



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Time and date

Thursday 30th January, 2025 at 6.00 pm

### Place

Council Chamber - Farnham Town Hall.

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To ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** on **Thursday 30th January, 2025, at 6.00 pm** in the Council Chamber - Farnham Town Hall. The Agenda for the meeting is attached.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Iain Lynch'.

**Iain Lynch**  
Town Clerk

### **Members' Apologies**

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

### **Recording of Council Meetings**

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

### **Questions by the Public**

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

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



# FARNHAM TOWN COUNCIL

## Disclosure of Interests Form

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

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

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

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

FULL COUNCIL: 30 January 2025

Name of Councillor .....

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

\* Delete as appropriate



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Time and date

Thursday 30th January, 2025 at 6.00 pm

### Place

Council Chamber - Farnham Town Hall, South Street, Farnham

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### Prayers

Prior to the meeting prayers will be said by Revd David Uffindell, Rector of Farnham, St Andrew's Church, in the Council Chamber. 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](mailto:customer.services@farnham.gov.uk) by 5pm on the day before the meeting.*

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

### 3 Minutes

**(Pages 7 - 14)**

To sign as a correct record the minutes of the Farnham Town Council meeting held on 19<sup>th</sup> December 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 1 - Items for Decisions**

**7 Working Group Notes (Pages 15 - 52)**

1 To receive the notes and any recommendations of the following Working Groups:

- i) Community & Culture held on 8<sup>th</sup> January 2025 **Appendix B**
- ii) Strategy and Resources held on 20<sup>th</sup> January 2025 **Appendix C**

2 To receive an update on any relevant matters from the Environment Working Group.

**8 Precept 2025-2026 (Pages 53 - 56)**

To consider the report from the Strategy & Resources Working Group at Appendix D and agree the 2025-26 precept.

**9 Risk Management Report (Pages 57 - 64)**

To adopt the report at Appendix E from the Strategy & Resources Working Group on how the Council manages its risks and endorse the work undertaken by the Working Groups in reviewing those risks.

**10 Planning and Licensing Applications (Pages 65 - 76)**

To receive the minutes of the Planning & Licensing Consultative Group meetings held on 9<sup>th</sup> and 23<sup>rd</sup> January at **Appendices F, and G** .

**Part 2 - Items to Note**

**11 Actions taken under the Scheme of Delegation**

To receive details of any actions taken under the scheme of delegation not already reported including a letter sent under the scheme of delegation as requested by the Planning Inspector regarding suggested conditions for the Ismaili Trust Cemetery appeal APP/R3650/W/24/3350601

**12 Reports from Other Councils**

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

**13 Reports from Outside Bodies**

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

**14 Date of Next Meeting**

To agree the date of the next meeting as 20<sup>th</sup> March 2025.

To note the date of the Annual Meeting of Electors as being Monday 24<sup>th</sup> March 2025 at the University for the Creative Arts.

To agree to move the date of the Annual Meeting of Council to 15<sup>th</sup> May 2025 in order to support the 80<sup>th</sup> anniversary commemorations of the end of World War 2.

**15 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 legal advice, staffing matters or contractual matters which may be commercially sensitive.

### **Item 3 - Confidential Items**

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

- 1) Award of the Playground Contract
- 2) Other matters from Strategy & Resources

**Council Membership:**

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

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# FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### Time and date

6.00 pm on Thursday 19th December, 2024

### Place

Council Chamber - Farnham Town Hall

### Councillors

Councillor Alan Earwaker  
Councillor David Beaman  
Councillor Sally Dickson  
Councillor Tony Fairclough  
Councillor George Hesse  
Councillor Andrew Laughton  
Councillor Brodie Mauluka (Mayor)  
Councillor Mark Merryweather  
Councillor George Murray (Deputy Mayor)  
Councillor Graham White

### Apologies for absence

Mat Brown, Chris Jackman, Michaela Martin, Kika Mirylees, John Ward and Tim Woodhouse

### Officers Present:

Iain Lynch (Town Clerk)

There were 3 members of the public in attendance.

Prior to the meeting, prayers were led by Pastor Michael Hall of the Wey Church.

### C66/24 Apologies

Apologies were received from Cllrs Brown, Jackman, Martin, Mirylees, Ward and Woodhouse.

### C67/24 Disclosures of Interest

Cllr Merryweather declared an interest as Portfolio Holder for Finance and Property at Waverley Borough Council relating to property matters in item 7 Appendix C.

C68/24 **Minutes**

The Minutes of the meeting held on 24<sup>th</sup> October were agreed as a correct record.

C69/24 **Questions and Statements by the Public**

- 1 Ms Faye Sharpe, of Castle Ward, made a statement about the hazardous nature of Bridge Square at the bottom of Firgrove Hill and asked what more the Town Council could practically do to mitigate the hazard. She considered the root cause was excessive speed and had experienced multiple incidences and near misses when crossing the road from Gostrey Meadow on Longbridge. She had met with local councillors and the police but nothing was being done, and she asked whether there had to be injury or a death before anything happened?

In response, Cllr White advised that members of the Town Council were just as concerned as the public about this. Now there was a 20MPH zone this allowed further measures to be implemented such as speed tables. FTC asked for a crossing but it was turned down by Surrey County Council. He encouraged Ms Sharpe to keep pressing the case with Surrey as she made a good case and advised that Cllr Hesse would continue to support her.

- 2 Mr Butler of Castle Street asked a similar question and whether he would receive a response from his previous questions. He considered the raised platform proposed for Castle Street was in the wrong place and that residents' views should be taken into account by the scheme designers. He also asked that FTC put pressure on Surrey for cameras to catch offenders.

In response, Cllr White read the actions taken since Mr Butler raised his questions, as recorded in the previous Council minutes. He confirmed that FTC would continue to raise the issue with the police and Surrey County Council.

C70/24 **Town Mayor's Announcements**

The Mayor recorded with great sadness the passing of Stewart Dakers BEM who was both a valued member of the Farnham Town Council staff but also an incredible volunteer who was involved in so many things in Farnham. He advised that Stewart was an inspiration and a great ambassador for Farnham and passed on the condolences of the Council to his family.

The Mayor reported on a number of community activities he had been privileged to attend since Council met in October. The first Lantern Festival organised by the FTC events team was outstanding and an immense achievement involving well over one thousand people.

The Surrey Artist of the year judging at the New Ashgate Gallery underlined the talented creative people there are in and around Farnham and the Mayor had chosen one of the images of the winner for his Mayoral Christmas card.

The Remembrance services for the schools and wider community were once again both impressive and poignant. The Mayor advised these occasions mean so much to the veterans and their families, he recorded a special thanks to Ian Hunter who steps down as Parade Marshall for the Royal British Legion.

The Mayor attended Christmas Lights switch on events across town, including Gostrey Meadow, Badshot Lea and Hale , and also enjoyed special carol services at St Andrew's St John's St Joan's and St Thomas's.



The Mayor was also part of a superb Venison Dinner at the Bush Hotel. This long-standing civic occasion maintains a tradition that stretches back 400 years and was a very enjoyable occasion.

#### C71/24 **Questions by Members**

There were no questions by members.

#### C72/24 **Working Group Notes**

- i) Cllr Merryweather introduced the Notes of the Environment Working Group at Appendix B to the Council agenda.

- i) **Farnham in Bloom and Open Spaces**

Council noted the dates for 2025 and arrangements to contract supply floral displays to InOdiham and the potential challenges in participation in the In Bloom awards in 2026 and 2026. Council also noted the plans for heritage lighting columns on the Riverside walk and that officers were obtaining costs to extend the lighting to Kimber's Lane. Council noted that the Green Flag sites were all due for judging in April.

**It was Resolved *nem con* that Farnham enter all five categories in the South and South East in Bloom Awards and to withdraw the Town Centre if needed due to the planned FiP (Farnham Infrastructure Programme)**

- ii) **Notable names**

**It was Resolved *nem con* that Roger Remmington (Project Director London Ring Main and winner of the BTS James Clark Medal) to be added to the Notable Names of Farnham wall.**

- iii) **Climate Action Plan**

Council noted Surrey County Council were undertaking some pilot schemes for climate action.

**It was Resolved *unanimously* that Farnham Town Council to take part in the Parish Pilot project to support the development of a climate and nature action plan.**

#### 2) **Strategy & Resources Working Group**

Cllr White introduced the Notes of the Strategy & Resources Working Group at Appendix C to the Council agenda.

- i) **Council Business Plan Review 2024**

Cllr White reported on the detailed discussions that took place on the review of the Council's Business Plan, drawing attention to projects that were to be funded from capital (such as CIL) rather than revenue funding. There had been discussion on a potential community hub in Badshot Lea. Council noted that this was in the ownership of a separate charity (The Kiln) and it was for the Trustees to approach the Council for support rather than for the Town Council to lead on such a project. It was agreed that local councillors would inform the trustees that support for a feasibility study could potentially be supported through the Community Initiatives budget.

Cllr White reported that Waverley Borough Council had advised that only one asset could be prioritised for transfer at this stage and the Working Group recommended

the Waggon Yard garages which would be converted for Makers' Spaces and an information point for World Craft Town. For other service matters the Working Group proposed that a new budget line be introduced within the Community and Culture budget for ongoing support for the Museum of Farnham service currently managed by the Farnham Maltings. The initial amount proposed was for £10,000 with potentially more for the local museum service after the building refurbishments were completed.

In terms of Council business, it had been agreed that the intention would be to issue a list of Council decisions as an aide memoire two days after Council and also review again the quality of the sound system for online engagement. In addition, it had been suggested that the Mayor's coffee mornings could take place in the wards with each councillor identifying suitable locations

Cllr White advised that there had been a long discussion on the merits of choosing a fixed day and time for Council and Working Group meetings (such as a Thursday) to assist councillors in diary managements (particularly for those who worked). In the end it was agreed that Planning & Licensing would remain on Mondays and that the Strategy & Resources meetings would move to a Monday afternoon to assist any double hatted councillors who were also on the Waverley Executive which currently met on a Tuesday. Cllr Merryweather reminded councillors that each working Group could choose its preferred hours at the start of each council year according to the membership and setting specific times could be counter-productive when flexibility was required. It was noted that if staff were expected to attend more evening meetings it should be expected that they would need to take time off in lieu.

After further discussion, it was agreed that the draft programme of dates for 2025/2026 would be scheduled for review with the Environment and Community & Culture meetings scheduled for a Thursday (with times to be agreed by the Working Groups).

For the January Council meeting, Council noted with frustration that Waverley Borough Council had broken the long-standing commitment that Thursdays were for Town and Parish Council meetings and scheduled an extraordinary meeting for the same day of the precept setting meeting. As a result, it was agreed to rearrange the FTC meeting for the following week (30<sup>th</sup> January) to avoid the risk of the important Farnham meeting being inquorate.

**It was RESOLVED *nem con* (with Cllr Merryweather not voting on resolutions ii and v) that:**

- 1) Ward Councillors speak with the Trustees of the Badshot Lea Kiln;**
- 2) The Waggon Yard garages be the priority for a transfer from Waverley Borough Council;**
- 3) The project to improve the clarity of the sound system for remote participants/listeners of meetings be progressed;**
- 4) The idea of further activities and community engagement in the wards be supported;**
- 5) A new budget line be created within the Communities and Culture Working Group budget to support the Farnham Museum.**

**ii) Finances**

Cllr White reported on the review of month end finances which were progressing well. An additional (higher than expected) CIL payment had been received which would be

added to the earmarked reserves. The budget had been subject to a detailed debate and was covered in a separate Council agenda item.

iii) **Contracts & Assets**

Council considered the detailed report on matters discussed at Strategy & Resources including general matters on works being progressed and tenders; elements relating to the Gostrey Meadow Improvements and the outcome of the website tender.

**It was Resolved unanimously that:**

- 1) The Gostrey Meadow sandpit be filled and the new fence be installed early in the new year.**
- 2) The new playground fence be installed early in 2025 with the costs met from the 2024/2025 budget and that the most economically advantageous tenderer be appointed up to a cost of £15,000.**
- 3) Progress in preparing the planning application for Gostrey Meadow be welcomed.**
- 4) Farnham makers be invited to submit ideas for enhancing the public conveniences and raising the profile of Farnham's World Craft Town Status.**
- 5) The successful website tenderer (Savage and Gray) be appointed as set out at Exempt Annex I.**

iv) **Farnham Infrastructure Programme**

Cllr Beaman advised that he had circulated a more detailed phasing programme just provided by Surrey CC on a confidential basis. He was pleased to inform Council that Surrey had also agreed to fund two additional buses during the works but he still had a number of reservations. He proposed that as the programme was moving into the implementation phase a ward councillor should now be the FTC appointed representative to raise detailed issues.

Cllr Hesse raised again concerns over the removal of 103 square metres of ironstone outside the Tellers Arms and Pizza Express in Castle Street. FTC had raised many objections to the removal of the ironstone which formed part of the character and history of Castle Street but Surrey had changed the plans unilaterally without consultation. He also considered the raingardens in this area could be relocated outside residential properties to enable space for 'café culture' and support local businesses. Other councillors agreed especially as the works in Castle street were not due to commence until 2026 and also advised that the BID board was making similar representations.

