Town Clerk had met with David Carden (the Strategy Workshop facilitator) who was preparing the outline Business Plan. The aim was to have a draft of the detailed plan for consideration at the June meeting.
- 2) The draft Dependant Carers Support Scheme policy at Appendix N was deferred to the June meeting.

10. Consultations

There were no consultations for review.

11. Town Clerk update

- 1) Members discussed the arrangements for the Annual Town Meeting of electors, noting that officers were preparing slides for the five minute presentations for Lead Members and would be briefing them individually. There would be a display on Farnham Infrastructure matters with the County Councillors responding to questions and available during the interval. Cllr Fairclough offered to respond to Waverley related questions, and it was noted that Cllr Paul Follows was also hoping to attend.
- 2) The Town Clerk provided an update on staffing matters and of the online discussion on Grantfinder which could potentially be a tool to be used by community groups or the funding officer, depending on cost. A further report would be made.
- 3) The Working Group noted that the website survey was underway for users of the website, and councillors were encouraged to complete it when they accessed the website.
- 4) The Town Clerk advised on the D-Day 80th commemoration on 6th June which had also been discussed at the Community Working Group.
- 5) The Working group noted arrangements for the visit of the Farnham Andernach Friendship Association visit from 18th to 21st July which involved the Burgermeister of Andernach.
- 6) The Working Group noted that an experience Business Improvement District Manager had been recruited by the Farnham BID manager with further details expected shortly.

12. Reports for future meetings

The Working Group noted that the following items would be on future agendas:

- Report on whether a Farnham Town Lottery should be implemented
- Draft Town Council Business Plan 2024-2028
- Dependant Carers' Support Scheme
- Website and Communications Review Update
- Gostrey Meadow proposals

13. Date of next meeting

The date of the next meeting was agreed as Tuesday 4th June at 2pm.

The meeting ended at 5.25pm

Notes written by town.clerk@farnham.gov.uk

Date of next meeting 4 June 2024

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FARNHAM TOWN COUNCIL



D

Report Strategy & Finance and Council

Date: 12th April 2024

Year End Accounts 2023-2024

1 Summary

This report gives an overview of the 2023-24 accounts, variances and specific issues that arose during the year.

2 Overview

2023-24 was a busy year with elections in 2023, the completion of the Hale Chapels Community Garden and a new emphasis on supporting younger people and climate change. Some previous decisions have been revisited and long-standing projects (including the Brightwells Yard Scheme and the Farnham Infrastructure Programme), where the Town Council has been making representations on behalf of the wider community, have continued to progress.

The Neighbourhood Plan update/review has commenced and a joint call for sites was initiated with Waverley Borough Council with a timetable for key dates published although the Farnham Design Statement has still not been adopted by Waverley Borough Council. Funding from Locality was achieved to undertake early some new mapping for the Neighbourhood Plan and for some initial work by the Council's Planning advisor. The anticipated 5 year protection for Neighbourhood Plans was finally introduced during the year but after some key sites were approved under appeal that had not been agreed by the community. In August, Farnham Town Council made a decision to make a statutory challenge to a site approved on appeal by a Planning Inspector at Waverley Lane. This location was a candidate area for the extension to the AONB and Council considered the Inspector had not taken all relevant facts into consideration. A hearing on whether the challenge can go to formal appeal is being considered in July 2024.

There continued to be significant cost uncertainties with high cost inflation impacting on many areas of the Council's budget, but in setting the budget for 2024/25 Council agreed to absorb all cost inflation and only raise additional funds for the specific investment in services for younger people. As a result, Farnham Town Council continued with its prudent approach to the 2024-25 precept and used some reserves, maintaining its position below the town and parish Council sector average for the 12th successive year.

During the year, investment income was significantly higher than forecast because of rising interest rates, and external income from CIL payments for investment in future community

infrastructure was £97,516. Sponsorship income was lower than hoped in 2023-24 with a number of challenges for local businesses but income from events was above target,

With new donations from local community groups, the Support Fund has continued to support those facing financial difficulty, and, in addition, the Council agreed to support Boom Community Bank with a grant of £15,000 to pilot a no-interest loan scheme.

Despite all the pressures and uncertainties in 2023-24, the financial outcome has been positive.

Outturn

- 3 The overall income position was £1,809,072 (against a budget of £1,623,750) whilst expenditure was £1,667,867 (against a budget of £1,643,750). The higher than anticipated income meant some additional activity was funded from revenue rather than drawing down reserves. There was a positive surplus of £34,254 of income over expenditure after specific funding (eg CIL) had been allocated to the earmarked reserves.

Creditors and debtors

- 4 This year the Debtors figure (excluding recoverable VAT) is £20,396 (£2022/23: £21,770) but none of the outstanding payments are cause for concern with almost half paid in the first week on the new financial year.

In 2023/24 the creditors figure is £10,619 (2022/23: £51,631). There are accruals of some £37,985 (2022/23: £102,000) whilst receipts in advance (for allotments and future events) is at £16,356 (2022/23: £23,170)

Investments

- 5 With the increase in interest rates there has been a significant increase in interest earned £90,162 (2022-23: £28,364) but the value of the savings was still being eroded by inflation.

General Reserves

- 6 Local Councils may keep general reserves in a range of 3 months to 12 months. Farnham Town Council's current policy is to keep up to 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 £505,765 (2023/24: 492,932) The precept for the year ahead is £1,424,818 and the budget is £1,806,950, so the earmarked reserve represents £28% (2023/24: 30%) of operating expenditure or 36% of precept (2023/24 37%. This is a prudent level for Farnham Town Council given the level of earmarked reserves in addition.

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 as some reserves are no longer required and have been reallocated and some have been added to. Appendix F shows where the suggested changes have taken place and could be reviewed further. In particular, Members may wish to consider increasing the CIL allocation for town centre environmental improvements.

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. As it is used, the amount is reduced from the reserve. The bus shelters reserve is a commuted sum for replacement or repair of certain shelters installed by SCC.

The Elections reserve is added to each year to cover the four yearly election and any FTC by elections but the 2023 estimated by WBC was significantly exceeded after the election took place around the coronation bank holiday and there were new requirements for checking voters. As a result the election reserve will need a greater commitment for future years.

Assets

- 8 The Assets register (circulated separately with the Strategy & Resources papers) has been updated to reflect purchases or refurbishments made during the year. The calculation of local authority assets is somewhat confusing to those new to local government 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 but it is then increased when capital expenditure is added.

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. The property fund is still shown at the purchase value, rather than at the current valuation.

Comment on specific codes

- 9 Set out below is an explanation for significant or unexpected variances to assist Council in understanding the 2023-24 Outturn.

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	£218,812	£97,516	0	CIL contributions for agreed projects – Earmarked reserve. Varies according to when developers are required to pay
1081	Allotment rents admin	£2,025	£1,100	£600	Fee for new tenancies
1082	Terminated plots	£75	£643	0	Represents lost income from terminated plots
1200	Grants Income	£69,000	£0	19,000	Grants are never guaranteed. Sum in budget was a balancing sum to

					keep precept down. £3,350 was miscoded to donations.
1202	Contributions	£16,387	£11,792	£9,000	Covers some in Bloom and events.
1203	Donations	£16,736	£29,523	0	Included Grant from Locality for Neighbourhood Plan, £2,850 for In Bloom, £19,890 for hardship fund (some from FTC)
1205	Tickets sales	£4,342	£10,449	£11,000	Cancellation of Gin Festival because of death of Monarch. Income from Literary Festival
1204	Bookings	£70,993	£75,780	£63,500	Events bookings
1207	Sale of books	£0	£3,450		Literary Festival. This year managed by FTC (offset by costs too)
1245	Advertising	£7,230	£6,695	£5000	Residents' Guide. Reel advert mostly offset by two cinema adverts for Literary Festival and one in autumn to come.
1300	Banners income	£4,705	£2,685	£7,000	Banners income reduced as fewer bookings. Offset by expenditure.
1910	Interest	£20,000	£90,162	£20,000	Increasing interest rates as a result of inflation.

Expenditure

4000	Salaries	£591,614	£594,807	£645,500	Salary costs and agency contract staffing should be read together. New grounds staff are employed through an agency for probation period. Also vacancies are covered via agency.
4001	Agency	£67,012	£96,796	£60,000	
4003	Contracted services	£327,759	£105,577	£110,000	Last year included public conveniences, Hale Chapels, and sculpture project etc
4120	Energy Costs	£61,562	£60,204	40,000	Levels of energy prices continue to be high as a result of international events. Budget adjustment likely required..
4140	Office costs	£8,897	£8,247	4,000	Some costs should have been in 4540 (underspent)
4170	Property Maintenance	£81,358	£56,806	£85,500	Some costs covered under 4003 contracted services.

4175	Graffiti	£8,527	£9,846	£8,000	Increased graffiti around town.
4190	CCTV	£17,500	£12,002	£20,000	Some expenditure slipped into 2024/25
4195	Alarms/security	£4,319	£12,837	£6,000	New Paxton door entry system installed.
4205	Waste disposal	£9,486	£13,050	£8,500	Increase mainly due to increased Gostrey expenditure, events etc.
4483	Software service	£14,123	£12,811	0	Budget adjustment required for software costs (formerly in IT support)
4555	Legal/professional	£7,852	£10,312	£4,000	Includes Waverley Lane costs and surveyor fees for projects
4630	Event costs	£7,606	£28,176	£22,500	Some costs allocated from 4540 which was underspent.
4641	Christmas Lights install	£78,424	£73,000	£50,000	Tender to take place in 2024/25
4655	Banners	£1,765	£9,022	£5,000	Some costs from 2021/22 plus ribbons etc for death of monarch
4800	Grants	£17,549	£27,875	£20,500	Additional grants agreed during year, No Interest Loan Scheme.
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	£59,974	£15,455	0	Allocated from grant income received.
4821	Elections	££52,673	0	£5,000	Election 2023/24. £5k allocated for reserve.
6666	Bad debts	£357	£383	0	Three small payments written off. 2 will be pursued further.

- 9 Also attached at Appendix I are the explanation of variances between 2022/23 and 2023/24 that must accompany the Annual Governance and Accountability Return.
- 10 The Appendices D and E set out the detailed background papers to accompany the end of year accounts, whilst Appendix F is the Internal Auditor's Report on the year. Members have considered the Interim report and there is one recommendation proposed with this report related to cyber security testing which is also agreed by officers.
- 11 The Working Group should review the papers circulated with the Strategy & Resources report (the Assets Register and some additional detailed papers) and Appendices B to G prior to agreeing the Governance Statement, to confirm that Farnham Town Council has followed proper procedures during the year, and then recommend signing the AGAR for submission to the External Auditor. Council agreed its dates for public rights of inspection at its January meeting.

Recommendation from Strategy & Finance Working Group to Council

It is recommended that:

- 1) The report at Appendix D be adopted;**
- 2) the 2023-24 Outturn be welcomed;**
- 3) the Annual Governance Statement (Section I of the Annual Governance and Accountability Return, page 4) be approved;**
- 4) The Internal Auditor's report be welcomed and the recommendations agreed;**
- 5) The updated Asset Register be approved;**
- 6) The Report and Financial Statements including the general and earmarked reserves at Appendix G for 2023-24 be adopted for signature;**
- 7) The variances list for the Annual Return be agreed;**
- 8) The Annual Governance and Accountability Return and associated papers be approved for signature and submission to the External Auditor.**

Detailed Income & Expenditure by Account 31/03/2024



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	9,067	7,836	8,000	164			98.0%
1030 Commercial Lettings Income	9,000	9,000	9,000	0			100.0%
1040 Open Spaces income	75	40	0	(40)			0.0%
1065 Community Infrastructure Levy	218,812	97,516	0	(97,516)			0.0%
1080 Allotment Rents Income	16,832	15,360	17,500	2,140			87.8%
1081 Allotment admin fee	2,025	1,100	600	(500)			183.3%
1082 Terminated Allotment Plots	(75)	(643)	0	643			0.0%
1100 Interment Fees Income	37,085	36,048	34,000	(2,048)			106.0%
1120 Grave Purchases Income	68,225	56,362	54,000	(2,362)			104.4%
1130 Memorials Income	5,310	7,340	5,000	(2,340)			146.8%
1160 Cemeteries Other Income	102	76	0	(76)			0.0%
1200 Grants Income	69,647	0	19,000	19,000			0.0%
1201 Sponsorship Income (+VAT)	29,451	19,900	36,250	16,350			54.9%
1202 Income - Contributions	16,387	11,792	9,000	(2,792)			131.0%
1203 Donations - Income	16,736	29,523	0	(29,523)			0.0%
1204 Bookings/Hire	70,993	75,780	63,500	(12,280)			119.3%
1205 Ticket sales	4,342	10,449	11,000	551			95.0%
1206 Literary Prize Entry Fee	0	567	0	(567)			0.0%
1207 Sale of books etc	0	3,450	0	(3,450)			0.0%
1208 Sale of Refreshments	0	979	0	(979)			0.0%
1209 Seeds income	918	0	0	0			0.0%
1245 Advertising income	7,230	6,695	5,000	(1,695)			133.9%
1300 Banners Income	4,705	2,685	7,000	4,315			38.4%
1900 Precept	1,231,570	1,315,900	1,315,900	0			100.0%
1905 Local Parish Council Tax Grant	3,030	0	0	0			0.0%
1910 Interest Received	28,364	90,162	20,000	(70,162)			450.8%
1911 Dividends received	9,635	11,126	9,000	(2,126)			123.6%
1990 Insurance claim income	55,233	0	0	0			0.0%
1999 Miscellaneous Income	0	28	0	(28)			0.0%
Total Income	1,914,697	1,809,072	1,623,750	(185,322)			111.4%