It was suggested that FTC should contact Waverley Borough Council proposing that as the goalposts had moved with an imposed solution, Waverley should withhold its CIL contribution until this was resolved.

Councillors agreed this matter should be raised at the BID Board meeting on 17<sup>th</sup> January.

**It was RESOLVED *nem con* that:**

- i) FTC confirm to SCC its previously advised position that the ironstone outside Pizza Express and Tellers arms be retained;**
- ii) The greening raingardens outside 74/75 hospitality areas be moved further up Castle Street such as 70/71.**

v) **Task Groups**

Council noted the latest position on the work of the Younger People and Neighbourhood Plan Task Groups.

vi) **Consultation**

Council reviewed the consultation on enabling remote attendance and proxy voting at local authority meetings agreeing with Strategy & Resources that substitutes would be better than proxy voting at decision making meetings as members should be focussed on the matters being discussed.

**It was Resolved *nem con* that**

- 1) **FTC welcomes and encourages wider participation;**
- 2) **Hybrid access to Working Group and Consultative Group meetings should be allowed;**
- 3) **Voting at Full Council should be based on being present in person.**
- 4) **Substitutes should be allowed for meetings but proxies should not be allowed.**

C73/24 **Budget 2025-26**

Cllr White introduced the detailed budget paper attached at Appendix D to the Council agenda which was the recommendation of the Strategy & Resources Working Group after a long and detailed discussion. The original draft budget had seen reductions of some £65,000 but there was still a shortfall over income as a result of a number of factors including increased costs arising out of the Government's increases on employer's national insurance contributions, the new funding for the Farnham Museum, and increase of £25,000 to support community organisations facing a shortfall because of funding cuts at principal authorities, and funding for new activities such as the film festival. In addition, the new Gostrey Meadow playground would be implemented in 2025, with work on the new toilets and storage in Gostrey Meadow also due to commence.

Council noted that in the previous financial year there had been no increase in the FTC precept apart from that allocated for supporting younger people, and this support would continue in 2025/26. Council was aware that fees and charges were being reviewed in January and this would help reduce the shortfall further, but that the discussion on the impact on the precept would again be a difficult one.

**It was Resolved unanimously that the gross budget for 2025/26 be set at £1,946,650**

C74/24 **Planning and Licensing Applications**

Cllr Laughton reported on the four Planning and Licensing Consultative Group meetings that had taken place on 28<sup>th</sup> October, 11<sup>th</sup> and 25<sup>th</sup> November and 9<sup>th</sup> December and reported at appendices E, F, G and H. He drew attention to four specific matters:

1. **Appeal notification for Old Park Lane, Farnham** for up to 83 dwellings with the inquiry held over 5 days in February 2025. FTC asks that the Inspector to dismiss the appeal and refuse planning permission. The
2. **Land north of Coxbridge Farm, West Farnham.** FTC welcomed amended plans which incorporated the changes to the orientation of some dwellings on the NE side of the development following consultation.
3. **The Luxe, Lion and Lamb Yard, Farnham.** FTC felt insufficient time had passed to demonstrate significant improvements following previous complaints of noise and smells to allow a request for variation of a premises license,
4. Change of use to provide 6 residential units and associated parking, landscaping at **38-39 The Borough Farnham.** FTC noted more consultation was required to ensure local residents were not compromised by this development.

In discussion, Cllr Beaman advised that with the Government's Planning Reform Paper local controls on planning were being eroded and there were further changes ahead.

C75/24 **Actions taken under the Scheme of Delegation**

The Town Clerk advised that the tenders for the Gostrey Meadow Playground would be opened the following day and the results resported back to the next Strategy & Resources Working Group.

C76/24 **Reports from Other Councils**

Cllr Beaman reported that according to recently published statistics, bus use in Surrey had increased by over 11% in the past year, no doubt helped by the fare cap. He also reported that Transport for the South East had a new consultation on its strategy which was open for comments until March.

C77/24 **Reports from Outside Bodies**

Cllr Hesse reported on the meeting of the Farnborough Airport Consultative Committee held in November at which new Chairman Colin Flack OBE took up his role.

C78/24 **Date of Next Meeting**

In view of Waverley Borough Council arranging an extraordinary meeting on the same date as the scheduled FTC meeting, it was agreed to rearrange the precept setting meeting to January 30<sup>th</sup> at 6pm.

C79/24 **Exclusion of the Press and Public**

On a motion by the Mayor, **it was Resolved unanimously that the press and public be excluded in view of the contractual and HR matters being discussed.**

C80/24 **Any confidential matters (if required) arising from discussions of the Working Group notes.**

**It was RESOLVED unanimously that an additional day's leave for all staff be allocated between Christmas and New year in view of the successes in a range of activities during a busy year. A gift voucher was agreed for certain contract based staff who had contributed to specific activities.**

The Mayor closed the meeting at 9.08 pm

Chairman

Date

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# FARNHAM TOWN COUNCIL

## B Notes

### Community & Culture Working Group

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#### **Time and date**

10.00 am on Wednesday 8th January, 2025

#### **Place**

Council Chamber - Farnham Town Hall

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#### **Community & Culture Working Group Members Present:**

Councillor Alan Earwaker  
Councillor Andrew Laughton  
Councillor Kika Mirylees (Lead Member)  
Councillor Graham White

Officers: Oliver Cluskey, Megan Cross (Events Assistant) and Iain Lynch (Town Clerk)

#### **1. Apologies**

Apologies were received from Cllrs Dickson and Martin.

#### **2. Disclosures of interest**

None were made.

#### **3. Notes of the last meeting**

The notes of the last meeting held on 2<sup>nd</sup> October were agreed.

#### **4. Recent events**

##### **a) October Craft Month**

Members were informed that there were over 80 events throughout the month with 34 free of charge. Social media had seen a 400% rise in growth from 2024 with 850 new followers on Instagram in October.

The Working Group was extremely pleased with the success of the first Farnham Lantern Festival. 600 lantern kits were distributed and over 1000 members of public turned up for the event in Gostrey meadow on 31<sup>st</sup> October.

It was agreed that the Lantern Festival should be an annual event and to be held on Friday 31<sup>st</sup> October 2025. Members of the public should be encouraged to create their own designs (Social Media campaign).

**Action: Events manager to get a quote from Anna McCallion to create two new designs**

The Working Group discussed the resource needed to create the lantern kits and whether this was through staff (as in 2024), volunteers or purchasing kits. It was agreed the Events manager would look at alternatives with the aim of purchasing the kits during the current financial year. It was agreed that the cost of the kits would need to be increased and a suggested rate of £5 was proposed to keep the kits affordable.

**Action: Events manager to look into getting prices for kits to be made.**

b) Christmas Lights switch on

Members noted that the event was a success with over 550 children performing on stage. It was also noted that there had been a complaint about the use of animals for the Farmyard Nativity on the basis that it may be distressing for the animals as the event was busy and loud. It was agreed not to book the farm animals for the 2025 switch-on but to have the Nativity scene at the Christmas market where it was quieter.

Members advised that it was difficult to hear the singing and speaking on stage when stood further back in Gostrey Meadow. The Events Manager agreed that the sound system (PA) used needed to be larger but would cost more money. Members agreed that reducing some elements such as the farm animals would allow an increase the budget on the PA. Members also discussed the changeover time for the final band resulting in a gap in entertainment with people leaving. It was agreed that the final band should be playback to reduce the changeover time.

**Action: Events Manager to book an improved sound system for 2025**

c) Christmas Market

The Christmas market was cancelled due to high winds and storm Darragh. The Working Group noted the indicative budget in the agenda and congratulated the events team on minimising the cancellation costs.

## 5. Future events and projects

a) Farmers' Market and other Markets

Members noted that the Farmers' Market would continue on the fourth Sunday of the Month and that because of the Farnham Infrastructure Programme the alternative 'West Street Markets' had moved to Central market for the last three markets in 2024. The dates requested of Waverley for use of the Car Park in 2025 were:

April 13th	Antiques & Vintage
May 18th	Artist & Makers Market
June 15th	Antiques & Vintage
July 6th	Vegan Market
Sept 21st	Antiques & Vintage
Oct 5th	Artist and Makers Market
Nov 30th	Antiques & Vintage Market



Members were informed that WBC had charged £100 per market which was similar to the cost of implementing the road closure required for West Street. Members noted trader concerns that the market would not be as busy as on West.

b) Music in the Vineyard

Members were informed that Abbeyfield Wey Valley had agreed to sponsor the event. Their sponsorship would cover the cost of the bands:

Jan 26th – Out of the Shadows (Tea stall by Bake Natter and Roll)

Feb 23rd – A-Train (Tea stall by Abbeyfield Wey Valley TBC)

March 30th – The Beat Tones (Tea stall by Farnham Rotary)

c) Literary Festival

The Working Group noted that the Literary Festival programme was almost complete apart from a small number of events from partners waiting to be received and two events where a venue was sought. Members were very happy with the diverse offering. Tickets were about to go on sale. Members expressed disappointment that Reel had not yet become involved and Cllr Mirylees agreed to follow up with them.

d) Summer Events Schedule

Members were informed that at a recent meeting, the FIP had confirmed that all 2025 events would not be affected and all planned road closures could go ahead. The Lions had confirmed they would not be part of Carnival, the Hedgehogs would take the lead.

With Carnival scheduled to go ahead in 2025, members agreed to hire a smaller stage to reduce the costs of Carnival weekend. The money saved could then pay for the three extended Music in the Meadow events on the last Sunday in the month:

May – Folk Day

June – World Music Day (Carnival Weekend)

July – Young Persons showcase

August – TBC

Cllr White suggested that the FTC Information tent could be enhanced with the provision of a video screen and information about the council and events. Concern was raised about the difficulty of viewing such screens in sunshine but costs would be sought

**Action: Officers to get quotes for outdoor screen to go in FTC Tent.**

e) Food Festival

Members agreed that with the FIP news, the food Festival would go ahead as planned.

f) Farnham Film Festival

The Working Group received the notes from the first Film Festival Meeting held in October and were informed that a second meeting was scheduled. Members agreed that it would be best to have a smaller meeting with organisations with venues – The maltings, UCA and Reel. Members agreed that a long weekend in February would be the preferred time to hold the Festival. Members noted that there was a net budget of £10,000 agreed

**Action: Events Manager to confirm weekend with venues before holding a meeting with wider group.**

g) VE Day 80 – 8<sup>th</sup> May 2025

Members agreed to fund an event with £3,000 within the existing budget. It was noted that there was a national programme of events being proposed.

**Action: Events Manager to develop a proposal**

**6. Business Update**

a) BID

Members were updated on BID matters. The Events Manager, Town Clerk and Cllr Murray had been present at board meetings. The Working Group welcomed the new BID branding of 'Make it Farnham'. It was noted 90% of the BID levy had been paid by businesses to date. Tenders had been received for Street wardens.

The Town Clerk informed Members that the internal auditor had drawn attention that there had been no formal Council resolution for the £30,000 BID Loan that had been discussed and agreed through Working Groups to help get projects underway before the Levy was received. This was to be reported and resolved at the January Council

b) Museum

Cllr Mirylees updated the Working Group with the current position of the Museum. The Museum needed investment in technology to modernise after the refurbishment. Members agreed that if FTC were to support, a clear vision and plan should be set out by the Farnham Maltings who were managing the Museum and FTC should have a 'seat at the table' if it were being asked to commit funding. Members noted the aspiration that the Museum should aim to be self-funded eventually. A meeting was scheduled on 14<sup>th</sup> January with representatives from WBC and Farnham Maltings to discuss collaboration and the way forward.

**7. Sponsorship**

The Working Group received an update on sponsorship for 2024-25. Figures slightly differed to actual budget due to coding error which would be adjusted.

Sponsorship Confirmed for 2024-25:

Principal Summer: £3,000 Kidd Rapinet

Principal Summer: £3,000 Shaw Gibbs

Gold Proms and Pop in the Park: £750 Leightons Opticians and Hearing Care

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

Gold Food and Drink Festival: £1,000: Bush Hotel

Silver October Craft Month: £500 Frensham Heights

Principal Christmas: £2,500 Leightons Opticians and Hearing Care

Gold Christmas Market: £1,000: Kidd Rapinet

Music in the Vineyard: £1000 Abbeyfield Wey Valley

Gold Farnham Literary Festival: £3,000 Frensham Heights

Gold Farnham Literary Festival: £2,500 Leightons Opticians and Hearing Care

Farnham Literary Festival: Panels Sponsorship £500 - Moonflower Books

2024-25 target: £19,250 Current Total: £19,750 (£21,815 on journal)

Members were informed that the target had been increased for 2025-26.

## 8. Financial Update

Members noted current position.

## 9. Martyn's Law

The Working Group was made aware of the emerging Martyn's Law, also known as the Terrorism (Protection of Premises) Bill, aimed to improve safety by making public spaces and events better placed for terrorist attacks. This came about after the Manchester Arena bombing.

Key points:

- An advanced terrorism risk assessment would be required for all events over 800.
- Terrorism protection training would be needed for staff at events.
- A designated senior officer would be responsible (could be different for premises and event being held)
- A Security plan would be needed for events.
- For premises where between 200 and 799 people may be present new requirements are to be introduced including putting in place appropriate and reasonable public protection measures and new policies and procedures to improve preparedness and response.

The Working Group noted a further report would be considered in due course.

## 10. Community Update

The Working Group received an update on the Farnham Support Fund (FSF), noting that the balance was currently £9,731.90.

This financial year the Fund had spent £5,869.57 to date, but when combined with donations from the other charities on the panel, a total of £14,365.11.

Members noted that the Waverley Household Support Fund would be reopening imminently with tranche 6 funding from central government, with £26K available – half the usual allocation. Applicants can apply for up to £250.

### Recommendations to Council

**i) Farnham Town Council, in partnership with philanthropic groups, continues to support the residents of Farnham through the Farnham Support Fund as the financial struggles of the past few years are far from over.**

**ii) Farnham Town Council pledge £2,500 to top up the Support Fund once the balance nears £3,000, to be match-funded by partner charities/organisations.**

## 11. items for future meetings

No items were suggested

## 12. Date of next meeting

Date of next meeting Wednesday 26 March 2025 at 10.30am

The meeting ended at 2.00 pm

Notes written by

Date of next meeting 26 March 2025



# FARNHAM TOWN COUNCIL

## C Notes

### Strategy & Resources

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#### **Time and date**

2.00 pm on Monday 20th January, 2025

#### **Place**

Council Chamber - Farnham Town Hall

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#### **Strategy & Resources Members Present:**

Councillor David Beaman  
Councillor Mat Brown  
Councillor Tony Fairclough  
Councillor Andrew Laughton)  
Councillor Kika Mirylees  
Councillor George Murray  
Councillor Graham White (Lead Member)

In attendance: Cllr Alan Earwaker, Cllr Michaela Martin

Officers: Iain Lynch (Town Clerk), Iain McCready (Business & Facilities Manager), Ben Binnell (Interim Business & Facilities Manager, Jenny de Quervain (Civic & Planning Officer – part), Lara Miller (part)

#### **1. Apologies**

Apologies were received from Cllr Fairclough who would be arriving late.

#### **2. Declarations of interest**

There were no specific declarations of interest. The Town Clerk advised that individual declarations would need to be made if there were individual interest for specific grant applicants.

#### **3. Minutes**

The Notes of the meeting held on 10<sup>th</sup> December were agreed.

#### **4. Finance Report**

##### **A Quarterly Finance Report**

Cllr White introduced the finance report at the 9 month period to the end of December. Income was running at 127% (which included some ringfenced CIL payments) whilst expenditure was running at 75%.

The Working Group reviewed the following documents to 31<sup>st</sup> December:

- Bank Reconciliation at Appendix B

- Income and Expenditure Report by account code and Committee at Appendix C
- Statement of Investments at Appendix D
- Reserves at Appendix E
- Outstanding aged debtors at Appendix F

**Recommendation:**

**The Quarterly Finance report is recommended for approval by Council**

**B Loan to Farnham BID**

The Working Group received the report at Appendix G following the recent visit of the Mike Platten, Internal Auditor, in December. He identified that there had not been a formal resolution of Council for the agreed loan to the Farnham Business Improvement District to enable it to operate pending the receipt of its first year's levy payment.

The Internal Auditor had recommended that the matter be formally resolved.

**Recommendation:**

**The agreement to provide a £30,000 initial start-up funding for the Farnham Business Improvement District as a loan subject to formal agreement for its repayment during the 2024/25 financial year be endorsed.**

*[Post meeting note: The loan was fully repaid on 22nd January 2025.]*

**C Community Grants**

The Working Group considered the report on proposed Community Grants 2025-26 at Appendix J to its agenda. It noted the allocation of an additional £25,000 in the 2025/26 budget which was split between the SLA organisations (an additional £20,000) and the Community Grants (an additional £5,000). It was agreed to add the New Ashgate Gallery as an SLA organisation and agreed in view of the work undertaken in support of Farnham as a World Craft Town and some increases to other organisations subject to some caveats. The CAB additional contribution would be subject to transparency over costs. The Brightwells Gostrey contribution to be paid in two tranches as there were a number of changes facing the organisation and the hoppa increase was subject to matched funding for the new service to Frimley hospital.

**Recommendation**

**The Community Grants proposals set out at Annex I are recommended for approval by Council.**

**D Fees and charges**

The Working Group reviewed the fees and charges for the year ahead at Appendix H. It recommended a number of increases including for the Farmers' Markets fees, the allotment fees (from October 2025) and for attendance at events. In total these were expected to bring in an additional £11,800 per annum. There was also a proposal that the fees charged by Waverley for the Farmers' Market should be reduced because of the disruption anticipated by the FIP works.

**Recommendation**

**The 2025-26 Fees and Charges at Annex 2 are recommended for adoption by Council.**

**E Precept 2025/26**

The Working Group considered the precept report for 2025/26 at Appendix I. The Working Group noted the precept is set to ensure Farnham TC can deliver its programme of activities, with calculations of the total divided by the Council Tax base to create a Band D equivalent amount for transparency to electors. Unlike principal authorities, town and parish councils are not currently subject to a cap on council tax increases, allowing greater flexibility to respond to local needs. It was noted that Farnham has consistently maintained its precept below the national average, reflecting prudent financial management despite expanding services. It continued to be responsive to local needs while balancing long-term financial sustainability and emerging challenges.

The total budgeted expenditure agreed at December Council was £1,946,650, creating a funding gap of £109,226 after income and fees. This is further reduced by £11,800 with the increase in Fees and Charges proposed at this meeting.

Options considered by the Working Group included using reserves, increasing income targets further, or applying savings targets. However, it was agreed that with Local Government Reorganisation looming (not included in the forthcoming budget) using reserves at this stage would not be prudent.

As a result, the Working Group recommended a precept of £1,535,300, equating to £83.45 per Band D property per year (an increase of 10 pence per week) and a weekly cost of £1.60.

**Recommendation to Council:**

**It is recommended that the 2025/26 precept be set at £1,535,300 representing a Band D equivalent amount of £83.45.**

**F Investment Strategy 2025/26**

The Working Group discussed the Investment Strategy for 2025/26 (attached at Annex 3).

**Recommendation**

**The 2025-26 Investment Strategy at Annex3 is recommended for adoption by Council.**

**G Internal Auditor Interim Report**

The Strategy & Resources Working Group received the Internal Auditor's Interim Audit report at Appendix L (attached to the minutes as Annex 4) and agreed the officers' annotated comments to the recommendation.

**Recommendation:**

**The Internal Auditor's Interim report be welcomed and the Officers' comments be adopted.**

**H Closing of Accounts 2024/25**

The Working Group considered the timetable for the closing of the accounts for 2024-25 noting that the timing of Easter was mid April. The plan was to have the accounts closed on 9<sup>th</sup>/10<sup>th</sup> April ready for the Internal Auditor final visit on 10<sup>th</sup> April. The paperwork would then be circulated for Strategy & Resources on 16<sup>th</sup> April and to Full Council on 24<sup>th</sup> April. It was noted that if the Surrey elections were deferred as a result of Local Government Reorganisation proposals, the Strategy & Resources and Council meetings would move back a week.

**5. Risk Management Report 2024-2025**

The Working Group received the latest Risk Management Report at Appendix M following the reviews undertaken by the other Working Groups in relation to their own service areas, and also the external Health and Safety visit by external advisers Worknest. The Risk Management report and associated policy statement updates (Health & Safety, Fire Safety, and Environmental Policy) are recommended for adoption.

**Recommendation**

**It is recommended that:**

- i) The Risk Management report be welcomed and adopted**
- ii) The work undertaken by the Working Groups in managing risk be welcomed;**
- iii) The Fire Safety, Health & Safety, and Environmental Policy statements be readopted.**

**6. Contracts & Assets update**

The Working Group a contracts and assets update at Appendix N to its agenda.

The update include details of proposed pathway repairs for the current financial year; an update on the works in Gostrey Meadow and Hale Cemetery; the proposed works at Hart toilets; Asset tagging and the website tender including a complaint about the process by one of the tenderers who had not been shortlisted.

The Working Group noted that interviews had taken place for the new Gostrey Meadow Playground and a recommendation to Council was being made to appoint Eibe. The project would be funded for the allocated Cil contribution. The company would be preparing three designs for a further round of public consultation and a contingency sum (of 10%) was proposed to be added to the project cost to allow for any unforeseen issues that may arise. The playground would be commissioned in two phases with phase one completed for the summer of 2025 and phase two to be completed once the new toilets and storage area was undertaken.

**Recommendation:**

**It is recommended that Eibe Play Ltd be appointed to construct the new play area in Gostrey Meadow with a budget cost of £220,000 funded by CIL contributions.**

Cllr Martin left at this point.

Cllr Fairclough arrived at this point.

The Working Group received details of the Christmas Lights tender project which would include three separate elements (New scheme across town and wards (lease or buy options); installation and take down prices; and storage prices. The Task Group under the Community and Culture Working Group would lead on the project with a representative of the BID co-opted as agreed.

The Working Group received updates on the new five year maintenance plan; Wrecclesham Community Centre, sound in the Council Chamber and the proposal by the Farnham Swimming Baths Trust to improve the garden with bonded gravel pathways. They would provide a donation to the Council to undertake the work which would cost in the region of £20,000.

## **7. Farnham Infrastructure Programme**

Cllr Beaman provided an update on the FIP Board meeting held on 17<sup>th</sup> January. He advised that he had raised, as requested by Council, the issue of Ironstones in Castle Street also raised by Cllr Hesse. It had been agreed that a further meeting on site with the heritage officers would be held but there seemed to be reluctance on the part of Surrey to change claiming the proposal had been agreed.

Cllr Beaman had also raised the issue of HGV enforcement, advising that no penalties had been issued in the first six months of operation. Surrey had deployed a mobile enforcement camera, but there was a strong need for a fixed camera.

Cllr Beaman advised that the current Terms of Reference for the FIP Board were due to be revised as the project moved into the implementation phase. It was agreed Cllr Beaman and White would draft something for consideration.

Cllr Beaman suggested it would be the right time to change the FTC representation on the Board and he suggested this could be a local councillor and should include a member of the local business community (BID/Chamber of Commerce). After further discussion it was also suggested there could be a local FTC panel to oversee any issues during construction including Cllrs White, Beaman, ward councillors, the Town Clerk and Jenny de Quervain.

Cllr Brown left at this point.



## 8. Reports of Task Groups

### 1 Neighbourhood Plan/Local Plan

The Working Group noted an officer meeting had been held recently between planning officers at WBC and FTC. The latest formula housing numbers had been indicated which had increased to a staggering 29,600 over the Local Plan period, equating to 1481 per annum. Although numbers had not been indicated across the Borough this could equate around 9,000 new homes in Farnham if only 30% of the target were allocated. The number had not been accepted as being valid or achievable but it underlined the scale of the challenge for communities as they tried to address the Government's housing targets.

The Working Group noted there were Waverley briefings for councillors on 28<sup>th</sup> January and for town and parish councils scheduled as a hybrid meeting on 3<sup>rd</sup> February when further information would be shared.

In relation to the current appeal site for a development on land east of Farnham Park where FTC had attended to defend the Neighbourhood Plan position, the Working group noted the Inspector had invited Interested Parties to submit suggested conditions if he were minded to approve the application.

It was agreed, in view of the timescales, that the FTC response would need be submitted under the scheme of delegation and that the Town Clerk in consultation with the Mayor, Leader, Lead Member for Planning would send a response based on the matters raised by the PLCG.

### 2 Younger People Panel

The Working Group received an update on the Westco results shared with schools and noted that the Participation People research was about to commence.

### 3 Conservation Areas Advisory Group

The meeting scheduled for January 28<sup>th</sup> was noted.

## 9. Consultations

Two reports on consultations. One was on the Devolution White Paper (at Appendix O) and the other on Transport for the South East's Strategy Review at Appendix P.

### 1 Devolution White Paper

Cllr Fairclough observed this was a fast moving situation and whether or not Surrey was identified as a fast track county would likely be known by the date of Full Council.

The Working group noted that The English Devolution White Paper seeks to transfer powers from central government to local authorities, promoting regional autonomy, economic growth, improved public services, and democratic participation with amalgamated/combined authorities and elected mayors. The aim was to restructure counties and districts into units of 500,000 population aims to streamline administration, reduce costs, and enhance local control over key services like housing, transport, and education. Challenges would remain about how to empower smaller communities, particularly in partially parished areas like Surrey and the Government was proposing (without clarity) to 'rewire' the relationship.

The Working Group noted that the Society of Local Council Clerks and National Association of Local Councils (NALC) were advocating for town and parish councils to play a stronger role in devolution, emphasising their position as the first tier of local governance.

The Working Group was mindful of opportunities that will present themselves during reorganisation and lessons from previous reorganisations (e.g. Cornwall, Somerset and Wiltshire) which showed successful asset transfers to parish councils, including libraries, community halls, and public spaces. Farnham was well-positioned to take on additional services and assets and should review what were the best opportunities for the local community.

It was agreed to recommend that a Farnham Task Group be formed which could liaise with other towns and parishes, monitor reorganisation developments, assess potential impacts, and ensure effective representation and lobbying.