Expenditure Detail

Total Direct	0	0	0	0	0	0	0.0%
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Expenditure Detail

4000 Salaries	591,614	594,807	645,500	50,693		50,693	92.1%
4001 Agency/Contract Staffing	67,012	96,796	60,000	(36,796)	1,295	(38,091)	163.5%
4003 Contracted Services	327,759	105,577	111,000	5,423	9,941	(4,518)	104.1%
4020 Additional Staffing & Events	10,421	10,223	12,700	2,477		2,477	80.5%
4025 Farmers' Market Supervision	1,560	1,560	1,600	40		40	97.5%

Detailed Income & Expenditure by Account 31/03/2024

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	1,739	3,219	3,000	(219)		(219)	107.3%
4041 Staff Travel	721	737	1,000	263		263	73.7%
4050 Staff Recruitment/Advertising	311	542	1,000	458		458	54.2%
4070 Protective Clothing	4,862	1,600	3,000	1,400		1,400	53.3%
4101 Venue hire	657	692	5,500	4,808		4,808	12.6%
4110 Rates, rent	32,226	35,707	35,000	(707)		(707)	102.0%
4115 Water Charges	7,155	8,733	5,300	(3,433)	348	(3,780)	171.3%
4120 Energy Costs	61,562	60,204	40,000	(20,204)		(20,204)	150.5%
4130 Insurance	9,768	13,279	13,650	371		371	97.3%
4140 Office costs / consumables	8,247	8,794	8,500	(294)	1,500	(1,794)	121.1%
4170 Property Maintenance/Refurbish	81,358	56,806	85,500	28,694		28,694	66.4%
4175 Graffiti Removal	8,527	9,846	8,000	(1,846)		(1,846)	123.1%
4176 Cleaning consumables	1,981	4,314	2,000	(2,314)		(2,314)	215.7%
4181 Equipment Maintenance	2,850	9,335	4,500	(4,835)		(4,835)	207.4%
4182 Equipment Purchase	16,075	21,335	23,500	2,165	24,046	(21,881)	193.1%
4190 CCTV / crime prevention	17,590	12,002	20,000	7,998	8,297	(299)	101.5%
4195 Alarms - Fire, Security	4,319	12,837	6,000	(6,837)		(6,837)	213.9%
4205 Waste Disposal	9,486	13,050	8,500	(4,550)		(4,550)	153.5%
4220 Memorials & Plaques	2,269	436	2,000	1,564		1,564	21.8%
4225 Cemetery Memorial Maintenance	0	69	3,000	2,931		2,931	2.3%
4300 Vehicle Costs - Fuel	7,789	5,664	10,000	4,336	366	3,969	60.3%
4301 Vehicle Costs - LPG/CNG	378	576	1,000	424		424	57.6%
4302 Vehicle Costs - Maintenance	7,024	7,517	6,000	(1,517)		(1,517)	125.3%
4303 Vehicle Costs - Road Tax	1,207	1,135	1,000	(135)		(135)	113.5%
4310 New Vehicles/Machinery	2,350	7,045	15,000	7,955		7,955	47.0%
4400 Stationery	2,813	1,107	4,000	2,893		2,893	27.7%
4410 Photocopying Charges	2,818	3,418	4,500	1,082		1,082	76.0%
4411 Publications, books etc	207	63	1,000	937		937	6.3%
4415 Printing & Design (External)	29,230	25,885	31,750	5,865	1,779	4,086	87.1%
4425 Publicity/Adverts/Photography	18,794	17,729	23,650	5,921		5,921	75.0%
4440 Telephones	6,054	6,071	8,300	2,229		2,229	73.1%
4455 Postages & Distribution	5,216	5,718	10,400	4,682	108	4,574	56.0%
4460 Subscriptions & Memberships	7,600	6,083	5,650	(433)		(433)	107.7%
4461 Licences	5,946	5,790	5,000	(790)		(790)	115.8%
4480 IT Equipment	3,530	6,014	6,000	(14)	1,500	(1,514)	125.2%
4481 Web Sites (FTC, Craft etc)	5,190	5,256	10,000	4,744		4,744	52.6%
4482 IT Support	8,029	16,231	12,000	(4,231)	4,500	(8,731)	172.8%
4483 Service software & support	14,123	12,811	0	(12,811)		(12,811)	0.0%
4501 Mayoral Allowance 2022-23	2,700	0	0	0		0	0.0%
4503 Mayoral Allowance 2023-24	0	2,700	2,700	0		0	100.0%
4520 Members' Travel	268	258	200	(58)		(58)	129.0%

Detailed Income & Expenditure by Account 31/03/2024

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4525 Members' Training	118	2,037	2,000	(37)		(37)	101.9%
4540 Civic & Community Functions	4,210	3,973	7,000	3,027		3,027	56.8%
4541 Christmas Civic Carol Service	925	973	2,000	1,028		1,028	48.6%
4545 Twinning/Partnerships Expenses	1,126	853	1,000	147		147	85.3%
4550 Bank Charges	1,816	1,908	1,850	(58)		(58)	103.2%
4555 Legal & professional Fees	7,852	10,312	4,000	(6,312)		(6,312)	257.8%
4560 Bookkeeping, accounts, payroll	28,628	28,459	26,000	(2,459)		(2,459)	109.5%
4570 Audit Fees	3,433	3,817	4,500	683		683	84.8%
4600 Tourism Developments & Events	1,500	3,757	5,000	1,244		1,244	75.1%
4610 Horticultural Supplies	15,577	9,809	20,000	10,191	781	9,410	52.9%
4611 Plants/Flowers/bulbs	30,558	25,224	28,000	2,776	6,433	(3,657)	113.1%
4613 Community Events/FIB Friends	473	76	0	(76)		(76)	0.0%
4614 Allotment seed costs recharged	911	0	0	0		0	0.0%
4615 Trees/hedging	8,000	9,903	8,000	(1,903)		(1,903)	123.8%
4625 Entertainment - Performers	20,804	22,205	20,500	(1,705)		(1,705)	108.3%
4630 Events Costs	7,606	28,176	22,500	(5,676)	2,327	(8,002)	135.6%
4631 Event Costs Jubilee/Coronation	284	2,038	3,000	962		962	67.9%
4641 Christmas Lights Install/Store	78,424	73,005	50,000	(23,005)		(23,005)	146.0%
4642 Christmas Lights - Power	0	0	1,000	1,000		1,000	0.0%
4650 Street Furniture	0	3,382	5,000	1,618		1,618	67.6%
4655 Banners	9,022	2,590	7,000	4,410		4,410	37.0%
4702 Equipment hire/replacement	26,379	33,804	31,500	(2,304)		(2,304)	107.3%
4800 Grants	17,549	27,875	20,500	(7,375)		(7,375)	136.0%
4801 Grant - Farnham Maltings	13,000	10,000	10,000	0		0	100.0%
4802 Grant - Citizens Advice Bureau	17,500	20,000	20,000	0		0	100.0%
4803 Grant - 40 Degreerz	2,000	2,000	2,000	0		0	100.0%
4804 Small Grants	1,518	1,110	2,000	890		890	55.5%
4805 Farnham Carnival	1,500	2,000	2,000	0		0	100.0%
4806 Hale Community Centre/Sandy Hi	2,000	7,000	7,000	0		0	100.0%
4807 Environmental/community Initia	9,803	26,000	40,000	14,000		14,000	65.0%
4808 Hoppa	30,000	10,000	10,000	0		0	100.0%
4809 Gostrey Centre	10,000	5,000	5,000	0		0	100.0%
4815 Hardship Fund Grants	59,974	15,455	0	(15,455)		(15,455)	0.0%
4821 Elections	0	52,673	5,000	(47,673)		(47,673)	1053.5%
4830 Blackwater Valley CMS	2,500	2,500	2,500	0		0	100.0%
6666 Bad Debt Write Offs	357	383	0	(383)		(383)	0.0%
Total Overhead	1,816,684	1,667,867	1,643,750	(24,117)	63,220	(87,337)	105.3%
Total Income	1,914,697	1,809,072	1,623,750	(185,322)			111.4%
Total Expenditure	1,816,684	1,667,867	1,643,750	(24,117)	63,220	(87,337)	105.3%
Net Income over Expenditure	98,013	141,205	(20,000)	(161,205)			

Detailed Income & Expenditure by Account 31/03/2024

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
plus Transfer from EMR	191,850	(397)					
less Transfers to EMR	290,322	106,554					
Movement to/(from) Gen Reserve	<u>(459)</u>	<u>34,254</u>					

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Strategy & Resources</u>							
Income	1,575,716	1,545,995	1,371,900	(174,095)			112.7%
Expenditure	764,351	751,577	692,350	(59,227)	17,690	(76,917)	111.1%
Net Income over Expenditure	<u>811,365</u>	<u>794,419</u>	<u>679,550</u>	<u>(114,869)</u>			
plus Transfer from EMR	53,625	-397					
less Transfers to EMR	235,089	106,554					
Movement to/(from) Gen Reserve	<u>629,900</u>	<u>687,468</u>					
<u>Environment</u>							
Income	232,240	150,173	157,100	6,927			95.6%
Expenditure	759,641	584,760	644,250	59,490	43,203	16,287	97.5%
Net Income over Expenditure	<u>(527,401)</u>	<u>(434,587)</u>					
plus Transfer from EMR	143,225	0					
less Transfers to EMR	55,233	0					
Movement to/(from) Gen Reserve	<u>(439,409)</u>	<u>(434,587)</u>					
<u>Community</u>							
Income	106,741	112,903	94,750	(18,153)			119.2%
Expenditure	292,692	331,530	307,150	(24,380)	2,327	(26,707)	108.7%
Net Income over Expenditure	<u>(185,951)</u>	<u>(218,627)</u>					
plus Transfer from EMR	-5,000	0					
Movement to/(from) Gen Reserve	<u>(190,951)</u>	<u>(218,627)</u>					
Grand Totals:-							
Income	1,914,697	1,809,072	1,623,750	(185,322)			111.4%
Expenditure	1,816,684	1,667,867	1,643,750	(24,117)	63,220	(87,337)	105.3%
Net Income over Expenditure	<u>98,013</u>	<u>141,205</u>	<u>(20,000)</u>	<u>(161,205)</u>			
plus Transfer from EMR	191,850	-397					
less Transfers to EMR	290,322	106,554					
Movement to/(from) Gen Reserve	<u>(459)</u>	<u>34,254</u>					

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Iain Lynch
Town Clerk

Farnham Town Council

11 April 2024

Dear Iain

Farnham Town Council - Internal Audit 23-24

Final Audit Report

The internal audit for the 23-24 financial year is now complete. 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 with no comments.

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 and management information – 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 below, together with the results of my internal audit work for 23-24. Recommendations are set out at Appendix A. I set out a schedule of tests not completed at this audit at Appendix B, these tests are not relevant to this Council.

The audit was completed over three visits. Interim audits were carried out on 20 November and 25 March, these concentrated on in year financial transactions and governance controls. The final audit was completed on 11 April and concentrated on the statement of accounts and balance sheet.

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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 have tested the brought forward balances in the accounting system against the audited prior year annual return. These agreed:

Opening balance sheet 23-24 (on accounting system)	- £2,014,359
Box 7 Audited 22-23 accounts	- £2,014,359

I confirmed that the Council's VAT returns were up to date, with the most recent claim for the 3 months to 30 September 2023 submitted to HMRC on 12 October 2023. I checked that balances in the return could be agreed to schedules produced by the accounting system. VAT reclaimed was £12,609. This has been checked in to the Council's bank account, received on 18 October.

The Council received a clear audit certificate from the external auditors in 22-23, so there is nothing to take forward to the current accounting year.

The Council discussed my last audit report at the April 27th 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 follow up outstanding points at Appendix B below. My first interim report was reviewed at the Full Council meeting in January 2024.

Final Audit

The Council supplied the annual return report from the RBS accounting system for the year end audit. I have checked figures in this report back to detailed year end reports produced from the accounting system:

- All comparatives reported in the financial statements have been agreed back to the audited 22-23 accounts, as published on the council website.
- Accounting statements agreed to detailed annual return reports
- Box 7 - balances carried / brought forward – agreed to balance sheet
- Box 9 - fixed assets - agreed to asset register

The year end VAT return has been compiled, ready for submission to HMRC. VAT to be reclaimed is £43,629. This agrees to VAT debtor balance on the balance sheet, recorded in the VAT control account.

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B: Financial Regulations & Payments **First Interim Audit**

Governance

Financial Regulations and Standing Orders were last reviewed and approved at the Full Council meeting in March 2023 – minute C101/22. Financial regulations are based on the template provided by NALC and are thus compliant with sector best practice. The Council are aware that a redraft of the model financial regulations is being worked on by NALC. This will need to be taken into consideration when the Council next reviews its own regulations.

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.

Any urgent payments required are set up by the Bookkeeper on receipt of properly authorised payment instructions. These are set up at bank by the bookkeeper, and authorised by 2 bank signatory councillors at bank. There are currently 2 councillors set up with online authorisation rights. 2 additional councillors are being trained up, prior to being added to the signatory panel.