#### **Recommendation**

**A Local Government Reorganisation Task Group be created.**

#### **2 Transport for the South East Strategy**

The Working Group noted this was a revisiting of the current Strategy & comments were due back in March. Community organisations and individuals were encouraged to respond via the 'Your Voices' survey website <https://tfse.engage-360.co.uk>. The TfSE proposals should enable Farnham to benefit beyond the current work being implemented by the Farnham Infrastructure Programme and existing programmes for Active Travel being developed by Waverley, Surrey and others. The proposals could also be used to inform the updated Waverley Local Plan and Farnham Neighbourhood Plan, ensuring transport improvements are aligned with where new development will go.

Cllr Beaman offered to prepare a draft FTC response.

#### **10. Review of Council Policies**

Whilst there were no policies up for consideration, it was suggested that consideration should be given to the way Public Questions were taken at the meeting and whether written questions and answers may be more effective for the questioner. The Town Clerk advised this would require a change of Standing Orders and could be considered at the next review which was due in 2025.

#### **11. Date of next meeting**

The date of the next meeting was agreed as Monday March 10<sup>th</sup> at 2pm.

The meeting ended at 5.55 pm

Notes written by [town.clerk@farnham.gov.uk](mailto:town.clerk@farnham.gov.uk)

# Annex I to Appendix D

## Community Grant Allocations 2025-26

The proposals recommended in the Strategy & Resources Working group Agenda are set out in more detail below. The additional £25,000 agreed in the budget for Community Grants was agreed to be allocated as an additional £20,000 for Service Level Agreement organisations and £5,000 for the Community Grants applicants.

### I Service Level Agreements (SLA) 2025-26

SLA organisations are those that receive a contribution towards general running costs and projects on a regular basis. The following SLA grant allocations with key partners were agreed by the Strategy and Resources Working Group for recommendation to Council, with proposals for Hoppa Community Transport; Brightwells Gostrey Centre, and Citizens Advice South West Surrey (CASWS) to receive additional funding subject to caveats and with the New Ashgate Gallery becoming an SLA partner organisation.

<b>Organisation</b>	<b>SLA (Provisional allocations) 25/26</b>
Farnham Maltings	£12,500 <i>(for general running costs only)</i>
Citizens Advice South West Surrey (CASWS)	£25,000 *
40 degreez	£5,000 <i>(for general running costs only)</i>
Hale Community Centre	£5,000 <i>(for general running costs only)</i>
Hoppa Community Transport in Farnham	£15,000*
Brightwells Gostrey Centre	£10,000* <i>(for general running costs only)</i>
Space2grow	£2,000 <i>(for 2 x Talking Teens courses)</i>
New Ashgate Gallery	£3,000 <i>(for general running costs only)</i>
<b>TOTAL</b>	<b>£77,500</b>

#### Recommendations to Council:

**The additional £5K allocation to Citizens Advice South West Surrey is subject to them providing more clarity around the cost of delivery to Farnham residents.**

**The additional £5K allocation to Hoppa Community Transport is to go towards the setting up of a Farnham to Frimley Park Hospital service and subject to Hoppa securing matched funding from other partners.**

**The funding for Brightwells Gostrey Centre is to be increased to £10K and split into two tranches of £5K with the release of the second tranche in the autumn subject to Brightwells Gostrey having resolved its premises need and demonstrated confidence in their direction of travel and need for the additional funding.**

### 2 Community Grant allocations 2025-26

Community Grant allocations, totalling £20,374.00 were agreed by the Strategy and Resources Working Group for recommendation to Council, with £1,000 of this coming from the Events budget.

Community grants are for one-off projects up to a maximum of £2,500. This proposal allows for some additional in-year allocations of just over £5,000.

Name of organisation	Farnham Town Council proposal
Ist Rowledge Rainbows	£510
Churt & Hindhead Cricket Club	£0 ( <i>Out of area/scope</i> )
Creative Response Arts	£1,500
Disability Challengers Disability Challengers	£1,000
FADEG Farnham Art & Design Education Group	£830
Farnham Assist	£750
Farnham Brass Band	£484
Farnham Voices Together Choir	£400
Farnham Youth Choir	£1,000
Frensham Pond Sailability	£1,000
Hale Carnival Committee	£1,000.00 ( <i>to come from Events budget</i> )
Helen Arkell Dyslexia Charity	£1,000
Hive Helpers CIC	£900
Home-Start in Waverley	£1,500
Hygiene Bank - Farnham & Aldershot Branch	£500
New Ashgate Gallery	<i>To become an SLA partner. Arts workshops offer to be considered by South Street Trust</i>
Optimise Foundation	£195
Parish of Badshot Lea and Hale - St John's Church	£1,000
Parish of Badshot Lea and Hale - St George's Church	£1,000
Sight for Surrey	£500
The Birth Republic CIC	£800
The Waverley Singers	£800
The Woodlarks Centre	<i>£500 Printmaking sessions to also be considered by South Street Trust</i>
Weydon School	£1,000
Weydon School 2	£555
William Cobbett Primary School	£0 ( <i>South Street Trust better placed to fund</i> )
Wrecclesham Conservation Group	£900
Wrecclesham Village Fete	£750
<b>TOTAL</b>	<b>£20,374</b>

**Recommendation to Council:**

- 1) The proposed Community Grant allocations for 2025/26 be endorsed
- 2) Subject to the caveats for Citizen's advice, Brightwells Gostrey and hoppa Community Transport, the Service Level Agreement proposals be agreed.



# FARNHAM TOWN COUNCIL

## Annex 2

### Notes Strategy & Finance Working Group

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## Fees and Charges 2025/26

### Introduction

Each year as part of the budget preparation process, the council considers its fees and charges for the coming year and whether they should be maintained or increased. In the budget meeting in December, new targets were set for income but with a shortfall in the agreed budget some further small adjustments are proposed for fees and charges 2025/2026. It is anticipated that these increased charges could raise an additional £11,800 per annum.

#### 1. **Cemeteries**

The proposed fees and charges schedule is attached at Annex 1 to this report. Most are proposed to remain the same with a rounding up of fees for simplicity. The estimated increase in income is £6,100.

#### 2. **Farmers' Market**

The Farmers' Market fees are proposed to increase from £40 to £45 with a discount of 10% for those booking and paying for six markets at one time as this reduces the overall administrative costs for the Council. The fee includes £10 per stall charged by Waverley Borough Council for use of the car park, so the income to FTC for the administration and running of the markets is £30 (rising to £35) per stall. Charity stalls (e.g. for the tea tent, or for Hedgehogs selling Calendars) are made available with no charge. The estimated increase in income is up to £2,000.

Any producer who hires one of the Council's Gazebos is charged £18 plus VAT. Access to the electricity infrastructure is charged at £20 (with electricity included at no extra cost).

#### 3. **West Street Market**

The income for FTC per stall is £15 excluding VAT and the cost for a gazebo is £25 excluding VAT. The income from a stall at the vegan market is £15 excluding VAT.

#### 4. **Events**

The proposed charges for events for 2025 are attached at Annex 2. The estimated increase in income is around £3,000.

#### 4.1 **Gostrey Meadow**

##### 4.1.1 **Large Events**

There is a negotiable/discretionary pricing guide currently in place:

£60.00 administration fee per event in addition to the hire fee. Events are charged based on the size, number of people attending, and activities planned. Community, non-commercial or charity events may receive a reduction from the commercial event charges. The chart below shows typical charges.

Event Type	Unit of Charge	Charge £
Community Events.	Day	£ 150.00
Commercial Events	Day	£ 500.00
Community Commercial events	Day	£ 350.00

#### 4.1.2 Fitness Sessions

Minimum hire charge is £50.00. Charges are per year. The year starts on 1 April and ends on 31 March.

Frequency	Number of people per session	Annual charge
Once a week	1-2-1 tuition	£ 80
Multiple sessions each week	1-2-1 tuition	£160
Once a week	Group tuition	£160
Multiple sessions each week	Group tuition	£320
One off Session		One off price – £20

#### 4.1.3 Filming & Photographic Events

There is a minimum administration fee of £100 in addition to any hire charge which is dependent on the size, nature and number of crew and actors on site. Filming students may be awarded a discount. For more information about filming elsewhere in Waverley and prices please contact the Parks and Countryside department at Waverley Borough Council.

There have been no charges invoiced for filming and photographic events in 2023.

#### 4.1.4 Access Keys

£100.00 charge for replacement of access key for Gostrey Meadow.

For the year ending March 2023, the total charge for vendors who hired of Gostrey Meadow was £5350 excluding VAT. There were 2 vendors: Sir Whippy and The Coffee Can.

Vendor Type	Summer Rate	Winter Rate
Ice cream	£75 per day	£50 per day
Coffee	£50 per day	£25 per day

#### 5. Wrecclisham Community Centre

Annual lease of £10,000 plus VAT per annum (£11,000 in 2026/27 and £12,000 in 2027/28)

#### 6. West Street Chapel

Annual lease of £ 10,000 plus VAT per annum (subject to review in 2024/25).

#### 7. Allotments

Council has resolved that the allotments operate at a break-even point. The allotments were remeasured in 2020 and rates adjusted for those allotments that were more than 20% smaller or larger than the typical plot size of £125sqm. The rate charged for a typical allotment is currently at £62.50 or £0.51 per sq metre per annum. It is proposed this rises

to £67.50 (£0.54 per sqm) in October 2025. There is a minimum fee charged of a half plot for all allotments under 62.5sqm. The estimated increase in a full year is £1,400 (£700 in 2025/26).

The transfer of the allotments at Weybourne Road although agreed 9 years ago has still not been completed but once it has, additional income with some additional expenditure in terms of staff time maintaining the area will occur. The costs of the allotment society public liability insurance policy, which is around £2 per allotment holder is passed on to allotment tenants is included in the allotment fee.

- An administrative fee is charged for new allotment holders taking on an allotment to reflect the work involved. This fee is currently £50. It is proposed this rises to £60.
- Allotment holders joining with less than six months of the allotment year receive a discount of 50% with the loss of income partly offset by the administration charge. The allotment year (and charging period) runs from 1<sup>st</sup> October to 30<sup>th</sup> September.

## 8. Official Resident's Guide

The Residents' Guide is distributed to over 24,000 homes and businesses within the Farnham Town Council catchment area. The guide is a 245x172mm, colour publication that is professionally designed and printed. The Residents' Guide is 36 pages with advertising limited to no more than seven pages. The advertising costs (subject to limited negotiation if required) for 2025 are as follows:

Outside back cover	Inside front Cover	One Page	Half Page	Quarter Page
£2,500	£2,000	£1,750	£1,000	£600

## 9. Miscellaneous

This section is dedicated to these assets managed by the Town Council and other miscellaneous fees and charges associated with the Council Offices.

### A) Council Chamber and Byworth Room

When the Chamber or Byworth Room is hired out to external community groups, the intention has been to recover the actual costs for caretaking and utilities within a hire fee approximately £20 per hour, plus consumables if necessary. The cost for statutory, or commercial groups and businesses is £35 per hour. Bookings for hire during the daytime for Farnham community groups is currently free of charge as there are no additional cost involved in caretaking. Contributions for tea and coffee are requested for the Mayor's charity.

### B) Banners:

- The Town Council manage the operation of banners over The Borough and Downing Street on behalf of Surrey County Council. These are only available for community or charitable organisations.
- The cost of installation and taking down of a banner is charged by an external contractor. The current cost of installation and removal, which is charged to the customer currently, is £70. (i.e. £140 in total)
  - Rental per week £50.
  - Administration fee of £60. (For a second banner in the same week, or a 2-week booking, there is only one admin fee payable.)

### C) Photocopier use:

The photocopier is made available for ad-hoc copying to individuals via the reception desk. Costs are charged at 5p for a black and white copies and 10p for colour. The cost for the individual copies (without the paper cost or machine rental) is 0.3 and 3p

respectively. It is recommended that these rates be maintained in 2025/26. The cost for a laminated sheet be charged at 30p per copy in addition.

#### 10. Farnham in Bloom

	Charge
Hanging Baskets	£90
Troughs	£250
Three tier planter	£550
Statement planters	£850
Weyhill Hanging baskets (30) troughs (13)	£1,700
Lion and Lamb Hanging baskets (6) troughs (6) and ground bedding, trees	£730
Odiham street light planters Summer/ Winter (new for 2024)	£1,240
Benches	£600

The charges in the table above are shown in the Invest in Farnham Brochure (available separately) apart from the cost to Weyhill, Odiham and The Lion and Lamb Yard.





Farnham Town Council

## FEES AND CHARGES FOR CEMETERIES 2025/2026

Effective 1<sup>st</sup> April 2025

**Please note: Non-residents are those not residing inside the Farnham Town Council boundary.**

For graves purchased after 1<sup>st</sup> March 2008, the Exclusive Right of Burial (EROB) includes the right to erect first memorial. Before this date, there is a permit fee to erect a memorial.

### Grave Spaces

Grave spaces can be pre-purchased (i.e. purchased prior to an interment).

SERVICE		Residents Fee (£)	Non-residents Fee (£)	VAT Group
<b>BURIALS AND INTERMENTS – All Cemeteries</b>				
<b>Breakdown of Fees</b>				
A	Purchase of a <b>Double Depth</b> Adult Grave <i>Exclusive Rights of Burial (EROB) ONLY</i>	2500	5000	E
B	Purchase of a <b>Single Depth</b> Adult Grave <i>Exclusive Rights of Burial ONLY</i>	2450	4900	E
C	Interment Fee (Adult) <i>Payable at the time of interment</i>	600	1200	E
<b>Calculating Burial Fees (Adults)</b>				
A + C	<b>Double Depth</b> Grave (Adult) <i>EROB and Interment</i>	3100	6200	E
B + C	<b>Single Depth</b> Grave (Adult) <i>EROB and Interment</i>	3050	6100	E
<b>Other Burial Fees</b>				
Children under 12 years (in a children's plot) <i>Interment and Exclusive Rights of Burial</i>		400	800	E
Interment of Cremated Remains in a Cremation Plot <i>First interment and Exclusive Rights of Burial</i>		1100	2200	E
Cremation Plot <i>Exclusive Rights of Burial Only</i>		600	1200	E
Re-opening for interment of cremated remains		400	800	E

<b>GARDEN OF REFLECTION – West Street Cemetery</b>			
Scattering of Ashes in Garden of Reflection (West Street)	40		E
<b>Granite Memorial Book Residents Package</b> <i>Granite plaque and inscription added to Memorial Book for 25 years (scattering of cremated remains free of charge)</i>	200 + inscription	300 + Inscription	S
<b>MEMORIALS – All Cemeteries £ inclusive of VAT</b>			
Additional Inscription for graves	140		S
Right to erect a memorial, for graves purchased prior to 01/03/08	200		S
Health and Safety - memorial fee	66		S
Fee for renewal of Memorial Permit after 12 months	15		S
<b>MEMORIALS Kerb sets – Badshot Lea Kerb Sets; <u>Additional fee to the Right to erect a memorial</u></b>			
Right to erect a memorial with kerb sets, for graves purchased prior to 01/04/16	£150		S
Right to erect a memorial with kerb sets after 01/04/16	£300		S
<b>MISCELLANEOUS</b>			
Purchase of additional 5 years of Exclusive Rights of Burial	£250	£500	E
Transfer of Ownership	£90 inc VAT		S
Local Agreement Fee (on application only)	£60 inc VAT		S
Genealogy (per search) per hour	£20 ph £20 minimum charge Inc VAT		S
Turfing of graves after 1 year	£60		E
Levelling of Grave after 1 year	£40		E
Adopt a Memorial Bench (adopt whole bench for 10 years)	£540		E
Exhumation	Considered on an individual basis		E

#### Memorial sizes

Please see Town Council's Cemetery regulations for sizes and types of Memorials permitted in the Town Council's Cemeteries.

## Events

Please note all prices are net (VAT to be added)

	Early booking fee 2024/25	Within 3 months of event 2024/25	Standard booking fee 2025/26
<b>Christmas Market</b>			
Castle Street / The Borough (3mx3m)	125	150	130
Castle St / The Borough half Mini Marquee (4.5mx3m inc gazebo and table hire)	120	145	125
Castle St / The Borough Catering (3mx3m)	250	275	260
Ivy Club indoors (GU9, GU10, local makers)	25	35	30
Ivy Club indoors (standard)	50	60	60
Ivy Club courtyard (3mx3m space)	60	75	70
Corner Pitch	40	50	50
Gazebo hire	35	35	35
Power 16amp	65	65	70
Power 32amp	75	75	85
One table	10	10	10
<b>Christmas Lights</b>			
Standard pitch (3mx3m space)	75	85	80
Catering	150	175	160
Gazebo hire	35	35	35
Electricity 16 amp	50	50	50
Electricity 32amp	60	60	60
One table	7.5	7.5	7.5
<b>Food Festival</b>			
Castle Street / The Borough (3mx3m)	125	150	130
Castle Street Catering (3mx3m)	250	275	260
Corner Pitch	40	50	50
Gazebo hire	35	35	35
Power 16amp/32	65/75	65/75	70/85
One table	10	10	10
<b>Sustainability Festival (Rates to be agreed with and retained by Farnham Community Farm)</b>			
Charity/ non profit pitch	15		20
Non catering	50		60
Gazebo hire (income to FTC)	25	25	25
Power 16amp (income to FTC)	50	50	50
Power 32amp (income to FTC)	65	65	65
One table (income to FTC)	7.5	7.5	7.5
<b>Picnic in the park</b>			
Standard pitch (3mx3m space)	75	85	80
Catering	150	175	150
Gazebo hire	30	30	30
Electricity 16 amp	50	50	50
Electricity 32amp	60	60	60
One table	7.5	7.5	7.5
<b>Farmers Market (including VAT)</b>			
Standard pitch (3mx3m space), inclusive of VAT	40		45



## **Investment Strategy 2025/26**

Farnham Town Council acknowledges the importance of prudently investing all funds held on behalf of the community by the Council.

This Strategy complies with the revised requirements set out in the Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of the Section 15(1)(a) of the Local Government Act 2003 and follows guidance in the Practitioners' Guide (2016) and MHCLG's Guidance on Local Government Investments. (Revised 2018).

### **Investment objectives and practice**

In accordance with Section 15(1) of the Local Government Act 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.

- The Council's investment priorities are first the security of reserves, second the liquidity of its investments and thirdly the rate of return or yield.
- The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- All investments will be made in sterling
- Normally investments will be short term with a maturity of 12 months or less.

The Department for Levelling Up Housing and Communities maintains that borrowing of monies purely to invest or to lend and make a return, is unlawful and Farnham Town Council will not engage in such activity.

The Council will monitor the risk of loss on investments by reviewing credit ratings on institutions in which it is investing on a regular basis. The Council will only invest in institutions of high credit quality. Reference will be made in the assessment of credit worthiness to the general economic and political environment in which institutions operate. All significant sources of information will be considered including information from the main credit rating agencies including as appropriate, Fitch or Moody's.

It is recognised that the assessment of risk has changed as a result of the recent economic climate and other international challenges but that the Council should aim for ratings (eg Fitch or equivalent short term F1 – long term rating A- and viability rating A-).

Investments will be spread over different providers where appropriate to minimise risk although it is recognised that the Council is not eligible to receive protection offered by the Financial Services Compensation Scheme as its investments total more than £500,000. Significant changes in credit ratings will be immediately reported to the Town Council and the Town Clerk/Responsible Financial Officer will take action within delegated powers to protect Town Council assets.

The investment position will be reviewed regularly by senior officers and quarterly by the Strategy and Finance Working Group.

Where external investment managers are used, they will be contractually required to comply with the Strategy.

The Town Council will encourage specific staff training for treasury management appropriate to the Council's circumstances.

The Town Clerk/Responsible Financial Officer is the Council's designated person for investing on behalf of the Council and is authorised to deal with administrative matters and give instructions on behalf of the Council. Any investments created or returned must be linked directly to the Council's current account.

### **Specified investments**

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with a body or investment scheme of high credit quality (including the UK Government or a local authority or town or parish council) will automatically be Specified Investments. The Council will only invest in institutions with the good credit ratings from approved credit rating organisations.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- Deposits with banks, building societies, credit unions, local authorities or other public authorities
- The CCLA Public Sector Deposit Fund – a mutual fund investing in appropriately rated institutions
- Institutions permitted by specific legislation (eg the Local Authorities Property Fund managed by CCLA).

### **Non-specified investments**

These investments have greater potential risk – examples include investment in the money market, stock and shares. Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

### **Liquidity of investments**

The Town Clerk/Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

### **Long term investments**

Long term investments are defined in the Guidance as greater than 36 months.

The Council does not currently hold any long-term investments and no long-term investments are currently envisaged.

### **End of year investment report**

Investment forecasts for the coming financial year are accounted for when the budget is prepared. At the end of the financial year, the Town Clerk/Responsible Financial Officer will report on income from investment activity to the Strategy and Finance Working Group and this will be identified in the accounts.

### **Review and amendment of regulations**

The strategy will be reviewed annually and at other times as necessary. The Annual Strategy for the financial year will be prepared by the Town Clerk/Responsible Financial Officer and presented for review at Strategy and Finance Working Group and approval at full Town Council.

### **Publication**

The Investment Strategy will be published and available in hard copy and on the Town Council's website.

### **Farnham South Street Trust**

As Trustee of the Farnham South Street Trust, the Council considers the principles of prudent management of its finances, are of paramount importance. The Council will follow the same principles for the South Street Trust, and the Investment Strategy will be followed by the South Street Trust and stated as its policy unless the Trustee otherwise decides.

The bank account of the South Street Trust is also with HSBC, and investments are with Blackrock.

### **2025/26 investment plan**

HSBC is the Town Council's banker. A significant proportion of funds not required for immediate use are invested in HSBC Fixed Rate Interest Moneymarket accounts. Rates may vary from day to day and have generally been reasonably comparable with other providers of similar products. However, HSBC no longer offers overnight deposits. As a result, an increasing proportion of funds invested in the Public Sector Deposit Fund (a pooled account to manage risk) on an immediate return basis. Funds are regularly monitored to see if there is advantage to transferring more to other institutions (in accordance with this strategy) with better rates. Amounts will generally be invested for up to one year. During the forthcoming year, the Council will keep under review its banking arrangements and whether a move to another provider is advantageous.

It is considered prudent to monitor and plan to keep under review the financial investments. This will continue in the year ahead. Currently investments are held with The Cambridge and Counties Bank; HSBC, Nationwide Building Society and CCLA. In addition, the Council invests in the Local Authorities Property Fund, managed by CCLA. Although this is technically not a long-term fund, it is envisaged that funds will be invested for a longer period of time in order to recoup the initial costs of investments and fluctuations in the property market. Dividends are repaid to the Council as received and recorded separately in the Income account. In accordance with guidance, any investment are treated as expenditure and recorded in the accounts as such. Any receipt would be treated as income in the year it is repaid.

The Town Council and senior officers will review the position on a regular basis as set out above and take action as appropriate to deal with any change in circumstances.

The Council has not yet agreed to borrow monies in advance of specific spending needs for 2025/26. However, some projects are proposed such as the new public conveniences and storage area in Gostrey Meadow where this could be taken forward with Council approval if the financial benefits are advantageous. If required, borrowing approval would be sought from the Public Works Loan Board (PWLB) in accordance with the appropriate requirements.

It is not anticipated that the use of private sector treasury management advisors would be utilised in the year ahead.

Officers responsible for Treasury Management will receive training from time to time as offered by the National Association of Local Councils and other appropriate bodies.

**January 2025**

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# April Skies

## Accounting

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Iain Lynch  
Town Clerk

Farnham Town Council

9 January 2025

Dear Iain

### **Farnham Town Council - Interim Audit 24-25**

Following the interim audit completed on 18 December, I attach my report for consideration by the Council. This was the first of three audits I intend to carry out to support my opinion on the 24-25 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances and reporting of 24-25 audit opinion
- Follow up previous recommendations
- Testing of expenditure first 8 months of financial year
- Testing of income – first 8 months of financial year
- Risk management and insurance
- Budget monitoring
- Arrangements for inspection of accounts
- Bank reconciliations.
- Council acting as charity trustee

The Council continues to operate a satisfactory system of financial control. A number of recommendations have been identified, these are at Appendix A.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all councillors to support and inform them when they are considering the Authority's approval of the annual governance statement. I am required by Section 4 of 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 testing carried out at the interim audit.

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### **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 24-25 (on accounting system)	- £2,155,565
Box 7 Audited 23-24 accounts	- £2,155,565

I confirmed that the Council's VAT returns were up to date, with the most recent claim for the 3 months to 30 September 2024 submitted to HMRC on 26 November 2024. I checked that balances in the return could be agreed to schedules produced by the accounting system. VAT reclaimed was £15,401. This has been checked in to the Council's bank account, received on 28 November.

The Council received a clear audit certificate from the external auditors in 23-24, so there is nothing to take forward to the current accounting year.

### **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 older template provided by NALC and are thus compliant with sector best practice. Financial Regulations are next due to be reviewed in 2025, the Council should ensure that the new NALC template regulations are adopted at this review.

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### **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. 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.

Payments made by direct debit were checked to a schedule approved at the Full Council meeting in April 2024.

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My transaction testing included a payment of £30K made to Farnham BID on 20 June 2024. I understand that this is a loan, made to provide working capital to Farnham BID in advance of the receipt of levy income from Waverley. I have reviewed the approval process and repayments relating to this loan, and have identified the following matters:

- I was unable to locate a Full Council minute recording the resolution to make the loan of £30K to the BID, although there is evidence that this transaction was considered at various working group meetings. Given the value and nature of the transaction, this should have been approved at a Full Council meeting. I recommend that retrospective approval is recorded at the next Council meeting. Going forward, novel transactions of this nature must be considered at Full Council before payment is made.
- I note that the loan from BID should have been repaid by now. The loan agreement sets out repayments of £15K due on 1<sup>st</sup> June and 1<sup>st</sup> August 2024. Nothing has been repaid to date, so the repayment from BID is now overdue. Given that the loan was made for start-up working capital, and that the BID is now in receipt of levy income, I am concerned that this loan has not yet been repaid. This must be followed up as a matter of urgency, and Farnham BID should be required to repay the £30K in full immediately. Council should be kept up to date in this matter.

### **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. Worknest were due to complete their review before Christmas. This is due to be considered at Full Council in January. I will review the risk assessment at my next audit.

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 2025. 8 buildings are insured, with an insurance value of £4.68 million. Other assets insured include Christmas lights at £83K, bus stops at £113K and CCTV at £117K.