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 For payments above £10K a councillor signature was also viewed
- 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.

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For 2 payment runs, I reviewed emails sent by authorising councillors to the accountant to confirm approval of payments had occurred. I also checked that 3 quotes had been obtained for the refurbishment of the lift in the Council Office.

2nd interim and final audits

Non pay expenditure per box 6 to the accounts amounted to £ 1,067,677, down from £1,213,089 in 22-23 .

I tested a further sample of transactions from months 8 to 11 of the 23-24 financial year. For all transactions tested 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

Emails confirming which councillors have authorised the transaction at bank are now retained. This is an important check as it acts as an electronic signature on payments made by bank transfer, something required by financial regulation 5.2. Emails had been sent in by one councillor only for 2 transactions tested. Emails should be sent to the bookkeeper by both authorising councillors for each payment run. The Council is training additional an additional councillor to process payments, it is important that sufficient numbers are in place to cover absences or changes of councillor.

Accrued expenditure at year end was £45,385. 2 items were tested:

- Waverley BC - £21,105 – This is an estimate of utility costs owed for energy consumed in 23-24.
- Ground Anchors - £7,400 – this was discussed with the Town Clerk, it has been confirmed that the accrual has been cancelled and the accounts amended.

The Council has provided sufficient information to enable me to sign off compliance with this control objective.

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. I will review the risk assessment at my next audit.

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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 29 April 2024. 8 buildings are insured, with an insurance value of £4.4 million. Other assets insured include Christmas lights at £83K, bus stops at £108K and CCTV at £111K. Gostrey Meadow playground is listed and insured at £60K.

Fidelity insurance cover is set at £2million. Cash and investment holdings can exceed this balance. I recommend that fidelity cover is added to the risk assessment, together with an explanation of mitigating controls in place to prevent transfer of monies above the insurance level out of the Council's bank accounts.

Second Interim Audit

The Town Clerk confirmed that fidelity insurance cover has been increased to £5m.

The Council has completed the review of the risk assessment for 23-24 (minute c98/23 January Full Council). This was completed after consideration of risks by Working Groups and completion of an independent risk review by Worknest. I have reviewed the risk assessment, it appears comprehensive and there is evidence of update in 23-24. I have one recommendation. The Council should consider completing a cyber risk assessment in 24-25, with the assistance of the ICT contractor. The aim of this review is to document existing controls against cyber risks and to identify any areas where controls may need to be strengthened.

The Council has confirmed that adequate arrangements for the back up of ICT data are in place. Computer data is backed up to 4 NAS drives in the Council Office, with remote back up at the Depot. The ICT tests back up every 6 months.

The Council has provided sufficient information to enable me to sign off compliance with this control objective.

D. Budget, Precept & Reserves

First Interim Audit

The Council was in the process of finalising the budgets for 24-25 at the time of my audit. Working groups are examining budget options, and I understand that the 24-25 budget was discussed at the Council's strategy day. The draft budget is due to be considered by the Strategy and Resources Working Group then Full Council in December. The precept will be confirmed at the January meeting. I am satisfied that precepting authority deadlines will 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 meeting and subsequently to Full Council. The following reports are produced each quarter:

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

The September reports were reported to the October 17th Strategy and Resources meeting, so financial reporting is timely. I reviewed the budget monitoring report. At the end of period 6 expenditure amounted to around 46% of budget, and income was ahead of budget. The agenda papers show proper review of the budget monitoring report by councillors. The Council is meeting the requirements of financial regulations in this area.

Second Interim Audit

The Council approved the budget and precept for 24-25 at the January 24 meeting of Full Council (minute 97/23). The 2024/25 precept has been set at £1,424,818. The budget was approved alongside the precept, with £22k being used from the general reserve to bring the 24-25 budget into balance.

Final Audit

Reserves at 31 March 2024 were £2,148,164 (22-23 £2,014,359).

General reserves at year end were £503,365. This represents 38% of precept, within recommended levels set out in the NALC Practitioners' Guide. I consider this level of general reserve to be appropriate for Farnham, given the level of precept, and well developed earmarked reserves.

Earmarked reserves at 31.3.24 were £1,645K. £406K is held in Community Infrastructure Levy (CIL) reserves. The remainder is held in earmarked reserves to support the Council's asset base (eg Public Convenience Reserve £210K), fund future projects (eg Neighbourhood Plan £30K) and cover contingencies (eg elections £46K).

The Council is due to next review reserve balances at the Strategy and Resources working group meeting in April 2024.

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

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- 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 reviewed the Council's debtors ledger. At the time of the audit, debts outstanding stood at £17K. Of this, £4.6k was over 60 days old, the majority of this due on one invoice from Swish Fibre. This is being chased by finance staff, payment has been delayed due a takeover of the original debtor. I will follow this up at my next audit, but I am satisfied that the debtors ledger is well managed.

Second Interim and Final Audits

Precept per box 2 to the accounts was £1,315,900 (22-23 £1,231,570). This has been agreed to third party documentation provided by external audit.

Income per box 3 to the accounts was £492,172 (22-23 £683,127).

I carried out further testing of income for months 7-11 of the 23-24 financial year at my second interim audit. For all transactions tested, I was able to confirm:

- Cashbook transaction agreed to schedule of deposits received
- Cashbook transaction checked to receipt at bank
- Highest value item agreed to invoice
- Invoice agreed to relevant schedule of fees and charges or other supporting documentation

I checked the sales ledger as at 25.3.24. Debts outstanding had reduced to £6.2K, of this £2.7k was over three months old, with no evidence of significant problematic debt not under management. The Swish debt reviewed at my previous audit has now been settled.

E. Petty Cash

Second Interim Audit

I confirmed that the petty cash has been checked. The Bookkeeper counted petty cash on 21.3.24, cash counted was reconciled to the accounting system and the petty cash log.

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G. Payroll

Second Interim and Final Audits

Staff costs per box 4 to the accounts were £606,590 (22-23 £603,595).

The RFO logged into the HMRC account on 25 March. This showed that the Council is up to date with HRMC submissions. A £10K payment was showing as outstanding. Further investigation showed this was paid by the Council on the due date, and had not yet been matched to the FTC account by HMRC. I am satisfied that the Council is up to date with HMRC payroll payments.

Payroll is processed monthly, in good time for monthly payments to staff. The Town Clerk sets up the monthly payroll on the Moorepay payroll system, and checks outputs prior to further processing.

I checked the February 2024 payroll. The cashbook payment was agreed to the payroll summary report produced by Moorepay. I selected 4 members of staff from the Moorepay report. For all staff selected I was able to agree pay to payslip. I tested gross pay for each officer, and confirmed that this could be agreed to a pay award letter. Correct scale point was applied and all scale points were checked to minutes of the HR Panel or to staff contract. Pension payment was agreed to the SCC pension return and to outputs from the payroll system.

At the final audit I confirmed that only costs relating to the employment of staff were included within staff costs in the statement of accounts, as required by the NALC Practitioners' Guide.

I am satisfied that the Council has a robust payroll system, is up to date with HMRC submissions and payments, and that staff tested are being paid in line with approved rates of pay.

H. Assets and Investments

Fixed Assets at year end were £2,859,106 (22-23 £2,811,680)

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. Additions in 23-24 were £47,425. Additions of £20K were checked to schedule of payments relating to the cone sculpture. This was correctly added to the asset register at cost. No deletions were recorded on the asset register in 23-24

The asset register includes one long term investment - shown at cost - £250,000 – this has been confirmed as still held by the Council by reference to the year end statement from CCLA. This is a long term asset (not due to be cashed for more than 1 year at year end) so is correctly disclosed on the asset and investment register.

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

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.

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 2023, 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. It is recommended that most recent bank statements or contract notes are made available to councillors carrying out the quarterly bank reconciliation review. This would provide assurance as to the location of all Council funds, not only the regularly reconciled accounts.

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April Skies

Accounting

Account	Balance at 30 September 2023	Reconciliation review by Internal Audit
Current	127565	Reconciliation checked and agreed to accounting system and bank. Reconciliation signed by 2 councillors
Money Maker investment 1	150000	To be checked at year end , annual statements issued by bank
Money Maker investment 2	200000	To be checked at year end , annual statements issued by bank
Moneymaker Call Account	63218	Reconciliation checked and agreed to accounting system and bank. Reconciliation signed by 2 councillors
CCLA investment Account	800000	To be checked at year end , quarterly statements issued by bank
Cambridge and Counties Deposit Account	247819	Reconciliation checked and agreed to accounting system and bank. Reconciliation signed by 2 councillors
Nationwide	104142	To be checked at year end , annual statements issued by bank
Mayors Charity Account	2519	Reconciliation checked and agreed to accounting system and bank. Reconciliation signed by 2 councillors
Money Maker investment 3	200000	To be checked at year end , annual statements issued by bank
Money Maker investment 4	400000	To be checked at year end , annual statements issued by bank
TOTAL	2295263	

The Council has an investment policy in place, as required by regulations. This was last reviewed at the Full Council meeting in January 2024.

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Final Audit

Cash at box 8 was £2,214,469 (22-23 £2,120,597)

I have tested year end cash balances – see table below

Account	Balance at 31 March 2024	Reconciliation review by Internal Audit
Current	95701	Reconciliation checked and agreed to accounting system and bank statement 31.3.24
Money Maker investment I	100000	checked to initial deposit confirmation dated 24.3.24. Year end statement not sent by bank at time of audit
Money Maker investment I81 -	200000	checked to initial deposit confirmation dated 1.11.23 Year end statement not sent by bank at time of audit
Moneymaker Call Account	3842	Reconciliation checked and agreed to accounting system and bank statement 31.3.24
CCLA investment Account	700000	Reconciliation checked and agreed to accounting system and bank statement 31.3.24
Cambridge and Counties Deposit Account	252,801	Reconciliation checked and agreed to accounting system and bank statement 31.3.24
Nationwide	107796	Reconciliation checked and agreed to accounting system and bank statement 31.3.24
Mayors Charity Account	3471	Reconciliation checked and agreed to accounting system and bank statement 31.3.24
Money Maker investment 30832456	200000	checked to initial deposit confirmation dated 19.6.24. Year end statement not sent by bank at time of audit
Money Maker investment 80878539	400000	checked to initial deposit confirmation dated 22.2.24. Year end statement not sent by bank at time of audit
Money Maker investment 71042866	150000	checked to initial deposit confirmation dated 16.1.24. Year end statement not sent by bank at time of audit
Petty cash	857	checked to reconciled petty cash records 31.3.24
TOTAL	2214468	

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The Council should note that year end statements had not been received from the bank at the time of my audit for the accounts highlighted in yellow in the above table. I therefore vouched balances to initial deposit confirmations. The Council has requested year end statements from the bank, these should be checked and signed off by councillors as part of the bank reconciliation review, due before the AGAR is sent to external audit.

J. Year-end accounts

Satisfactory – Farnham has produced accounts on an accruals basis, it is required to do this is required as income / expenditure is in excess of £200k. A reconciliation between box 7 and 8 of the accounting statements has been prepared – the difference is due to year end debtors and creditors. A variance analysis has also been prepared for external audit, this explains changes in accounting statement values between 22-23 and 23-24.

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

Final Audit

As a larger Council, with income / expenditure in excess of £200K, Farnham is required to follow the 2015 Transparency Code. I reviewed the following items at my final audit:

- Expenditure – a document publishing all expenditure in excess of £100 for the period 1 April to 31 December 2023 is on the website - quarter 4 data should be added before the AGAR is sent to external audit
- Staff organisation chart at for 2024 has been published.
- Contracts over £5K – updated for 23-24 and published on the website
- Grants– updated for 23-24 and published on the website

M: Exercise of Public Rights - Inspection of Accounts

Inspection periods for 2022-23 accounts were set as follows -

Inspection - Key date	2022-23 Actual
Accounts approved at Full Council	27 April
Date of Announcement	5 June
Inspection period begins	12 June
Inspection period ends	21 July
Correct length	Yes

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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 2022-23 AGAR

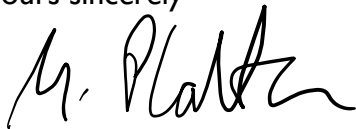
The Council received a clear audit opinion from the external auditors for 22-23. This was dated 8th September, and the Council has published the complete audited AGAR on the website, as required by regulations. The Conclusion of Audit notice was published on the Council website on 25 September, before the regulatory deadline of 30 September. The external audit certificate was reported to the October meetings of Strategy and Resources Committee and Full Council. I am satisfied regulatory requirements have been met in this area.

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 25 November 2023. The 22-23 submission of accounts and annual return was completed on 24 January 2024, before the regulatory deadline. I note that the charity has been subject to an independent examination, as required by regulations for a charity with turnover in excess of £25K.

I would like to thank you and the team at the Council for your assistance with the audit. I attach my invoice and the internal audit report from the AGAR for your consideration. I look forward to working with you again in 24-25.

Yours sincerely



Mike Platten CPFA

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

Appendix A

Points Forward – Action Plan - Interim Audit 23-24

Matter Arising	Recommendation	Council Response
Emails from Councillors – approval of payment runs	The Bookkeeper should ensure that Councillor approval emails should be retained in payment run folders. This provides evidence that the payment run was authorised in line with financial regulations. (the bank does not retain records of who authorised payments).	Now in place, emails from both councillors authorising payments must be sent to Bookkeeper to demonstrate compliance with Financial Regulations.
The Council may wish to explore extending the use of the purchase order system on the Rialtas accounting system, to replace the paper purchase orders currently used.	This would improve commitment accounting and reduce workload in completing and authorising purchase orders on paper.	Not to be actioned at present, but watching brief for future use.
Fidelity insurance cover is set at £2million. Cash and investment holdings can exceed this balance.	I recommend that fidelity cover is added to the risk assessment, together with an explanation of mitigating controls in place to prevent transfer of monies above the insurance level out of the Council's bank accounts.	This has been increased to £5 million
Bank 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.	It is recommended that most recent bank statements or contract notes are made available to councillors carrying out the quarterly bank reconciliation review. This would provide assurance as to the location of all Council	Now being done and presented to councillors.

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April Skies

Accounting

	funds, not only the regularly reconciled accounts.	
The Town Clerk showed that transparency data on the website has been re-organised since my last visit and is now held in a number of clearly labelled folders.	However the public view of the website is still not clear and transparency data is not easy to find. This should be reviewed, there is still an issue with how the website presents transparency data.	Website review to be completed for year-end audit.
The Council is overdependent on 2 councillors to authorise payments. This could result in issues in making payments should a councillor be unavailable.	A panel of authorising councillors should be established and authorisation duties rotated around this panel.	2 additional councillors have been trained and have been bank access tokens.

Points Forward – Action Plan - 2nd Interim and Final Audit 23-24

Matter Arising	Recommendation	Council Response
The Council should consider completing a cyber risk assessment in 24-25, with the assistance of the ICT contractor.	The aim of this review is to document existing controls against cyber risks and to identify any areas where controls may need to be strengthened.	<i>Agreed for action in 2024-25</i>

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Appendix B

Internal Audit Control Objectives – Marked as not covered

Control Objective	Area for Audit	Why this has not been audited
K	Exemption from limited assurance review	Council had limited assurance review in 22-23

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6 Uplands Road. Farnham GU9 8BP

G



Farnham Town Council

Report and Financial Statements

Year ending 31st March 2024

Farnham Town Council

Financial Statements for the year ended 31 March 2024

Explanatory Foreword

Farnham Town Council's Financial Statements for the year ended 31 March 2024 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 2024 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 2024

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	1,667,867
Income received	503,171
Net spending	1,174,695
Precept on Waverley Borough Council	1,315,900

Amount transferred to balances for the year*

141,205

*Includes Community Infrastructure Levy (CIL) contributions

Capital expenditure

The funding for capital expenditure in the 2023/24 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 2024 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 (2023-24)
Farnham Town Hall
South Street
Farnham
Surrey GU9 7RN

Farnham Town Council

Income & Expenditure for the year ended 31 March 2024

Expenditure by Working Groups	Year ended 31 March 2024			2022/23
	Expense £	Income £	Net £	Net £
1 Strategy & Resources (excluding precept)	736,122	210,205	525,917	409,483
2 Environment (including Cemeteries)	584,760	150,174	434,586	527,401
3 Community	331,530	112,903	218,627	185,951
4 Farnham Support Fund	15,455	19,890	(4,435)	10,722
Net cost of services	1,667,867	503,171	1,174,695	1,133,557
			£	£
Precept on the Borough Council			1,315,900	1,231,570
Total Surplus/(Deficit) for the year			141,205	98,013
Transfers to Earmarked reserves (grants received not yet spent, commitments and other provisions agreed by Council)			(106,157)	(98,473)
General Fund Surplus/(Deficit) for the year			34,254	(459)
(transfers to earmarked reserves from previous surpluses were made (Legal reserve (+£20k, elections +£4k, release of £2k enterprise 19, and minor roundings £38) the total			21,962	
Movement on General Fund (Net surplus)			£12,292	
Movement on General Fund balance and Earmarked reserves:				
Balance brought forward			2,014,359	1,916,346
Surplus/Deficit for the year (prior to transfer of CIL, Section 106 funding, Support Fund and agreed earmarked reserves)			141,205	98,013
Balance carried forward			2,155,564	2,014,359

Farnham Town Council Balance Sheet at 31 March 2024

	Notes	31 March 2024		31 March 2023	
		£	£	£	£
Fixed assets					
Tangible fixed assets	1, 3		-		-
Current assets					
Money Market deposits and other savings		2,114,439		2,047,620	
Debtors (including VAT recoverable)	4	67,703		89,293	
Bank/Petty cash		96,558		70,560	
Mayor's charity funds held by council* (Actual sum ££520 after monies paid by FTC to charities are transferred).		3,471		2,418	
Total current assets			2,282,171		2,209,891
Current liabilities					
Creditors and accrued expenses including commercial card and Mayor's charity funds	5		126,607		195,532
Total assets less current liabilities			2,155,564		2,014,359
Capital and reserves					
Earmarked Reserves	6		1,649,799		1,520,886
General Reserves			505,765		493,473
Total reserves			2,155,564		2,014,359

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 2024 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 2024.

.....
Town Mayor 2023-24

.....
Responsible Financial Officer

Farnham Town Council

Notes to the Financial Statements for the year ended 31 March 2024

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 2024
(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 2024	31st March 2023
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	146,830	143,058
 Vehicles and equipment		
Vehicles	127,383	127,383
Audio and Visual Systems	42,541	35,453
Christmas Decorations	113,285	113,285
Civic Insignia	14,814	14,814
Grounds Equipment	145,891	137,113
Computers, telephones and office equipment	95,821	91,671
Other	47,142	27,017
 Infrastructure assets		
Bus shelters	70,598	70,598
Town Centre CCTV	104,845	104,845
Boards and Signs	15,277	15,277
Street furniture (Litter bins, lampposts, Seats)	21,879	21,879
 Community assets		
Cemeteries	679,634	676,121
Allotments and Gardens	83,769	83,769
Long-term investments		
CCLA Local Authorities Property Fund	250,000	250,000
Total value	2,859,106	2,811,680

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2024
(continued)

4. Debtors and prepayments	2024	2023
	£	£
Debtors	23,146	26,556
Value added tax	43,630	62,737
Pension debtor	0	0
Prepayments	927	-
	67,703	89,293

5. Creditors and accrued expenses	2024	2023
	£	£
Creditors	48,660	51,631
Pensions/PAYE/NIC creditor	15,080	10,099
Income in advance	16,356	23,170
Accruals	38,237	102,101
HSBC Commercial Card	7,754	5,640
Mayor's charity funds held by Council	520	2,892
	126,607	195,532

6. Earmarked Reserves and General Reserves

Category	Balance at 31.3.24	Comments
Election/By-election Fund	£55,000	Election/By-election costs. WBC invoices after an election.
Legal Expense fund	£50,000	To cover unforeseen legal costs above revenue provision.
New Equipment	£50,000	Planned equipment upgrades including vehicles.
Wrecclesham Community Centre	£50,000	Provision for unforeseen expenditure of FTC asset.
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	£52,450	To fund programmed investment.
Environment	£75,000	Provision for environmental initiatives
Cemetery Chapels and Enhancements	£76,750	Major repairs required for the FTC owned Chapels.
Hale Cemetery Lychgates	£20,000	To fund the repair of the cemetery lychgates
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 & the Hart
Town Hall	£100,000	Unforeseen/emergency repairs provision
Sub-total	£877,200	

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2024
(continued)

Total Earmarked (b fwd from previous page)	£877,200	
Christmas Lights	£55,000	To fund the purchase of future Christmas Lights
Capital Receipts	£80,000	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 - unallocated	£156,041	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
CIL – Town Centre Improvements	£50,000	Community Infrastructure Levy receipts received and earmarked for use for Town Centre Improvements
CIL - Farnham Museum	10,000	Pledge to improve visitor experience
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	£16,809	The unspent balance of the Farnham Support Fund as at 31 st March 2024
Business Improvement	£15,000	To support emerging business support activities including the Business Improvement District
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
Total Earmarked Reserves	£1,649,799	
General	£505,765	FTC Policy is that general reserves be 50% of the total annual precept or operating expenditure. As a large Council with good earmarked reserves this figure can be lower and it represents 36% of the 2024-25 precept
Total Reserves	£2,155,564	

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2024
(continued)

7. Contingent liabilities

There were no contingent liabilities at 31 March 2024 (2023: none).

8. Grants paid in the year

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

<u>Community Grants:</u>	£
I st Rowledge Guides	500
Badshot Lea Tennis Club	1,000
Blackwater Valley Countryside Partnership	2,500
Boom Credit Union	15,000
Disability Challengers	1,000
Farnham Art & Design Education Group	500
Farnham Assist	750
Farnham Carnival	2,000
Farnham Community Farm	450
Farnham Repair Café	500
Farnham Sports Council	450
Farnham Support Fund	5,000
Farnham Youth Choir	5,200
Frensham Pond Sailability	1,000
Friends of Rowledge School	625
Hale Carnival Committee	1,000
Helen Arkell Dyslexia Centre	1,000
Hive Helpers CIC	500
Homestart	1,000
I Chose Freedom	2,000
Kind to mind	500
New Ashgate Gallery	1,000
Rotary Club of Farnham Weyside	1,200
Rowledge Tennis Club	1,000
Sight for Surrey	500
Space2grow	4,000
University for the Creative Arts	500
Weydon School	1,500
	<u>52,175</u>

In addition, grants for services provided were made to:	£
40 Degreerz	8,000
Brightwells Gostrey Centre	5,000
Citizens Advice Bureau	20,000
Farnham Maltings	10,000
Hale Community Centre	7,000
Waverley Hoppa	10,000
	<u>54,000</u>

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2024
(continued)

<u>Town Clerk Small Grants</u>	£
Folly Hill Infants School	250
Phyllis Tuckwell Hospice	200
Post 19 allotment grant	60
RBL hire of Gostrey Meadow VE/VJ commemoration	250
Scouts – loan of gazebo	40
St Andrew's School allotment grant	60
Wrecclesham Village Fete	250
	<u>1,110</u>

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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 2023/24

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 2024**.
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 2024**. 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 2024
 - 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 2023/24

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 2024 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 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 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 69**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- 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 2024.
- 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 Chair, 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 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

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 Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 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 2023/24

FARNHAM TOWN COUNCIL

<https://democracy.farnham.gov.uk/> ENTER THE FULLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

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

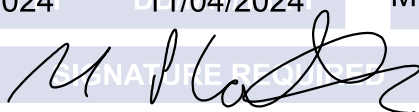
Date(s) internal audit undertaken

Name of person who carried out the internal audit

20/11/2023 25/03/2024 11/04/2024

M PLATTEN CPFA INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

05/04/2024

***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 2023/24

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 2024, 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 <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***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 Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED
Iain Lynch

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<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 exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 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

SIGNATURE REQUIRED
Iain Lynch

Date

11/04/2024

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 Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

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 2024; 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 2023/24

(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 2023/24

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 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Explanation of variances – pro forma

Name of smaller authority: **Farnham Town Council**

County area (local councils and parish meetings only):

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;

	2022/23 £	2023/24 £	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	1,916,346	2,014,359				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,231,570	1,315,900	84,330	6.85%	NO		
3 Total Other Receipts	683,127	493,172	-189,955	27.81%	YES		See below
4 Staff Costs	603,595	606,590	2,995	0.50%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,213,089	1,061,276	-151,813	12.51%	YES		See below
7 Balances Carried Forward	2,014,359	2,155,565				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	2,120,597	2,214,469				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments at	2,811,680	2,859,106	47,426	1.69%	NO		
10 Total Borrowings	0	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)

Changes in other receipts

CIL income reduced	- 121,296
Cemetery income reduced	- 10,870
Sponsorship income lower	- 9,551
Reduction in Support Fund income this year	- 29,362
No Business Improvement District grant this year	- 19,731
Local Parish Council tax grant no longer received	- 3,030
No grants for Craft Town or Business Support	- 12,500
Increase in events income	17,091
Insurance claim 22-23	- 55,233
Increase in interest & dividends	63,289
Reduction in banners income	- 3,020
Other, net	- 5,742
	<u>- 189,955</u>

Changes in other payments

Increase in use of agency staff	31,189
Toilet project 22-23	- 35,206
Hale Chapel project 22-23	- 163,559
Coronation event costs	17,164
Cones installation 22-23	- 20,125
Elections 2023	52,673
New grants to younger people	8,000
Reduction in hardship grants paid	- 44,594
Other, net	2,645
	<u>- 151,813</u>

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FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 18th March, 2024

Place

Council Chamber, Farnham Town Council, South Street, Farnham GU9 7RN and via Zoom

Planning & Licensing Consultative Working Group Members Present:

Councillor Andrew Laughton (Lead Member)
Councillor Tony Fairclough
Councillor George Hesse
Councillor Brodie Mauluka
Councillor Tim Woodhouse
Councillor Alan Earwaker (ex-Officio)

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Merryweather, Murray and White.

2. Disclosure of Interests

Councillor Hesse declared a non-pecuniary interest to WA/2024/00421 due to vicinity.

3. Applications Considered for Key/Larger Developments

Farnham Castle

WA/2024/00447 Farnham Castle

Officer: Michael Eastham

UNIT RU06 BUILDING D8, EAST STREET, FARNHAM GU9 7RP

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

In reviewing this proposed shop front application, Farnham Town Council requests clarification of the ventilation system detailed within 'Accompanying Papers KLJW 009 MFF RU06 Condition 10 Submission Rev compressed_2.pdf' which states 'The purpose of this application is to provide a series of weather louvres on the facade of the building in an architecturally appropriate manner. It will allow Monte Forte, the

Leaseholder of the Commercial unit in question, the ability to route their ventilation services to location on the facade in a manner that is as discreet as possible.'