Fidelity insurance cover is set at £5million. This has been increased since my last audit and is sufficient given cash holdings at the Council.

The Clerk confirmed that Council IT data is backed up nightly on to servers at the IT contractor. A restore of backed up data, needed due to an IT outage, has been actioned since my last visit, all key data was restored as required.

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### **D. Budget, Precept & Reserves**

#### **First Interim Audit**

The Council was in the process of finalising the budgets for 25-26 at the time of my audit. Working Groups have examined budget options, and the draft budget was 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 will review the approved budget and precept at my next audit.

Budget monitoring continues to occur on a quarterly basis, as required by financial regulations. The September reports were reported to the October 24<sup>th</sup> 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 50% of budget, and income was ahead of budget.

The following reports are produced each quarter:

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

Agenda papers, and minutes demonstrate proper review of the budget monitoring report by councillors.

I will review reserves at my year end audit.

### **E: Income**

#### **First Interim Audit**

I selected a sample of income transactions from the cashbook for the first 8 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 relevant income sources
- VAT accounted for correctly

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My sample covered burial fees, food festival, lease income and events income. I also tested 1 CIL receipt from WBC. 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. No issues were identified on the sundry debts sales ledger. Allotment income is now also recorded on the sales ledger. There is one minor issue. Debts are currently being recorded for vacant plots. This is not correct, debts should only be raised where there is a tenant for an allotment. The ledger should be reviewed and all debts relating to vacant plots removed.

The Council has started to use a Square payment machine to collect sales income, notably at the Literary Festival, and has recently purchased a stand-alone machine to replace the previous machine that had to link to a mobile phone. I have checked the machine, and it is not possible to access the change bank account function without a password, so I am content that all monies collected using this machine will be banked in the Council bank account. I recommend the following:

- Town Clerk should ensure that processes for the operation of the Square machine should be documented. This should set out who is the administrator for the system, and who is responsible for setting up products on the system;
- Back up administrator should be set up

### **E. Petty Cash**

#### **First Interim Audit**

I confirmed that the petty cash has been checked. The Bookkeeper counted petty cash on 28.11.24, cash counted was reconciled to the accounting system and the petty cash log. The count has been reviewed and signed off by the accountant, petty cash stood at £1878 at the time of the count.

### **F. Payroll**

To be reviewed at my next audit

### **H. Assets and Investments**

Year-end test

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### **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 compiled 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 a good separation of duties, with the accounts maintained and reconciled by officers with no signatory powers, and reporting of balances to councillors.

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# April Skies

## Accounting

At 30 November 2024, the Council held the following bank and investment balances. Accounts have been reconciled by the Finance Officer, and I have checked all balances on the reconciliations back to bank statements and to the accounting system bank reconciliation reports.

Account	Balance at 30 November 2024	Reconciliation review by Internal Audit
Current	701,788	Reconciliation checked and agreed to accounting system and bank. Reconciliation signed by 2 councillors
Money Maker investment 1	250,000	Checked to contract note
CCLA investment Account	1400000	To be checked at year end , quarterly statements issued by bank
Cambridge and Counties Deposit Account	259,601	Reconciliation checked and agreed to accounting system and bank. Reconciliation signed by 2 councillors
Nationwide	107,796	Checked to march 31 statement , annual statements issued by bank
Mayors Charity Account	454	Reconciliation checked and agreed to accounting system and bank. Reconciliation signed by 2 councillors
BOOM	15000	To be checked at year end
Money Maker investment 2	200000	Checked to contract note
Money Maker investment 3	300000	Checked to contract note
Money Maker investment 4	100000	Checked to contract note

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I reviewed the bank reconciliation file, councillor review of bank reconciliations is not up to date. The last reconciliations reviewed were for July 2024, and second councillor review was not completed until December 7th . The review of bank reconciliations by a councillor is meaningless as a check against fraud and error unless it is completed on a timely basis, and I therefore recommend that this is completed within 30 days of each review period.

The Council has an investment policy in place, as required by regulations. I will review this at my next audit.

## **J. Year-end accounts**

Year end test

**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**

## **Interim 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 interim audit:

- Expenditure – The link for 24-25 expenditure data was not working at the time of my audit. This should be checked and the link repaired

I understand the Council is about to start work on a new website, and I would recommend that an improved transparency page is set up as the website is developed. An example can be seen at Crowborough Town Council.

## **M: Exercise of Public Rights - Inspection of Accounts**

Inspection periods for 23-24 AGAR were set as follows -

Inspection - Key date	23-24 Actual
<b>Accounts approved at Full Council</b>	25 April
<b>Date of Announcement</b>	11 June
<b>Inspection period begins</b>	13 June
<b>Inspection period ends</b>	24 July
<b>Correct length</b>	Yes

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

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### **N: Publication requirements 23-24 AGAR**

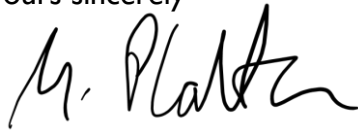
The Council received a clear audit opinion from the external auditors for 23-24. This was dated 30<sup>th</sup> August, and the Council has published the complete audited AGAR on the website, as required by regulations. The Conclusion of Audit notice was published on the Council website on 5 September, before the regulatory deadline of 30 September. The external audit certificate was reported to the September 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 24 October 2024. The 23-24 submission of accounts and annual return has not yet been completed, the Town Clerk confirmed the independent examination is in hand and the submission will be completed before the end of January .

I would like to thank you and Sarah for your assistance with the audit. I look forward to meeting you again for the second interim and year end audits later this year.

Yours sincerely



Mike Platten CPFA

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## Appendix A

### Points Forward – Action Plan - Interim Audit 24-5

Matter Arising	Recommendation	Council Response
I was unable to locate a Full Council minute recording the resolution to make the loan of £30K to the BID, although there is evidence that this transaction was considered at various working group meetings.	Given the value and nature of the transaction, this should have been approved at a Council meeting. I recommend that retrospective approval is recorded at the next Council meeting. Going forward, novel transactions of this nature must be considered at Full Council before payment is made.	<i>Agreed. Report to Council January 2025. This matter was agreed prior to allocation but the minuting omission was an unfortunate oversight now corrected.</i>
I note that the loan from BID should have been repaid by now. The loan agreement sets out repayments of £15K due on 1 <sup>st</sup> June and 1 <sup>st</sup> August 2024. Nothing has been repaid to date, so the repayment from BID is now overdue.	Given that the loan was made for start-up working capital, and that the BID is now in receipt of levy income, I am concerned that this loan has not yet been repaid. This must be followed up as a matter of urgency, and Farnham BID should be required to repay the £30K in full immediately. Council should be kept up to date in this matter.	<i>Agreed. Repayment was requested in October and chased. Repayment expected in January 2025.</i>
Allotment income is now also recorded on the sales ledger. There is one minor issue. Debts are currently being recorded for vacant plots.	This is not correct, debts should only be raised where there is a tenant for an allotment. The ledger should be reviewed and all debts relating to vacant plots removed	<i>Agreed. Now corrected.</i>
The Council has started to use a Square payment machine to collect sales	I recommend the following: - Town Clerk should ensure that processes for	<i>Agreed and in hand.</i>

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# April Skies

## Accounting

<p>income, notably at the Literary Festival,</p>	<p>the operation of the Square machine should be documented. This should set out who is the administrator for the system, and who is responsible for setting up products on the system</p> <ul style="list-style-type: none"> <li>- Back up administrator should be set up</li> </ul>	
<p>I reviewed the bank reconciliation file, councillor review of bank reconciliations is not up to date. The last reconciliations reviewed were for July 2024, and second councillor review was not completed until December 7th .</p>	<p>The review of bank reconciliations by a councillor is meaningless as a check against fraud and error unless it is completed on a timely basis, and I therefore recommend that this is completed within 30 days of each review period.</p>	<p><i>Bank reconciliations are presented monthly to Strategy &amp; Resources. The Councillor paper check will be revisited to ensure a timely review.</i></p>
<p>Website reporting - Expenditure. – The link for 24-25 expenditure data was not working at the time of my audit.</p>	<p>This should be checked and the link repaired</p>	<p><i>Agreed</i></p>
<p>New website – transparency page</p>	<p>I would recommend that an improved transparency page is set up as the website is developed. An example can be seen at Crowborough Town Council.</p>	<p><i>Will be incorporated in the new website.</i></p>

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

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

## FARNHAM TOWN COUNCIL



# D

## Report Council

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**Date: January 2024**

### **Precept 2025/6**

#### **Introduction**

- 1 This report is a report of the Strategy & Finance Working Group.
- 2 A local council precepts on the billing/collection authority (Waverley) for an amount which it requires to deliver its agreed programme of activities for the forthcoming year. Unlike the major precepting authorities (Waverley BC, Surrey CC, Surrey Police Authority) which set a rate for the various bands described as a Band D equivalent figure, a parish sets a budget and precept. This amount is payable by the collection authority, regardless of how much is collected, as a result of the levy set by the precepting council (eg Farnham) to be able to deliver its services. It is good practice however, to do the calculation to understand what the Band D levy (or Council Tax amount) is going to be, in both cash and percentage increase terms, as this helps explain the budget impact to electors.
- 3 As part of the provisional Local Government Finance Settlement announced in December, the Government again announced additional funds available for Adult Social Care via a precept of 2%, on top of the 3% cap for principal authorities (or £5 if greater for shire district council Band D bills). A £15 increase is allowed for Police & Crime Commissioners.
- 4 The Government created legislation which allows a restriction on increases in Council tax. Town and Parish Councils do yet not face the risk of being 'capped' and are increasingly taking on or contributing to services being cut or stopped as a result of pressure on the principal authorities. In December 2024, the Secretary of State confirmed that the referendum 'capping' principles will not be extended to the Town and Parish Council tier of local government. The Government has not previously set referendum principles for town and parish councils allowing greater flexibility to address community needs.
- 5 In 2024-25, the Local Councils sector as a whole received just 1.9% of money raised by Council tax (£783m out of £41.2billion). In recent years, more services have been taken on by the Town and Parish sector from principal authorities as a result of structural change or pressures on finance. In 2024/25 the average Parish increase was £6.74 (8.5%) whilst Farnham was again below average at 6.7%, with the increase solely to invest in younger people services. The average council tax precept for Town and parish councils was £85.88 against the Farnham level in 2024/25 of £78.15. Overall there are 124 councils with a precept above £1m (including 11 above £2m and 4 above £3m), but the average for councils in a two tier area is £73,012 (compared with a unitary area of £87,916).

- 6 The table below shows how Farnham has consistently managed to minimise its precept increases over the past twelve years, without negatively impacting on its wide range of services, and is significantly below the average for the sector.

In 2013, Farnham's precept amount was £5.63 above the sector average whereas in 2024/25 it was £7.73 below the sector average despite having taken on extra land from Waverley Borough Council, significantly expanding the number of activities being run by the Council including a new focus on supporting younger people, and maintaining high standards of service which have been recognised by national awards.

Year	FTC precept	Average national parish precept	FTC increase	National average parish increase	Capped National average - Principal authorities
2013/14	£55.86	£50.23	3.3%	5.2%	0.8%
2014/15	£56.87	£52.37	1.8%	4.3%	0.8%
2015/16	£57.59	£54.12	1.27%	3.3%	1.1%
2016/17	£59.83	£57.40	3.89%	6.1%	3.1%
2017/18	£61.03	£61.03	2%	6.3%	4.0%
2018/19	£62.62	£64.04	2.6%	4.9%	5.1%
2019/20	£64.49	£67.18	2.99%	4.9%	4.7%
2020/21	£66.09	£69.89	2.48%	4.0%	3.9%
2021/22	£67.37	£71.86	1.94%	2.8%	4.4%
2022/23	£69.76	£74.81	3.55%	4.1%	3.5%
2023/24	£73.21	£79.35	4.94%	6.1%	5.1%
2024/25	£78.15	£85.88	6.7%	8.5%	5.1%
		twelve year average	2.97%	5.04%	3.2%

### Farnham's Budget 2024/25

- 7 In 2024, Farnham's provisional Band D tax base was 18,398.9, up from 18,231.9 based on an assumed collection rate of 98.5%. After exemptions in each area have been deducted, this percentage is multiplied against the Band D calculation in order to calculate the Band D number for each part of the Borough. This means the precept income (with no change) would be £1,437,874 up from £1,424,818 (an increase of £13,056).
- 8 At the Council meeting in December, Members approved expenditure of £1,946,650, with draft discretionary income of £399,550 (including more challenging sponsorship and events income targets) and (assuming no precept increase) a total income of 1,837,424. This represented a revised net budget of £1,547,100 and a shortfall of income of £109,226. The January Strategy & Resources meeting also considered fees and charges and recommended some increases for services and activities that help reduce the shortfall by £11,800.
- 9 A 1% increase in precept would bring £14,248 of additional income for Farnham Town Council at a cost of approximately 77p per band D dwelling per annum.
- 10 The precept needs to be set in a context of continuing significant economic pressures particularly with energy costs and higher inflation. Inflation over the past 18 months has been at a 40 year high (11% at the in 2023 but falling to 3.2% (CPI, October 2024) or 3.4% (RPI). Costs have risen significantly for many of the Council's activities. The evolving priorities of the new administration elected in May 2023 have seen the addition of £25,000 in the grants budget to meet the increasing needs of community organisations with a

reduction in grants from other authorities, a new allocation for the Farnham Museum service run by the Farnham Maltings of £10,000 , and additional costs in the personnel budgets as a result of the increase in the National Insurance contribution for employers and provision for an inflationary cost of living increases for employees (subject to national pay negotiations). In addition, the year ahead will see a new playground built at Gostrey Meadow and the start on new toilets and storage in Gostrey Meadow to improve facilities for visitors to events.