A larger scale plan of the internal layout shown on 'Proposed Elevation Plans – KLJW 009 MFF RU06 Condition 10 Submission Rev compressed_6.pdf' is needed for a more detailed review of the ventilation system.

What noise is generated by the ventilation system? Is the ventilation system for the main restaurant seating area or does it provide ventilation to/from the kitchen area? If the kitchen area is included, how is odour prevented from coming out of the exhaust?

This Condition cannot be discharge without further clarification of the ventilation system incorporated into the shop front.

Note. Confirmation has been received that the ventilation is for fresh air only in the restaurant. Extraction for the kitchen is to the rear through the service area.

WA/2024/00448 Farnham Castle

Officer: Michael Eastham

UNIT RU06 BUILDING D8, EAST STREET, FARNHAM GU9 7RP

Application for advertisement consent to display 3 non- illuminated fascia signs.

Farnham Town Council has no objections to the proposed signage. It is compliant with Farnham Neighbourhood Plan Policy FNP4 a) would not appear dominant or overbearing.

WA/2024/00461 Farnham Castle

Officer: Alistair de Joux

FARNHAM LIBERAL CLUB, SOUTH STREET SOCIAL CLUB, 46 SOUTH STREET, FARNHAM GU9 7RP

Change of use from social club (Sui Generis) to restaurant and public house (Sui Generis); erection of extensions and creation of first floor terrace with associated works following demolition of existing modern extension.

Farnham Town Council notes that the applicant has taken onboard feedback regarding the rear elevation and balustrade design. Although the rear proposals are more in keeping with the surroundings, the false chimney pot appears bulky.

It is noted that WBC Heritage Officers have been consulted throughout the application process. Farnham Town Council relies on the Heritage Officers to review the proposed works to this important Grade II Listed building.

WA/2024/00462 Farnham Castle

Officer: Alistair de Joux

FARNHAM LIBERAL CLUB, SOUTH STREET SOCIAL CLUB, 46 SOUTH STREET, FARNHAM GU9 7RP

Listed Building Consent for demolition and replacement of modern ground floor extension; first floor extension to catslide; repairs and internal alterations.

Farnham Town Council notes that the applicant has taken onboard feedback regarding the rear elevation and balustrade design. Although the rear proposals are more in keeping with the surroundings, the false chimney pot appears bulky.

It is noted that WBC Heritage Officers have been consulted throughout the application process. Farnham Town Council relies on the Heritage Officers to review the proposed works to this important Grade II Listed building.

WA/2024/00473 Farnham Castle

Officer: Russell Brown

ST STEPHENS HOUSE, DOGFLUD WAY, FARNHAM

Erection of part second floor and third and fourth floor roof extensions and change of use of second floor from offices (Class E) to create 9 residential flats (Class C3) with photovoltaic panels on roof, associated car and cycle parking, bins stores and associated communal amenity space.

Farnham Town Council notes previous permitted development applications granted for conversion from office to residential through WA/2023/01023, WA/2023/00051, PRA/2022/02704 and PRA/2022/02614. This application includes part second, third and fourth floor extensions to create 9 residential flats.

Based on the floorplans and information included, a shared communal amenity space is proposed at ground floor level. No private residential accommodation is proposed on the ground floor or first floor. The drawings included show ground floor and first floor for office use.

Farnham Town Council supports the provision of PV panels on roof.

Farnham Town Council notes that the Design and Access Statement and document 'Illustrative Plans – External Materials', state white render for the walls to the side and rear. The existing brick elevations with white render to the lower floors is in keeping with the surroundings, fully rendered walls is not appropriate and does not sit well in this setting, dominated by brick elevations.

Farnham Town Council seeks clarification on parking provision for cycles and cars:

- **The Design and Access Statement states 10 cycle spaces. The application form details 16 cycle spaces.**
- **The Design and Access Statement states 10 car parking spaces. The application form details 19 car parking spaces.**

Please advise the correct information.

Response from the agent 20 March 2024:

- *The cycle provision is correct in the Design and Access Statement and plans a total of 10 spaces are being provided in a double stacker within the cycle store.*
- *The parking provision is correct in the application form - there are 26 spaces on the existing site and the proposed scheme removes 7 of these, with 19 remaining.*

The difference comes from the Design and Access Statement only considering the allocated parking for the proposed units the subject of this application, and the application form considering all parking on-site (including the provision being retained for the lower floors of the building, which whilst not being part of the proposed development, do have their parking affected).

Farnham North West

Response received from Local Lead Flood Authority no longer objecting to the application

WA/2023/01467 Farnham North West

Officer: Michael Eastman

LAND CENTRED COORDINATES 483317 147157 OLD PARK LANE FARNHAM

Outline application with all matters reserved except access for up to 83 dwellings (including 24 affordable) and public open space/country park including related play space community orchard wildlife pond internal access roads footways/footpaths and drainage basins/corridor.

Farnham Town Council notes that further responses have now been received from the Local Lead Flood Authority and Surrey Highways.

Farnham Town Council maintains its strong objection to the proposed development of up to 83 dwellings in this location.

This site is not a housing allocation under policy FNPI4 of the Farnham Neighbourhood Plan dated 3 April 2020. Paragraph 14 of the NPPF dated 20 December 2023 states:

In situations where the presumption (at paragraph 11d) applies to applications involving the provision of housing, the adverse impact of allowing development that conflicts with the neighbourhood plan is likely to significantly and demonstrably outweigh the benefits, provided the following apply:

- a) the neighbourhood plan became part of the development plan five years or less before the date on which the decision is made; and*
- b) the neighbourhood plan contains policies and allocations to meet its identified housing requirement.*

Farnham Neighbourhood Plan (2013-2032) allocates sufficient sites for housing development and has over a year's protection remaining.

This site is outside of the built-up area boundary, contrary to policy FNP10 Protect and Enhance the Countryside, and its focus on preserving the countryside from inappropriate development.

The area is designated an Area of Strategic Visual Important (ASVI), in place to protect areas vulnerable to development pressure. The intrinsic character and beauty of the countryside 'must be recognised and safeguarded' as stated in Local Plan Part 1 policy RE1 Countryside beyond the Green Belt. The proposals would result in harmful effects to the character and appearance of the area. These fields must remain part of the landscape and not become a housing development.

Farnham has a need of Suitable Areas of Natural Greenspace (SANG) to mitigate harm to the Thames Basin Heath Special Protection Area. The provision of SANG land is possible in this location without the development of housing. With the inclusion of the adjacent 3.3ha open greenspace serving the existing development to the south, this location would be appropriate for SANG.

The proposals will have a negative impact on the existing development to the south from additional vehicle movements, changes to the no-through roads, potential loss of on-street parking bays and green boundaries, conflicting with policy FNP30 Transport Impact of Development, with no consideration of Healthy Streets for Surrey guidance.

This proposed development will increase surface water flooding, water usage, sewage and the need for school places - the local infrastructure is already beyond capacity. The cumulative impact of development on other sites, and on the boundary of Farnham, must also be considered.

Surrey Highways has detailed S106 contributions for Farnham Town Centre improvement. Other highways improvements to the town centre include additional formal crossings on West Street and bus stop flags incorporating real-time information. Waverley Borough Council's Infrastructure Delivery Plan needs to be updated to reflect infrastructure required in the town, and as part of Waverley's work on the new Local Plan and ensure CIL funding can be allocated to off-set the impact of development.

Farnham is delivering new homes on allocated sites in the Farnham Neighbourhood Plan, agreed in consultation with its community. This objection, and Farnham Town Council's previous objection, is against speculative development on green fields outside of the built-up area boundary, conflicting with policies in the Farnham Neighbourhood Plan dated 3 April 2020, where policies carry full weight, without the tilted balance, in the determining of planning applications, as stated in the NPPF dated 20 December 2023.

4. Applications Considered

Farnham Bourne

WA/2024/00426 Farnham Bourne

Officer: Matt Ayscough

13A LODGE HILL ROAD, LOWER BOURNE, FARNHAM GU10 3QN

Provision of a vehicular access with parking area and associated works including the partial demolition of front boundary wall.

Farnham Town Council notes that the dwelling has rear access via School Lane therefore it is not necessary to provide vehicle access from the front on Lodge Hill Road. The removal of green boundary and section of the wall will have a negative impact on the street scene. Visibility splays will be difficult to achieve with the bend in the road to the west.

WA/2024/00464 Farnham Bourne

Officer: Matt Ayscough

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

Erection of a first floor extension including alterations to roof to a gable end; installation of solar panels and alterations to elevations.

No comment.

TM/2024/00442 Farnham Bourne

Officer: Theo Dyer

17 BOURNE FIRS, LOWER BOURNE, FARNHAM GU10 3QD

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 02/00

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 LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.

Farnham Castle

WA/2024/00421 Farnham Castle

Officer: Anna Whitty
BISHOPS MEAD COTTAGE, BISHOPS MEAD, FARNHAM GU9 7DU
Erection of a single storey extension.
No comment.

WA/2024/00425 Farnham Castle

Officer: Dana Nickson
CASTLE HILL MEWS, 43 CASTLE STREET, FARNHAM GU9 7JB
Application under Section 73 to vary condition 4 of WA/2023/01887 (restriction to use timber windows and doors) to remove this wording and restriction.
No comment.

WA/2024/00428 Farnham Castle

Officer: Matt Ayscough
NATIONWIDE, TOWN HALL BUILDINGS, THE BOROUGH, FARNHAM GU9 7NT
Application for advertisement consent to display 2 non-illuminated replacement fascia signs and non-illuminated replacement ATM surround.
No comment.

WA/2024/00429 Farnham Castle

Officer: Matt Ayscough
NATIONWIDE, TOWN HALL BUILDINGS, THE BOROUGH, FARNHAM GU9 7NT
Listed building consent for the display of non-illuminated replacement signage.
No comment.

Farnham Heath End

TM/2024/00443 Farnham Heath End

Officer: Theo Dyer
WHITE WALLS, FERNHILL DRIVE, FARNHAM GU9 0HR
APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 16/99
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 LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.

WA/2024/00419 Farnham Heath End

Officer: Anna Whitty
39 WEST AVENUE, FARNHAM GU9 0RB
Erection of a two storey extension and alterations to fenestration.
No comment.

Farnham Moor Park

TM/2024/00431 Farnham Moor Park

Officer: Theo Dyer
WEYHILL, OLD COMPTON LANE, FARNHAM GU9 8EG
APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 08/15

Farnham Town Council leaves to the Arboricultural Officer. Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.

WA/2024/00407 Farnham Moor Park

Officer: Anna Whitty

49 LYNCH ROAD, FARNHAM GU9 8BT

Certificate of Lawfulness under Section 192 for erection of dormer extension with installation of rooflights to provide habitable accommodation in roof space.

No comment.

WA/2024/00412 Farnham Moor Park

Officer: Graham Speller

3 THE CLOSE, FARNHAM GU9 8DR

Erection of extensions and alterations.

No comment.

WA/2024/00454 Farnham Moor Park

Officer: Graham Speller

31 TILFORD ROAD, FARNHAM GU9 8DJ

Erection of extension and alterations; extension and alterations to detached garage to form habitable accommodation following partial demolition of existing garage; landscaping to provide additional parking.

Farnham Town Council requests that the outbuilding be Conditioned ancillary to the dwelling house 31 Tilford Road.

WA/2024/00460 Farnham Moor Park

Officer: Anna Whitty

27 CARPENTERS WAY, BADSHOT LEA, FARNHAM GU9 9FT

Certificate of Lawfulness under Section 192 for construction of dormer window and installation of roof lights.

No comment.

Farnham North West

WA/2024/00402 Farnham North West

Officer: Anna Whitty

41 LARKFIELD ROAD, FARNHAM GU9 7DB

Erection of a single storey extension and terrace with associated works following demolition of existing outbuilding.

No comment.

WA/2024/00450 Farnham North West

Officer: Alistair de Joux

LAND AT KNOWLE FARM, 19 OLD PARK LANE, FARNHAM GU9 0AN

Erection of a dwelling and garage with associated works.

This location is within Farnham's Old Park in Countryside beyond the Green Belt. The planning history in the vicinity is relevant to this application. Development has mostly been through applications allowed appeal rather than development being compliant with local policy and guidance. Farnham Town Council objects the negative impact on the character of the setting of Farnham's Old Park. Recently residential development to the rear, although allowed at appeal, is designed to reflect the previous equestrian use. The proposed design in this application not in keeping with the surroundings or the setting of Farnham's Old Park. Concern is

also raised about the intensification of the use of the bridleway (BW185) with additional vehicle movements. The Woodland TPO and impact on the SPA must be considered.

Farnham Rowledge

WA/2024/00449 Farnham Rowledge

Officer: Anna Whitty

15 APPLELANDS CLOSE, WRECCLESHAM, FARNHAM GU10 4TL

Erection of extensions and alterations following demolition of existing garage.

No comment.

WA/2024/00456 Farnham Rowledge

Officer: Matt Ayscough

6 HIGH STREET, ROWLEDGE, FARNHAM GU10 4BS

Erection of a single storey extension.

No comment.

5. Other Applications Considered

Guildford Borough Council Application

Additional information received

23/P/01831

Tongham Services, A31, Tongham, Guildford, GU10 1DN

Erection of a freestanding McDonald's Restaurant with drive thru facility, car parking, landscaping and associated works, including Customer Order Displays (COD) and a play frame.

Concern was raised at the management of litter, pedestrian and staff access – a new residential development is being built between the A331 and A31 at this junction. Safe pedestrian access to the site is essential along with improvements to the road infrastructure at the roundabout.

Farnham Town Council maintains previous comments.

This application must be determined alongside 23/P/01823, 23/P/01824 and 23/P/01826 to fully understand the impact from the proposed development of the buildings, layout of vehicle and pedestrian infrastructure, play area, illuminated signage and 7m high totem. The application is at odds with the designation of Site of Nature Conservation Interest (SNCI).

Farnham Town Council objects to the proposed fast-food restaurant and drive-thru facility to the rear of Tongham Services and its potential harm to Tice's Meadow Nature Reserve. Farnham Town Council supports the objection from the Tice's Meadow Bird Group, the environmental and ecological damage must be considered.

Part of the site within the redline boundary on the Block Plan states 'Proposed Wildlife/ Ecology Site (Separate Application)'. Clarification has been sought from Head of Planning for Guildford and Waverley but no response has been received.

6. Appeals Considered

Appeal reference: APP/R3650/W/23/3336021

Appellant: A & G de Silva & Tyrrell

WA/2023/02058 Farnham North West

Officer: Anna Whitty

Email: anna.whitty@waverley.gov.uk

LAND OPPOSITE, 12 OLD PARK LANE, FARNHAM GU9 0AH

Erection of an extension and alterations to ancillary outbuilding to form a dwelling with associated garden and alterations to access.

Appellant: A & G de Silva & Tyrrell

The appeal will be determined on the basis of **Written Representations** followed by a site visit by the inspector.

Farnham Town Council notes the Planning Officer's conclusion of the potential to further urbanise the garden through permitted development and residential paraphernalia. Farnham Town Council maintains its objection:

WA/2023/02058 Farnham North West

Officer: Anna Whitty

LAND OPPOSITE, 12 OLD PARK LANE, FARNHAM GU9 0AH

Erection of an extension and alterations to ancillary outbuilding to form a dwelling with associated garden and alterations to access.

Farnham Town Council objects to the urbanising effect of extending an outbuilding to form a two-bedroom dwelling with driveway, parking and pathway in distinctive garden land to the south of Old Park Lane.

The proposed development will harm the local character of what is a unique enclave in a semi-rural location. The area is outside the built-up area boundary of Farnham Neighbourhood Plan subject to policy FNPI0 Protect and Enhance the Countryside and the Farnham Design Statement for North West Farnham. The garden is in an Area of Strategic Visual Important (ASVI). This is a local designation in place to address specific and local issues: 1. Where land is vulnerable to development pressure; 2. Where protection is essential due to strategic visual importance; 3. Where there are strong environmental reasons; 4. For the preservation of the character of the locality; 5. In order to prevent coalescence; 6. Where parcels of land are relatively small and open on the urban fringe.

Local Plan Part I (LPP1) 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.

7. Licensing Applications Considered

There were none for this agenda.

8. Public Speaking at Waverley's Planning Committee

Consideration was given to future items on the agenda of Waverley's Planning Committee. It is expected that WA/2023/01467 Land Centre Coordinates 483317 147157 Old Park Lane, Farnham will be brought to Committee shortly.

9. Date of next meeting

Monday 8th April at 9.30am.

The meeting ended at 11.00 am

Notes written by Jenny de Quervain



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 8th April, 2024

Place

Council Chamber, Farnham Town Council, South Street, Farnham GU9 7RN or via Zoom

Planning & Licensing Consultative Working Group Members Present:

Councillor Andrew Laughton (Lead Member)
Councillor Tony Fairclough
Councillor Brodie Mauluka
Councillor Mark Merryweather
Councillor George Murray
Councillor Graham White
Councillor Alan Earwaker (ex-Officio)

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Hesse and Woodhouse.

2. Disclosure of Interests

Councillor White declared a pecuniary interest to WA/2024/01467 Old Park Lane, Farnham due to vicinity to the application and left the room during the discussion.

3. Applications Considered for Key/Larger Developments

Farnham Castle

WA/2024/00500 Farnham Castle

Officer: Sam Wallis

WEY COURT EAST, UNION ROAD, FARNHAM GU9 7PT

Application under Regulation 3/4 for Section 73A to vary Condition 2 of WA/2023/00905 (approved plans) to allow relocation of condenser units and alterations to car parking arrangement; alterations to louvres into roof.

No comment.

Farnham Moor Park

PRA/2024/00576 Farnham Moor Park

Officer: Dana Nickson

GARAGES, 1 TO 7 RANKINE CLOSE, BADSHOT LEA, FARNHAM

General Permitted Development Order 2015 Schedule 2, Part 11, Class B: Demolition of 7 garages.

No comment.

Farnham North West

Comments previously submitted, see below.

WA/2023/01467 Farnham North West

Officer: Michael Eastman

LAND CENTRED COORDINATES 483317 147157 OLD PARK LANE FARNHAM

Outline application with all matters reserved except access for up to 83 dwellings (including 24 affordable) and public open space/country park including related play space community orchard wildlife pond internal access roads footways/footpaths and drainage basins/corridor.

Farnham Town Council notes that further responses have now been received from the Local Lead Flood Authority and Surrey Highways.

Farnham Town Council maintains its strong objection to the proposed development of up to 83 dwellings in this location.

This site is not a housing allocation under policy FNPI4 of the Farnham Neighbourhood Plan dated 3 April 2020. Paragraph 14 of the NPPF dated 20 December 2023 states:

In situations where the presumption (at paragraph 11d) applies to applications involving the provision of housing, the adverse impact of allowing development that conflicts with the neighbourhood plan is likely to significantly and demonstrably outweigh the benefits, provided the following apply:

- a) the neighbourhood plan became part of the development plan five years or less before the date on which the decision is made; and*
- b) the neighbourhood plan contains policies and allocations to meet its identified housing requirement.*

Farnham Neighbourhood Plan (2013-2032) allocates sufficient sites for housing development and has over a year's protection remaining.

This site is outside of the built-up area boundary, contrary to policy FNP10 Protect and Enhance the Countryside, and its focus on preserving the countryside from inappropriate development.

The area is designated an Area of Strategic Visual Important (ASVI), in place to protect areas vulnerable to development pressure. The intrinsic character and beauty of the countryside 'must be recognised and safeguarded' as stated in Local Plan Part 1 policy RE1 Countryside beyond the Green Belt. The proposals would result in harmful effects to the character and appearance of the area. These fields must remain part of the landscape and not become a housing development.

Farnham has a need of Suitable Areas of Natural Greenspace (SANG) to mitigate harm to the Thames Basin Heath Special Protection Area. The provision of SANG land is possible in this location without the development of housing. With the

inclusion of the adjacent 3.3ha open greenspace serving the existing development to the south, this location would be appropriate for **SANG**.

The proposals will have a negative impact on the existing development to the south from additional vehicle movements, changes to the no-through roads, potential loss of on-street parking bays and green boundaries, conflicting with policy FNP30 Transport Impact of Development, with no consideration of Healthy Streets for Surrey guidance.

This proposed development will increase surface water flooding, water usage, sewage and the need for school places - the local infrastructure is already beyond capacity. The cumulative impact of development on other sites, and on the boundary of Farnham, must also be considered.

Surrey Highways has detailed **SI06** contributions for Farnham Town Centre improvement. Other highways improvements to the town centre include additional formal crossings on West Street and bus stop flags incorporating real-time information. Waverley Borough Council's Infrastructure Delivery Plan needs to be updated to reflect infrastructure required in the town, and as part of Waverley's work on the new Local Plan and ensure CIL funding can be allocated to off-set the impact of development.

Farnham is delivering new homes on allocated sites in the Farnham Neighbourhood Plan, agreed in consultation with its community. This objection, and Farnham Town Council's previous objection, is against speculative development on green fields outside of the built-up area boundary, conflicting with policies in the Farnham Neighbourhood Plan dated 3 April 2020, where policies carry full weight, without the tilted balance, in the determining of planning applications, as stated in the NPPF dated 20 December 2023.

WA/2024/00577 Farnham North West

Officer: Simon Dunn-Lwin

LAND NORTH OF COXBRIDGE FARM, WEST STREET, FARNHAM

Construction of new vehicular access to serve residential development as approved by WA/2019/0770.

Farnham Town Council has previously consulted on the proposed access within this application to ensure a lefthand and righthand lane is included for exiting the development of 320 dwellings and large vehicles can access to the Depot on the south side of West Street.

The plan included in this application does not show sufficient detail of the carriageway on the development site for a left and right filter lane at the exit. Clarification must be sought as to the distance being allocated for the two-lane exit.

A one-way system will operate. The entry point will be a temporary construction access at the southwestern end of the site, where the future cycle access into the development will be located. The green boundary must be reinforced with native planting.

Although not a planning matter, Farnham Town Council has previously requested that site vehicles do not operate with audible alarms and beepers to protect the amenity of the surrounding residential dwellings from continuous noise.

Objection must be raised to routing in the Construction Management Plan. Northbound construction traffic is proposed to turn right out of the site on to West

Street, Coxbridge roundabout on to A31, Shepherd and Flock roundabout, Water Lane roundabout A325, Six Bells roundabout, St John's Church traffic lights and on to the A325 Farnborough Road to the M3. This must be amendment to route via A31/A331 not A325 Farnborough Road.

Contact details for the Principal Contractor will be provided to Waverley Borough Council and other key local stakeholders. Farnham Town Council, as a key stakeholder, must be provided contact details.

This application must be considered with WA/2024/00599 Reserve Matters for Land North of Coxbridge Farm, West Street, Farham.

Further review required

WA/2024/00599 Farnham North West

Officer: Michael Eastman

LAND NORTH OF COXBRIDGE FARM, WEST STREET, FARNHAM

Approval of reserved matters (appearance landscaping layout & scale) following outline approval of WA/2019/0770 for the erection of 320 dwellings (including 96 affordable) with associated landscaping public open space and infrastructure; discharge of some pre-commencement conditions & other conditions 5 6 7 8 9 10 11 12 15 16 18 20 22 24 25 26.

Further review required with ward councillors.

4. Applications Considered

Farnham Bourne

NMA/2024/00476 Farnham Bourne

Officer: Graham Speller

20 UPPER BOURNE LANE, WRECCLESHAM, FARNHAM GU10 4RQ

Amendment to WA/2024/00031 to alter the approved porch design and to remove side walls to ground floor level rain shelter area.

No comment.

TM/2024/00566 Farnham Bourne

Officer: Theo Dyer

20 BOURNE FIRS, LOWER BOURNE, FARNHAM GU10 3QD

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 02/00

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.

Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.

WA/2024/00512 Farnham Bourne

Officer: Simon Dunn-Lwin

LITTLE THATCHES, BOURNE DENE, WRECCLESHAM, FARNHAM GU10 4RF

Erection of a replacement dwelling and associated works following demolition of existing dwelling.

No comment.

WA/2024/00532 Farnham Bourne

Officer: Anna Whitty
3 ERNEST CLOSE, FARNHAM GU10 3NL
Erection of a single storey extension.
No comment.

WA/2024/00531 Farnham Bourne

Officer: Simon Dunn-Lwin
LAND REAR OF 11 BROOMWOOD WAY, LOWER BOURNE, FARNHAM
Erection of a dwelling with associated parking and amenity space including raised terraces.
Farnham Town Council objects to the proposed dwelling on this restrictive site which has been previously subdivided through granted application WA/222/01197. Impact on the amenity of the neighbours must be considered.

WA/2024/00578 Farnham Bourne

Officer: Matt Ayscough
WALDEN HOUSE, GOLD HILL, LOWER BOURNE, FARNHAM GU10 3JH
Erection of a porch and replacement entrance gates and piers.
No comment.

Farnham Castle

WA/2024/00487 Farnham Castle

Officer: Simon Dunn-Lwin
COMMUNAL AREA RIVERSIDE WALK, LONGBRIDGE, FARNHAM GU9 7PZ
Installation of public art (retrospective).
For information only.

Farnham Firgrove

WA/2024/00539 Farnham Firgrove

Officer: Matt Ayscough
11B RIDGWAY ROAD, FARNHAM GU9 8NN
Erection of first floor extensions including over a car port and alterations.
No comment.

WA/2024/00562 Farnham Firgrove

Officer: Anna Whitty
31 BALDREYS, FARNHAM GU9 8RH
Erection of single storey front and rear extensions following demolition of existing extensions.
No comment.

Farnham Heath End

TM/2024/00568 Farnham Heath End

Officer: Theo Dyer
PINEHURST, 7 PARKSIDE, FARNHAM GU9 0JP
APPLICATION FOR REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 16/99
Farnham Town Council leaves to the Arboricultural Officer. Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.

WA/2024/00545 Farnham Heath End

Officer: Graham Speller

COBWEBS, BALL AND WICKET LANE, FARNHAM GU9 0PD

Erection of extensions and alterations together with alterations to integral garage to provide habitable accommodation.

No comment.