- I1 In determining the level of precept Council should consider whether it wishes to:
  - 1) use any of its reserves to meet the shortfall;
  - 2) increase further the income targets for services, or
  - 3) set unallocated in-year savings targets.
  
- I2 Council could also consider other options such as reducing the precept level further by using more reserves; applying a freeze on the Farnham Town Council proportion of the Council tax; funding the agreed budget with an increase in the precept; or funding the budget with a combination of reserves, additional income and precept. However, some of these options may present a challenge in terms of future funding and the emerging priorities of the Council particularly in the context of the announcement for Local Government Re-organisation and the likely creation of new Unitary Authorities in Surrey.
  
- I3 It is worth noting that the amount paid by a Band D council taxpayer in Farnham in 2024/25 was £2,367.97. 74% of the total went to Surrey County Council, 14% to the Police & Crime Commissioner, 9% to Waverley Borough Council and 3% to the Town Council.
  
- I5 Strategy & Resources Working Group considered a number of recommendations it could make to Council on how the funding shortfall is met. However, with a number of unforeseen implications likely from the Local Government Reorganisation and the likely need to take on other services and property from the principal authorities in order to safeguard them for the local community, it was felt it would be imprudent to eat into the council reserves. It was also likely there would be the need to take on additional specialist advice or resource to prepare for reorganisation, and these costs had not been specifically built into the budget for the forthcoming year.
  
- I6 As a result, the Strategy & Resources Working Group recommend to Council a precept of £1,535,300. This equates to an increase of ten pence per week and a cost of £83.45 per Band D property per annum (£1.60 per week) in total for all the Town Council services.

**Recommendation for Council:**

**It is recommended that the 2025/26 precept be set at £1,535,300 representing a Band D equivalent amount of £83.45.**

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## FARNHAM TOWN COUNCIL

# E

Report  
Council

January 2025

### Risk Management Review 2025-26

#### Introduction

- 1 As part of the Accounts & Audit Regulations and Health & Safety At Work Legislation, the Town Council is required to maintain an effective programme of risk management and ensure that all policies and procedures in place are subject to regular review
- 2 Each year, the Council reviews a range of risks affecting the organisation in each of the service areas and as a corporate body. It is assisted in its task by a number of advisors including the Internal and External Auditor and by WorkNest the Council's HR and Health and Safety advisors. This report deals with the whole range of risks and builds on work already undertaken by the individual Working Groups in the autumn cycle.

#### Background

- 3 Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of an authority's objectives. Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. The focus of risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities.
- 4 Risk management is not just about financial management; it is about protecting the achievement of objectives set by the authority to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, and can impact on the ability to achieve desired outcomes. The Council generally and members individually are responsible for risk management alongside the Town Clerk and staff.
- 5 Risk management is an ongoing activity that comprises four elements:
  - identifying risks;
  - assessing risks;
  - addressing risks; and
  - reviewing and reporting.

#### Identifying risks

- 6 In order to manage risk, an authority needs to know what risks it faces. Identifying risks is therefore the first step in the risk management process.
- 7 The specific risks which individual authorities and service areas face varies in accordance with the range, nature, complexity and scale of the organisation. For this reason, each Working Group reviews its own risks in the autumn cycle of meetings to identify any key risks to achieving successfully priorities and service objectives.

- 8 There are some overall categories of risks which are covered by Strategy & Resources and Council as a whole.
- financial – loss of money;
  - security – fraud, theft, embezzlement;
  - property – damage to property;
  - legal – breaking the law or being sued;
  - IT – failure of IT systems or misuse; and
  - reputational – actions taken could harm the authority's public reputation.

### Addressing risks

- 9 Risk is unavoidable, and every organisation needs to take action to manage risk in a way which it can justify to a level which is tolerable. The response to risk within the organisation, is called internal control and may involve one or more of the following standard responses:
- **Tolerate** the risk - for risks where the downside is containable with appropriate contingency plans; for some where the possible controls cannot be justified (e.g. because they would be disproportionate); and for unavoidable risks, e.g. terrorism.
  - **Treat** the risk - a common response which can mean imposing controls so that the organisation can continue to operate; or setting up prevention techniques.
  - **Transfer** the risk – buying in a service from a specialist external body or taking out insurance. Some risks cannot be transferred, especially reputational risk.
  - **Terminate** the activity giving rise to the risk - it may be best to stop (or not to start) activities which involve intolerable risks or those where no response can bring the risk to a tolerable level.

### Assessing risks

- 10 Through the Working Groups the potential consequences of a risk occurring (the impact) and the likelihood are reviewed in a matrix with a Scoring range 1-3 (Low, medium, high). The two factors are multiplied to create a combined risk value and specific attention is given to any risk scoring six or above. There are no matters of concern to bring to Council but further details are available upon request as discussed at each Working Group.

### Managing risk

- 11 Some risks are managed through the Council's Insurance policies:
- The protection of physical assets owned by the authority – buildings, furniture, equipment, etc. (loss or damage).
  - The risk of damage to third party property or individuals as a consequence of the authority providing services or amenities to the public (public liability).
  - The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss).
  - Loss of cash through theft or dishonesty (fidelity guarantee).
  - Legal liability as a consequence of asset ownership (public liability).
- 12 Areas where risk is managed by working with third parties include the following:
- Security for vulnerable buildings, amenities or equipment (eg Shield Security).
  - Maintenance of buildings, amenities or equipment.
  - The provision of services being carried out under agency/partnership agreements with principal authorities.
  - Banking and investment arrangements.
  - Ad hoc provision of amenities/ facilities for events to local community groups.
  - Equipment lease or hire where needed.
  - Professional services (planning, surveying, arboricultural, accountancy, legal etc.).
  - Health and safety (Contract with Worknest (formerly Ellis Whittam) for an annual inspection and advice, external training for first aid, evac chair etc;

## Workplace Health and Safety

- 13 Health & Safety risk assessments are an examination of anything in the workplace that could cause people to suffer injury or ill health whilst they are at work. Staff and councillors have individual responsibility to avoid risk and report matters or unsafe practices that may give cause to a risk.

All employers have a legal obligation to carry out risk assessments under *The Management of Health & Safety at Work Regulations 1999*. As well as complying with the legal requirement and having the potential to save money, risk assessments are useful in determining:

1. training programmes
2. the adequacy of information available
3. personal protective equipment needs
4. health surveillance levels

- 14 Farnham Town Council has an annual General Risk Assessment Report commissioned from Worknest (Ellis Whittam). The latest Inspection was undertaken on the 19<sup>th</sup> December 2024 and a report based on the day-long examination of the systems in place at the Council is available for review. There were no specific actions raised in this Assessment.

The number of 'Actions required' as a result of the last six surveys are set out below:

2018/19	3	2
2020/21	1	1
2021/22	6	0
2022/23	4	0
2023/24	3	0
2024/25	0	0

- 15 External contractors undertake the following on behalf of the Council:
1. **Electrical Installations** – All buildings are tested every five years for the condition of its fixed electrical wiring. The Council Offices and the Depot were tested in early 2022, Wrecclisham Community Centre, West Street Chapel, Victoria Gardens, Gostrey Meadow toilet block, the Hart toilet block and the Central Car Park toilet block were tested in 2021 and are due again in 2026. Electrical Appliance Testing is undertaken annually for those items that require testing and periodically in accordance with the type of item as required.
  2. **Gas Installations** – the boilers at the Council Offices and Wrecclisham Community Centre are safety-checked every year.
  3. **The Lift** at the Council offices is inspected quarterly in accordance with insurance requirements.
  4. **Fire** – A fire risk assessment was undertaken by an external consultant in 2024 and subsequently in house. There are no changes that have taken place that cause concern.
  5. **Legionella** Testing takes place annually by an external contractor.
  6. **Asbestos**. As required. Relevant items are marked to identify any asbestos risk.
  7. **Risk**. The Council reviews risks regularly with its insurers (Zurich) when new areas/activities are introduced or taken on (eg supporting vaccination testing and the new playground inherited from WBC).

## Financial risks and related Issues

- 16 The new General Data Protection Regulation has brought in new duties on protecting personal data and reporting where lapses occur. Any such breach is reported to Council and if required, the Information Commissioner.
- 17 The financial risks of the organisation are considered as part of the independent Internal Auditor's work. The most recent visit was in December 2024 with the Internal Auditor's Interim report reported to Council in January 2025. The Internal Auditor uses as a basis for his work the latest edition of *Governance and Accountability – a Practitioners' Guide to proper practices*, and the related checklists therein. Potential loss of income is managed by having adequate reserves in accordance with audit guidelines and effective fidelity insurance cover. The current fidelity insurance cover was raised in 2024, at the suggestion of the Internal Auditor, to £5,000,000.

- 18 There is effective separation of duties to ensure that more than one person is involved in financial transactions to minimise the potential risk for fraud. Risks of absence of key personnel for an extended period are covered by the creation of process manuals on main areas of activity and work shadowing so other staff are aware of work requirements wherever possible and some key personnel insurance cover. In the event of an extended absence of the Town Clerk, locum support is available through the Surrey Association of Local Councils and elsewhere.
- 19 The Financial Regulations were last reviewed in 2023 with a review due in 2025 and Standing Orders in March 2023 due for review in March 2027.
- 20 In underpinning the Council's approach, Farnham Town Council has the following policies attached at Annex 2:
- Health and Safety Policy Statement
  - Fire Safety Management Policy Statement
  - Environmental Policy Statement

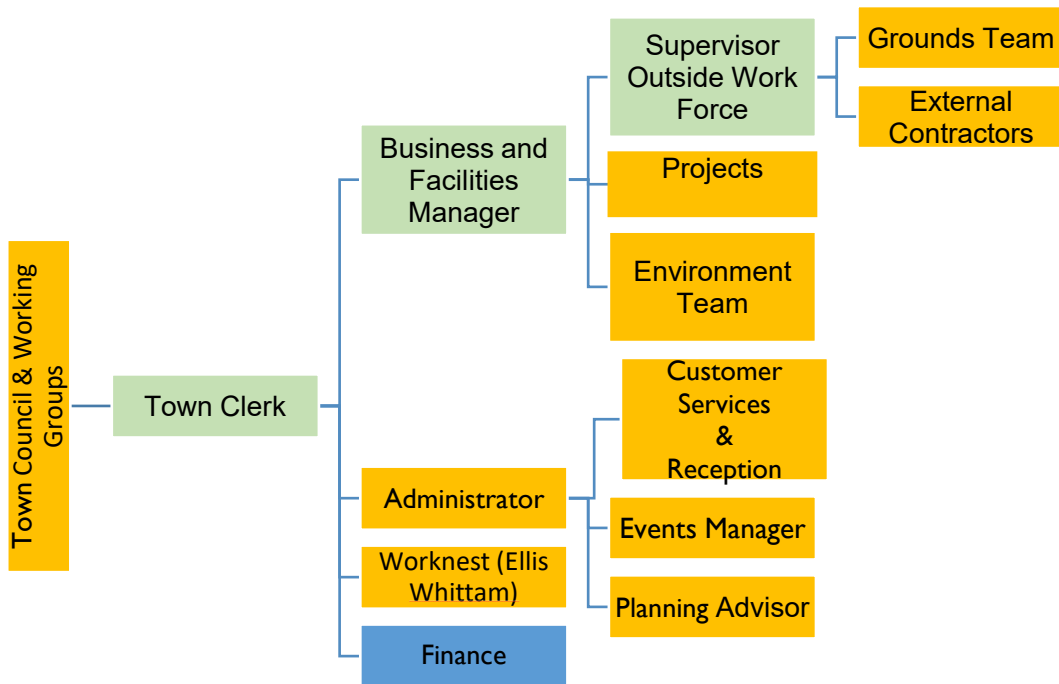
### **Recommendation**

**It is recommended that:**

- i) The Risk Management report be welcomed and adopted;**
- ii) The work done by the Working Groups in managing risk be noted**
- iii) The Fire Safety, Health and Safety and Environmental policies endorsed.**

**Annex I (Appendix L)**

**Farnham Town Council**  
**Organisation Chart for the Management of**  
**Health and Safety 2024**  
 (Health and Safety Management Leads highlighted)



# Farnham Town Council Health & Safety Policy Statement

Farnham Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities Farnham Town Council will:

- bring this Policy Statement to the attention of all employees;
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk;
- communicate and consult with employees on matters affecting their health and safety;
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels;
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes;
- encourage staff to identify and report hazards so that all contribute towards improving safety;
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues;
- maintain premises, provide and maintain safe plant and equipment;
- only engage contractors who are able to demonstrate due regard to health & safety matters;
- provide adequate resources to control the health and safety risks arising from work activities;
- provide adequate training and ensure that all employees are competent to do their tasks;
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees;
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement;
- where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or, use of personal protective equipment or, as a last resort, through safe systems of work

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

**Signed:**

**Dated: 30 January 2025**

**Position: Town Clerk**

## **Farnham Town Council**

### **Fire Safety Management Policy Statement**

It is the policy of Farnham Town Council to ensure, so far as is reasonably practicable, that the Council provides and maintains safe and healthy working conditions and protects employees, visitors and others so far as is reasonably practicable against the risk of fire within our premises.