Farnham Moor Park

CA/2024/00541 Farnham Moor Park

Officer: Theo Dyer

WAVERLEY ABBEY HOUSE, WAVERLEY LANE, FARNHAM GU9 8EP

WAVERLEY ABBEY CONSERVATION AREA REMOVAL OF TREES

Farnham Town Council leaves to the Arboricultural Officer. With the removal of the Laurel hedging, the bird nesting season must be considered, generally March to August. Checking for active nests is essential, prior to cutting and pruning during this period.

TM/2024/00480 Farnham Moor Park

Officer: Theo Dyer

MAPLE LODGE, 12A OLD COMPTON LANE, FARNHAM GU9 8BS

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 06/06

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 LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.

PRA/2024/00563 Farnham Moor Park

Officer: Dana Nickson

STORE, OLD BARN, CROWN LANE, FARNHAM GU9 9JP

Demolition notification: G.P.D.O. Schedule 2, Part 1 I, Class B: Demolition of brick barn with later extensions.

Previously refused as no demolition plan had been provided. Although a demolition plan is included in the application, Farnham Town Council objects to the loss of an important historic asset and the impact of on the character of the street.

Farnham Town Council supports the objection by the Badshot Lea Community Association, see comments below.

The old barn is a good example of Badshot Lea's agricultural past, with hop growing continuing until the early 1970s. With the large amount of new building in the village over recent years and no doubt much more to come it is increasingly important to retain as many of these old structures as possible.

It would be good to repurpose the building and make it suitable and safe and remain a significant presence within the village. However, it is important that as much as possible of the old structure is retained and any new materials are sympathetic to it.

The building has character and any work undertaken on it should not radically diminish that.

We will be reliant on Waverley Planning Officers to ensure the work proceeds with all of the above in mind.

WA/2024/00489 Farnham Moor Park

Officer: Matt Ayscough

HIGH VIEW, 18 MONKS WELL, FARNHAM GU10 1RH

Erection of an outbuilding.

No comment.

Farnham Rowledge

CA/2024/00501 Farnham Rowledge

Officer: Theo Dyer

STONECROFT, 8 POTTERY LANE, WRECCLESHAM FARNHAM GU10 4QG

WRECCLESHAM 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. 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.

Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.

CA/2024/00519 Farnham Rowledge

Officer: Theo Dyer

1 QUENNELLS HILL, WRECCLESHAM, FARNHAM GU10 4ND

WRECCLESHAM CONSERVATION AREA REMOVAL OF TREES

Farnham Town Council leaves to the Arboricultural Officer. With the removal of the Laurel hedging, the bird nesting season must be considered, generally March to August. Checking for active nests is essential, prior to cutting and pruning during this period.

PRA/2024/00475 Farnham Rowledge

Officer: Dana Nickson

6 HOLLIS WOOD DRIVE, WRECCLESHAM, FARNHAM GU10 4JT

Erection of a single storey rear extension which would extend 3.70 m beyond the rear wall of the original house for which the height would be 3.50 m and for which the height of the eaves would be 2.70 m.

No comment.

WA/2024/00502 Farnham Rowledge

Officer: Alistair de Joux

GARAGE AT HOLTSIDE, 47 LICKFOLDS ROAD, ROWLEDGE, FARNHAM GU10 4ER

Application under Section 73A to vary condition 1 of WA/2018/0576 (approved plans) to allow alteration to the first floor and raise the roof profile; form a raised terrace and remove 2 stable buildings.

Farnham Town Council notes that the dwelling, now known as Loxley, 47a Lickfolds Road, has been registered for paying Council Tax since January 2023, having been approved as an independent dwelling in August 2018. This application is retrospective. The alterations must be compliant with LPP1 policy TDI, REI and

RE3 and Farnham Neighbourhood Plan policy FNPI, FNPI0 and FNPI6 and must not have a negative impact on the neighbour's amenity.

Farnham Weybourne

WA/2024/00517 Farnham Weybourne

Officer: Matt Ayscough

4 LABURNUM ROAD, FARNHAM GU9 9DU

Erection of two storey extension, single storey extensions and alterations.

No comment.

WA/2024/00556 Farnham Weybourne

Officer: Anna Whitty

94 WEYBOURNE ROAD, FARNHAM GU9 9HE

Erection of an extension following demolition of conservatory.

No comment.

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

There were none for this meeting.

6. Appeals Considered

There were none for this meeting.

7. Licensing Applications Considered

There were none for this meeting.

8. Public Speaking at Waverley's Planning Committee

Consideration was given to future items on the agenda of Waverley's Planning Committee. It is expected that WA/2023/01467 Land Centre Coordinates 483317 147157 Old Park Lane, Farnham will be brought to Committee shortly.

9. Date of next meeting

Monday 22nd April 2024 at 9.30am.

The meeting ended at 12.40 pm

Notes written by Jenny de Quervain



FARNHAM TOWN COUNCIL

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Report
Full Council

25 April 2024

Election of Working Groups and representatives to External Bodies 2024/25

- 1 Councillors have identified preferences for the Working Groups for 2024/25 in accordance with Standing Order 15. These are attached at Annex 1, in order of preference for each Working Group as indicated by each councillor.
- 2 Some councillors expressed a preference for only the Working Groups for which they were interested, some have expressed an interest in maintaining the groups they were on in 2023/24 whilst others have given a priority listing for all the Working Groups. This does not mean they are expected to serve on every Working Group and may wish not to take up a provisional allocation as the workload would be high.
- 3 Standing Order 15.1 f states that the overall membership of the Working Groups will reflect as closely as possible the political make-up of the Council with the intention that as broad a range of councillors as possible is represented. By convention, the Mayor is not appointed to Working Groups and can attend any Group ex-officio.
- 4 There are three Working Groups plus two Standing Task Groups (HR Panel and Services to Farnham Awards) and the Planning and Licensing Consultative Group. Standing Order 15 f suggests (not mandatory) how places are to be allocated to ensure that those who are not members of the majority group are fairly represented. As such, with currently 2 out of 16 councillors, those who are not part of the majority group should have as a priority [at least] 12.5% of the available places or two places between the three Working Groups and representation on the Panels and Task Groups where possible. In practice, the Council has normally chosen councillors willing to serve rather than managing places proportionately. If a Task Group has more councillors wishing to serve than places available one place will be prioritised for a councillor not part of the majority group.
- 5 Councillors are invited to opt for or nominate for the remaining places, or withdraw if this is appropriate where there are more places than candidates. If there are more candidates than places available an election will take place for the vacant places only.
- 6 If a councillor wishes to fill a vacancy, this will still be considered by Council so that any further late additions may also be considered. In determining vacancies, the intention is usually to avoid overloading individual councillors with too many groups, and allow for as many councillors as possible to be part of Task Groups or Working Groups.
- 7 As a reminder, Lead Members of the Environment & Community & Culture Working Groups are also Members of Strategy & Resources ex officio if not previously appointed.

Working Groups

- 8 In relation to Working Groups the following expressions of interest were received.
- Community & Culture Working Group** – Five preferences for five places. All would be deemed elected (Cllrs Dickson, Earwaker Laughton, Mirylees and White),
- Environment Working Group** – There are five preferences for five places. All are deemed elected. (Cllrs Brown, Hesse, Jackman, Merryweather, and Woodhouse.)

Recommendation: It is recommended that

- 1) **Council endorse the membership of the Community & Culture Working Group and the Environment Working group**
- 2) **Council be adjourned so that the two Lead Members can be elected to confirm who will be on Strategy & Resources ex-officio.**

9 **Strategy & Resources**

Nine councillors expressed an interest for the five places on the Strategy & Resources Working Group, six of whom (Cllrs Beaman, Fairclough, Laughton, Martin, Murray, and White) put the Working Group as a first preference. In accordance with Standing orders, Cllr Brown as the non-majority group councillor representative would be deemed appointed and an election would take place for four of the six majority group councillors who expressed a first preference. Cllr Hesse and Cllr Woodhouse who put Strategy & Resources as a second preference would be discounted. If Cllr Brown were elected to continue as the Lead Member for Environment he would be appointed ex officio as Lead member meaning that an election would be for five of the six majority group councillors expressing a first preference. 8

- 10 **Planning & Licensing Consultative Group** – Seven councillors have expressed a preference for the eight places available. These are Cllr Merryweather (Badshot Lea and Moor Park), Cllr Murray (Bourne), Cllrs Beaman and Hesse (Castle), Cllr White (North West), Cllr Laughton (Weybourne) and Cllr Woodhouse (Wrecclesham & Rowledge)..

This means there are vacancies for Shortheath & Firgrove, and Hale & Heath End). The aim is, if possible, to have one councillor from each ward. Council may wish to appoint the seven councillors who have expressed a preference to be on the Consultative Group or elect one councillor per ward. In any event, all councillors are requested to review applications in their own wards and feed in to the fortnightly meetings.

Panels

- 11 **HR Panel** – There are seven preferences for six places. These are Cllr Brown, Jackman, Laughton, Mirylees, Ward, White, Woodhouse. (The HR Panel has previously requested that the panel (as far as possible) retains consistency during the life of the Council. Cllr Laughton made the HR Panel his sixth preference and would therefore not be appointed, retaining the same panel as for 2023-24.
- 12 **Services to Farnham Awards Panel.** The Panel meets to agree awards and to review nominations to external Trusts (such as the Dempster Trust, the Isabella Schroder Trust, and the Farnham Parochial Charity) as and when vacancies occur for which the Council is to make appointments. The last Panel meeting suggested that nominations for other awards (such as national honours and names to be added to the Notable names of Farnham Award should also be considered by this panel in future.

The Mayor and Deputy Mayor are ex-officio members and there are places for two other councillors (normally). A space is retained for a representative of the Tindle News Group as the Awards were the Inspiration of Sir Ray Tindle CBE DL. There is also provision for an additional independent representative.

Preferences have been received from Cllrs Brown, Laughton, and Woodhouse. It is proposed that two of the three councillors are appointed (unless Council recommends all three are appointed).

Younger Peoples Panel

Following the new emphasis on Younger people for the new administration, it is proposed that the Younger People Task Group become a Panel. It would meet in two modes, one – councillors only, and two – with a wider group of organisations who support younger people.

There are six members for five places with Cllrs Earwaker, Jackman and Laughton making it their first preference and Cllr Brown and Cllr White their second preference. As such these would be deemed to be appointed with Cllr Woodhouse being discounted.

Task Groups

- 13 All Task Groups cease at the end of a Council year. Council needs to confirm if the Task Groups are to be reconvened. It is proposed that the following Task Groups are not re-established (Business Advisory Group; CIL and Section 106 Task Group; Craft Advisory Group; Wellbeing Task Group; Allotment Liaison Group; FIB Community Group) as their roles will be absorbed into Working Groups or other Task Groups, or changed to be outside bodies where the Council representatives report back to full Council.

The remaining Task Groups need a formal resolution to be re-established. Where it is decided that a Task Group or Advisory Group is not needed, or there are insufficient members, the work of the group will be undertaken by its 'parent' Working Group.

It is recommended that

1) the following Task Groups be re-established as there is work to be done:

- **Assets Task Group**
- **Conservation Areas Advisory Group (with external involvement)**
- **Infrastructure Planning Task Group (including the Neighbourhood Plan and Community Infrastructure Levy)**
- **Literary Festival Advisory Group (with external involvement)**
- **Climate Action Task Group**

Subject to Council's decision on Task Groups, the appointment to Task Groups will need to be agreed. In accordance with Standing Order 15 (f) membership of task groups does not need to conform to the political make-up of the council although in practice there should always be a space for the non-majority group on each Task Group. Other people outside the Council can be appointed to or co-opted onto Task Groups.

- 14 Subject to the decision on paragraph 13:

- **The Assets Task Group** has six councillors for five places. There are five first preferences and one fourth preferences meaning Cllrs Brown, Dickson, Fairclough, White & Woodhouse would be deemed elected and Cllr Laughton, discounted.
- **The Climate Action Task Group**
This was omitted from the preferences list and councillors should express their preferences at the meeting. In 2023-24 the membership included Cllr Brown, Hesse, White and Woodhouse.
- **Conservation Areas Advisory Group** The expectation is that councillors who have a conservation area within their ward may wish to be part of this group. The Group is supplemented by external organisations. Ideally there will be a minimum of three councillors. Six councillors have expressed an interest with four second preferences (Cllrs Hesse, Martin, Merryweather and Woodhouse, with Cllr Laughton (3rd) and Cllr Brown (7th). Three of the four 2nd preferences would be elected with Cllrs Brown and Laughton discounted.

- **Literary Festival Advisory Group.** Cllrs Laughton, Merryweather and Mirylees included this in their top five priority preferences and as such are deemed appointed with Cllrs Brown and Woodhouse discounted. The Group is supplemented by external organisations.
- **The Neighbourhood Plan and Infrastructure Planning (including CIL) Task Group** has six first priority preferences for the five places. Given the workload expected in the year ahead, Council may wish to appoint all six first preferences (Cllrs Beaman, Earwaker, Hesse, Martin, Merryweather, and Murray) or elect five of the six first preferences with Cllrs Brown, Fairclough and Laughton, discounted.

Annex I has the proposals for each Task Group for consideration by Council.

Recommendation

It is recommended that:

- 1) **the candidates for the Strategy & Resources Working Group be appointed as set out in Annex I along with any additional councillors to fill the remaining vacancies as set out in paragraph 8 above;**
- 2) **Council determine if the councillors willing to be on the Planning and Licensing Consultative Group be appointed or whether one councillor per ward is appointed;**
- 3) **The Younger People Task Group be named a Panel given the work expected during the current administration; and**
- 4) **Council determines the membership of Task Groups and Advisory Groups as set out in Annex I.**

WORKING GROUPS

PANELS AND TASK GROUPS 2024-2025

Working Group	Membership 2023/24	Priority preferences for 2024-25
Strategy & Resources Working Group (5 members plus Lead Members from working groups not already appointed to this Working Group)	Cllr Graham White (Lead Member) Cllr David Beaman Cllr Tony Fairclough Cllr George Hesse Cllr Andrew Laughton Cllr Michaela Martin Additional lead Member Cllr Kika Mirylees (Community Lead Member) Cllr Mat Brown (Environment Lead Member)	Cllr David Beaman (1) Cllr Tony Fairclough (1) Cllr Andrew Laughton (1) Cllr Michaela Martin (1) Cllr George Murray (1) Cllr Graham White (1) Cllr Mat Brown (2) Cllr George Hesse (2) Cllr Tim Woodhouse (2)
Community and Culture Working Group* (5 members) NB Name change proposed at Community Working Group on 27/3/24	Cllr Kika Mirylees (Lead Member) Cllr Sally Dickson Cllr Brodie Mauluka Cllr Andrew Laughton	Cllr Sally Dickson (1) Cllr Alan Earwaker (1) Cllr Kika Mirylees (1) Cllr Graham White (2) Cllr Andrew Laughton (3)
Environment Working Group (5 members)	Cllr Mat Brown (Lead Member) Cllr George Hesse Cllr Chris Jackman Cllr Mark Merryweather Cllr Tim Woodhouse	Cllr Mat Brown (1) Cllr George Hesse (1) Cllr Chris Jackman (1) Cllr Mark Merryweather (1) Cllr Tim Woodhouse (1)
Planning & Licensing Consultative Group (8 members – to include one from each ward) All councillors are requested to review application in their own ward and advise of any issues/concerns	Cllr Andrew Laughton (Weybourne) (Lead) Cllr Tony Fairclough (<i>Hale & Heath End</i>) Cllr George Hesse (<i>Castle</i>) Cllr Brodie Mauluka (<i>Shortheath & Firgrove</i>) Cllr Mark Merryweather (<i>Badshot Lea & Moor Park</i>) Cllr George Murray (<i>Bourne</i>) Cllr Graham White (<i>North West</i>) Cllr Tim Woodhouse (<i>Wrecclesham & Rowledge</i>)	Cllr David Beaman Cllr George Hesse Cllr Andrew Laughton Cllr Mark Merryweather Cllr George Murray Cllr Graham White Cllr Tim Woodhouse Not yet represented Hale & Heath End Shortheath & Firgrove

STANDING PANELS 2024/25

Standing Panels

Standing Panels	Membership 2023/24	Preference for 2024/25
<p>HR Panel (Task Group of Strategy and Resources with some matters direct to Council) (6 Members)</p> <p>The preference is that the Panel remain as consistent as possible for the four-year term of the Council</p>	<p>Cllr Mat Brown Cllr Chris Jackman Cllr Kika Mirylees Cllr John Ward Cllr Graham White Cllr Tim Woodhouse</p>	<p>Cllr John Ward (1) Cllr Mat Brown (2) Cllr Chris Jackman (2) Cllr Graham White (3) Cllr Tim Woodhouse (4) Cllr Andrew Laughton (6)</p>
<p>Services to Farnham Awards Panel (Task Group of Council) (Normally 5 members) <i>Meets twice a year or as required</i></p>	<p>Mayor Deputy Mayor Cllr Chris Jackman Cllr Tim Woodhouse Tindle Newspaper representative Community Representative (tbc)</p>	<p>Mayor Deputy Mayor Cllr Tim Woodhouse (5) Cllr Mat Brown (7) Cllr Andrew Laughton (7)</p>
<p>Younger People Panel (Task Group of Strategy and Resources)</p> <p>With additional wider meetings comprising partner organisations. Proposal that there be councillor representatives as lead for North, Central and South Farnham</p> <p>(5 members)</p>	<p>Cllr Mat Brown Cllr Andrew Laughton Cllr Brodie Mauluka Cllr Graham White Cllr Alan Earwaker</p>	<p>Cllr Alan Earwaker (1) Cllr Chris Jackman (1) Cllr Andrew Laughton (1) Cllr Mat Brown (2) Cllr Graham White (2) Cllr Tim Woodhouse (3)</p>

TASK GROUPS 2024/25

All Task Groups finish at the end of the Council year and must be reappointed if there is a continuing need. For 2024-25 it is proposed to rationalise groups as set out below.

A) Recommended to be reconstituted

Task Groups	Membership 2023/24	
<p>Assets Task Group (Task Group of Strategy and Resources)</p> <p>Meets as required (5 members)</p>	<p>Cllr Mat Brown Cllr Sally Dickson Cllr Tony Fairclough Cllr Graham White Cllr Tim Woodhouse</p>	<p>Cllr Mat Brown (1) Cllr Sally Dickson (1) Cllr Tony Fairclough (1) Cllr Graham White (1) Cllr Tim Woodhouse (1) Cllr Andrew Laughton (4)</p>
<p>Climate Action Task Group</p>	<p>Cllr Mat Brown Cllr George Hesse Cllr Graham White Cllr Tim Woodhouse</p>	

<p>Literary Festival Advisory Group (Task /Advisory Group of Community & Culture)</p> <p>(3 members with partner organisation representatives)</p>	<p>Cllr Chris Jackman Cllr Mark Merryweather Cllr Kika Mirylees</p>	<p>Cllr Mark Merryweather (3) Cllr Kika Mirylees Cllr Andrew Laughton (5) Cllr Mat Brown (6) Cllr Tim Woodhouse (7)</p>
<p>Neighbourhood Plan and Infrastructure Task Group including Community Infrastructure Levy * (Task Group of Strategy and Resources)</p> <p>(5 members)</p>	<p>Cllr David Beaman Cllr George Hesse Cllr Michaela Martin Cllr Mark Merryweather Cllr George Murray</p>	<p>Cllr David Beaman (1) Cllr Alan Earwaker (1) Cllr George Hesse (1) Cllr Michaela Martin (1) Cllr Mark Merryweather (1) Cllr George Murray (1) Cllr Tony Fairclough (2) Cllr Andrew Laughton (3) Cllr Mat Brown (7)</p>
<p>Conservation Areas Advisory Group (Task Group of Strategy and Resources)</p> <p>Meets as required with representatives of other organisations</p> <p>3 members with partner organisation representatives)</p>	<p>Cllr George Hesse (Town Centre CA) Cllr Andrew Laughton Cllr Michaela Martin (Great Austins CA and Old Church Lane CA) Cllr Mark Merryweather (Shepherd & Flock CA and Waverley Abbey) Cllr Tim Woodhouse (Wrecclesham CA)</p>	<p>Cllr George Hesse (2) Cllr Michaela Martin (2) Cllr Mark Merryweather (2) Cllr Tim Woodhouse (2) Cllr Andrew Laughton (3) Cllr Mat Brown (5)</p>

B) Groups proposed to cease as Task Groups for 2024/25

<p>Business Advisory Group (Task Group of Strategy and Resources)</p>	<p>Proposal is that the Business Improvement District has a representative with specific issues going to Community & Culture or Strategy & Resources.</p>
<p>Community Infrastructure Levy/ Section 106 Task Group (Task Group of Strategy and Resources)</p>	<p>Proposed to be combined with IPG in 2024/25 and for business to be timetables when appropriate</p>
<p>Craft Advisory Group (Task Group of Strategy and Resources)</p>	<p>Proposed to be appointment to 'external' advisory group in 2024/25 as this is in practice what happens</p>
<p>Wellbeing Task Group (Task Group of Community)</p>	<p>No need for this Group currently as business discussed under Community & Culture</p>
<p>Allotment Liaison Group (Task Group of Environment)</p>	<p>Proposed to be appointment to 'external advisory Group in 2024/25</p>
<p>Farnham In Bloom Community Group (Task Group of Environment)</p>	<p>Proposal to have nominations to the community group rather than calling it a Task Group</p>

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FARNHAM TOWN COUNCIL



N

Report to Council

25th May

Appointment of Representatives to Outside Bodies 2024-25

- 1 Councillors have identified preferences for being the Council's representative on External Bodies for 2024/25 in accordance with Standing Order 15. These are attached at Annex I. The Council's representative attends as an observer to gain an insight and report back to the Council. On occasions where there are no suitable meetings to attend, the councillor appointed will act as a liaison with the organisation. Council representatives cannot take a position of responsibility otherwise there may be a conflict of interest.
- 2 Councillors were asked if there were new organisations to which the Council should appoint representatives. One suggestion was made for the Farnham Forum (which has replaced the former Farnham Visitors Forum, but no longer focusses on the visitor economy rather general community organisations similar to Farnham Connects
- 3 Where there is more than one candidate offering to represent the Council, councillors may agree amongst themselves who is the most appropriate representative (either as the sole representative or with a reserve) or by vote. Where none are currently shown, these will be filled at the meeting.

Recommendation

It is recommended that:

Council appoint representatives from the list at Annex I and agree whether a reserve is also appointed.

PREFERENCES FOR APPOINTMENT TO OUTSIDE BODIES 2024-25

	FTC representative 2023-24	Willing to be FTC representative 2024- 25 and report back to Council
40 Degreez	Lead - Cllr Graham White Reserve - Cllr Mat Brown	Cllr Alan Earwaker Cllr Andrew Laughton
Farnham Allotment Liaison Group		
Badshot Lea Recreation Ground	Cllr Chris Jackman	Cllr Andrew Laughton
Blackwater Valley Recreation and Countryside Management Committee/Blackwater Valley Countryside Partnership	Lead - Cllr Sally Dickson Reserve - John Ward	Cllr Sally Dickson
Bourne Recreation Ground	Lead – Cllr George Murray Reserve – Cllr Tim Woodhouse	Cllr George Murray
Brightwells Gostrey Centre	Cllr Alan Earwaker	
Brightwells Yard CLG	Lead – Cllr Graham White Reserve – Cllr George Hesse	Cllr Graham White (Reserve – Cllr George Hesse)
Creative Response	Cllr John Ward	
Farnborough Aerodrome Consultative Committee	Cllr George Hesse	Cllr George Hesse Reserve?
Farnham/Andernach Friendship Association	Lead - Cllr Brodie Mauluka Cllr Sally Dickson Cllr Tim Woodhouse	Cllr Sally Dickson
Farnham Biodiversity Partnership	Lead - Cllr Tim Woodhouse Reserve - Cllr Chris Jackman	
Farnham Business Improvement District Board	Cllr George Murray	Cllr Andrew Laughton Cllr Mark Merryweather Cllr George Murray
Farnham Craft Town Advisory Group	Cllr George Hesse Cllr Kika Mirylees Cllr Tim Woodhouse	Cllr George Hesse
Farnham In Bloom Community Group	Cllr George Hesse Cllr Brodie Mauluka	Cllr George Hesse

Farnham River liaison Eg Rivers Management, Water Rangers etc	Lead - Cllr Tim Woodhouse Reserve - Cllr Mat Brown	
Wey Landscape Partnership and the South East Rivers Trust		
Farnham Maltings Association	Lead – Cllr John Ward Reserve – Cllr Sally Dickson	Cllr Sally Dickson Cllr Kika Mirylees Cllr John Ward Cllr Graham White
Farnham Public Art Trust	Lead – Cllr Sally Dickson Reserve – Cllr John Ward	Cllr Sally Dickson Cllr John Ward
Farnham Sports Council	Lead – Cllr Brodie Mauluka Reserve – Cllr John Ward	Cllr John Ward
Hale Community Centre	Lead - Cllr Tony Fairclough Reserve - Cllr Brodie Mauluka	Cllr Tony Fairclough
Hale Recreation Ground	Cllr Tony Fairclough	Cllr Tony Fairclough Cllr Andrew Laughton
New Ashgate Gallery	Cllr Sally Dickson	Cllr Sally Dickson
North East Hants & Farnham CCG/Health liaison	Cllr John Ward	Cllr Mark Merryweather Cllr John Ward
Plastic Free Farnham	Cllr George Murray	Cllr George Murray
Runfold Quarry Community Liaison Group (Suez)	Cllr Andrew Laughton	Cllr Andrew Laughton Cllr Mark Merryweather
Surrey Association of Local Councils (2 representatives)	Mayor/Leader	Mayor/Leader
Surrey CC Farnham Infrastructure Programme Board	Co-Leader Cllr Beaman Town Clerk	Cllr Beaman Town Clerk
Waverley Borough Council Farnham Air Quality Working Group	Cllr Andrew Laughton	Cllr Andrew Laughton (NB Did not meet 2023-24)
Waverley Towns and Parishes Meetings	Mayor/Leader or relevant Lead Member	Mayor/Leader
Wey Valley Community Rail Partnership	Cllr David Beaman	Cllr David Beaman
Wrecclesham Community Centre	Cllr John Ward	Cllr John Ward
Wrecclesham Recreation Ground Committee	Lead – Cllr Tim Woodhouse Reserve – Cllr John Ward	Cllr John Ward
Suggestions for other appropriate groups		
Farnham Forum		Cllr Graham White

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