We believe that this document when combined with individual fire risk assessments, emergency plans and evacuation procedures sets out best practice standards for an organisation such as ours.

Although the ultimate responsibility for fire safety management rests with the Council's Leader and the Town Clerk, the Organisation's Health and Safety Adviser provides competent advice to the managers of operating units who are responsible for the implementation and day to day fire safety management of operations within the premises under their control.

Advice on any fire safety management matters can be sought from the Safety Adviser, who can also be consulted in the event of an employee being faced with a conflict between the demands of fire safety and commercial or operational demands. If such a conflict cannot be resolved by agreement the final decision will rest with the Town Clerk.

All employees, volunteers and contractors are reminded that they have a personal responsibility for ensuring that fire safety procedures are followed and not to obstruct fire exit routes or fire equipment at any time. They must therefore adhere to the fire safety practices of the organisation and co-operate fully with any appropriate instructions on any matter relating to fire safety management in the workplace.

This policy statement is reviewed annually.

Signed:

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**Town Clerk**

**Date: 30 January 2025**

## **Farnham Town Council**

### **Environmental Policy Statement**

Farnham Town Council recognises that the day-to-day operations can impact both directly and indirectly on the environment. The Council aims to protect and improve the environment through good management and by adopting best practice wherever possible. Farnham Town Council will work to integrate environmental considerations into its business decisions and adopt greener alternatives wherever possible, throughout its operations.

In order to discharge its responsibilities the Council will:

- bring this Environmental Policy Statement to the attention of all stakeholders • carry out regular audits of the environmental management system
- comply fully with all relevant legal requirements, codes of practice and regulations at international, national and local levels
- eliminate risks to the environment, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- ensure that emergency procedures are in place at all locations for dealing with environmental issues
- establish targets to measure the continuous improvement in the Council's environmental performance
- identify and manage environmental risks and hazards
- improve the environmental efficiency of the Council's transport and travel
- involve customers, partners, clients, suppliers and subcontractors in the implementation of these objectives
- minimise waste and increase recycling within the framework of the Council's waste management procedures
- only engage contractors who are able to demonstrate due regard to environmental matters
- prevent pollution to land, air and water
- promote environmentally responsible purchasing
- provide adequate resources to control environmental risks arising from work activities
- provide suitable training to enable employees to deal with their specific areas of environmental control
- reduce the use of water, energy and any other natural resources
- source materials from sustainable supply when practicable
- where risks cannot be eliminated they will be minimised by substitution, use of physical controls or, as a last resort, through systems of work

This Environmental Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of stakeholders.

**Signed:**

**Dated: 30 January 2025**

**Position:      Town Clerk**



## FARNHAM TOWN COUNCIL



### Notes

#### Planning & Licensing Consultative Working Group

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**Time and date**

9.30 am on Monday 13th January, 2025

**Place**

Council Chamber, Farnham Town Council, South Street, Farnham GU9 7RN

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**Planning & Licensing Consultative Working Group Members Present:**

Councillor Andrew Laughton (Lead Member)  
Councillor David Beaman  
Councillor Brodie Mauluka  
Councillor George Murray  
Councillor Graham White  
Councillor Alan Earwaker (Observer)

Officers: Jenny de Quervain

**Presentation by Moonriver Ltd**

Andy Morris, David Neame and Will Twiddy in attendance at 9.30am.

Prior to the start of the meeting, the group received a presentation by Moonriver Ltd to provide further information on proposed SANG at Moor Park, application WA/2024/02300. The application was subsequently considered under item 3. Key/Larger Applications.

Planning and Licensing Consultative Working Group Meeting started at 10.10am.

**1. Apologies for Absence**

Apologies were received from Councillors Hesse, Merryweather and Woodhouse.

**2. Disclosure of Interests**

None were received.

### 3. Applications for Key/Larger Developments Considered

#### **Farnham Moor Park**

Deferred from 9 December 2024

##### **WA/2024/02300 Farnham Moor Park**

Officer: Russell Brown

LAND AT THE WALLED GARDEN, FARNHAM

Change of use of existing agricultural land to Suitable Alternative Natural Greenspace (SANG) including all supporting infrastructure and parking including alterations to existing vehicular access off Moor Park Lane.

**Farnham Town Council supports a Suitable Alternative Natural Greenspace (SANG) in this location, giving access to adjacent fields and existing footpath network and to include a footbridge over the Wey, subject to an appropriate management plan being in place.**

It is expected that biodiversity will be improved on the site, especially if BNG off-setting is incorporated. The provision of a SANG must not have a negative impact on the biodiversity of the area.

Further information will be considered when submitted to respond to Natural England's requirements:

- **Quantity and quality (in terms of the NE Guidelines) of Suitable Alternative Natural Greenspace (SANG) being brought forward – this requires an arranged visit by a Natural England officer through our Discretionary Advice Service to ensure the site and SANG plans are suitable and compliant.**
- **Information on the proposed long-term management, costs and funding of the SANG(s) in perpetuity (i.e. who will management ultimately default to, Natural England's preferred option would be the LPA);**
- **A full and complete SANG Management Plan.**

Farnham Town Council would appreciate participating in content for the interpretation boards. The council works closely with local biodiversity groups, history groups and residents and has input which could enhance interpretation boards and information to be included.

#### **Farnham North West**

##### **WA/2024/02432 Farnham North West**

Officer: Michael Eastham

LAND NORTH OF COXBRIDGE FARM, WEST STREET, FARNHAM

Application for advertisement consent to display 2 x non illuminated free standing signs.

**For information only, the development to be marketed as Birchwood.**

#### **Farnham Weybourne**

Defer to review LLFA and CHA responses

##### **WA/2025/00001 Farnham Weybourne**

Officer: Michael Eastham

LAND SOUTH EAST OF FARNHAM SEWAGE TREATMENT WORKS, MONKTON LANE, FARNHAM

Erection of 3 industrial/warehouse buildings with open storage/yards, associated access, car and cycle parking, infrastructure and landscaping.

#### 4. Applications Considered

##### **Farnham Bourne**

###### **CA/2024/02375 Farnham Bourne**

Officer: Theo Dyer

MAVINS COURT, 4 GREENHILL ROAD, FARNHAM GU9 8JN

GREAT AUSTINS CONSERVATION AREA WORKS TO AND REMOVAL OF TREES

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

###### **CA/2024/02394 Farnham Bourne**

Officer: Theo Dyer

10 OLD CHURCH LANE, FARNHAM GU9 8HQ

OLD CHURCH LANE CONSERVATION AREA WORKS TO TREES

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

###### **TM/2025/00012 Farnham Bourne**

Officer: Theo Dyer

FOXWOOD LODGE, 8 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER WA221

**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.**

###### **WA/2024/02388 Farnham Bourne**

Officer: Matt Ayscough

6 STREAM FARM CLOSE, LOWER BOURNE, FARNHAM GU10 3PD

Erection of single storey extensions and alterations following demolition of existing conservatory.

**No comment.**

###### **WA/2024/02395 Farnham Bourne**

Officer: Dana Nickson

DEODAR, 6 BAT AND BALL LANE, WRECCLESHAM, FARNHAM GU10 4RA

Erection of a dwelling and associated works following demolition of existing dwelling and detached garage.

**No comment.**

###### **WA/2024/02396 Farnham Bourne**

Officer: Sam Wallis

BROOKLANDS, DENE LANE WEST, LOWER BOURNE, FARNHAM GU10 3PS

Alterations to elevation of ancillary outbuilding to provide a dwelling and installation of an access gate.

**No comment.**

**WA/2024/02422 Farnham Bourne**

Officer: Dana Nickson

LAND SOUTH OF BILBERRY DENE, GOLD HILL, LOWER BOURNE, FARNHAM GU10 3JH  
Application under Section 73 to remove condition 3 of WA/2024/01095 (restrictions on northern elevation windows).

**No comment.**

**WA/2024/02443 Farnham Bourne**

Officer: Matt Ayscough

11 GREENHILL ROAD, FARNHAM GU9 8JW

Erection of 2 storey link extension and alterations following demolition of existing detached garage.

**No comment.**

**WA/2025/00003 Farnham Bourne**

Officer: Anna Whitty

10 OLD CHURCH LANE, FARNHAM GU9 8HQ

Erection of extensions and alterations.

**No comment.**

**WA/2025/00009 Farnham Bourne**

Officer: Sam Wallis

5 LEIGH LANE, FARNHAM GU9 8HP

Application under Section 73 to vary Condition 1 (approved plans) of WA/2023/01689 to allow for alterations to design and layout.

**No comment.**

**Farnham Castle**

**CA/2024/02423 Farnham Castle**

Officer: Theo Dyer

PENNYS, 88B WEST STREET, FARNHAM GU9 7EN

FARNHAM 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.**

**CA/2024/02450 Farnham Castle**

Officer: Theo Dyer

MERRIOTT HOUSE, 26 WEST STREET, FARNHAM GU9 7DR

FARNHAM 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.**

Additional information received

**Plans which reduce part of the roof height in the rear-most part**

**WA/2023/00486 Farnham Castle**

Officer: Tracy Farthing

SITE OF 42 TO 48 LONG GARDEN WALK, FARNHAM

Erection of a dwelling with vehicular access and parking.

**No comment.**

**WA/2024/02367 Farnham Castle**

Officer: Matt Ayscough

56 STOKE HILLS, FARNHAM GU9 7TE

Erection of single storey extension including covered porch with alterations to elevation.

**No comment.**

**WA/2024/02405 Farnham Castle**

Officer: Anna Whitty

9 VICTORIA ROAD, FARNHAM GU9 7RB

Erection of a single storey extension following demolition of existing lean to.

**No comment.**

**Farnham Firgrove**

**WA/2024/02441 Farnham Firgrove**

Officer: Anna Whitty

45 FIRGROVE HILL, FARNHAM GU9 8LP

Erection of detached garage including subterranean car lift, gym and store following demolition of existing garage.

**No comment.**

**WA/2025/00010 Farnham Firgrove**

Officer: Justin Bramley

6 SOUTHERN WAY, FARNHAM GU9 8DF

Erection of extensions and alterations.

**No comment.**

**Farnham Heath End**

**WA/2024/02404 Farnham Heath End**

Officer: Anna Whitty

30 BETHEL LANE, FARNHAM GU9 0QA

Erection of single storey extensions.

**No comment.**

**WA/2024/02444 Farnham Heath End**

Officer: Anna Whitty

26 WILLOW WAY, FARNHAM GU9 0NU

Erection of extensions and alterations following demolition of attached conservatory and existing detached garage and greenhouse.

**No comment.**

**Farnham Moor Park**

**TM/2024/02373 Farnham Moor Park**

Officer: Theo Dyer

27 COMPTON WAY, FARNHAM GU10 1QT

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 11/15

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

**TM/2024/02410 Farnham Moor Park**

Officer: Theo Dyer

COMPTON RISE, OLD COMPTON LANE, FARNHAM GU9 8EG

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 08/15

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

**WA/2024/02379 Farnham Moor Park**

Officer: Dana Nickson

UNIT 16 BADSHOT FARM, BADSHOT FARM LANE, FARNHAM GU9 9HR

Application under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to vary Conditions 1 of WA/2021/02575 alterations to design.

**No comment.**

**WA/2024/02380 Farnham Moor Park**

Officer: Dana Nickson

UNIT 16 BADSHOT FARM, BADSHOT FARM LANE, FARNHAM GU9 9HR

Application under section 73 to vary condition 1 (approved plans) of WA/2021/02576 to allow for alterations to design.

**No comment.**

**WA/2024/02384 Farnham Moor Park**

Officer: Anna Whitty

THE CHINE, 3 TONGHAM ROAD, RUNFOLD, FARNHAM GU10 1PH

Erection of single and two storey extensions and alterations including dormers following removal of existing chimney stack.

**No comment.**

**WA/2024/02424 Farnham Moor Park**

Officer: Dana Nickson

COPPER TREE HOUSE, 19 COMPTON WAY, FARNHAM GU10 1QY

Erection of a dwelling and pool house together with outdoor swimming pool and associated works following demolition of existing dwelling and detached garage.

**No comment.**

**WA/2024/02430 Farnham Moor Park**

Officer: Anna Whitty

FAIRFIELD LODGE, 23 THE FAIRFIELD, FARNHAM GU9 8AJ

Erection of a single storey extension following demolition of existing extension.

**No comment.**

**WA/2024/02438 Farnham Moor Park**

Officer: Matt Ayscough

73 BROOMLEAF ROAD, FARNHAM GU9 8DH

Alterations to elevation.

**No comment.**

**WA/2024/02445 Farnham Moor Park**

Officer: Matt Ayscough

8 BEECH TREE DRIVE, BADSHOT LEA, FARNHAM GU9 9JY

Replacement walls and flat roof following removal of existing conservatory glazing, roof and parapet walls.

**No comment.**

**WA/2024/02454 Farnham Moor Park**

Officer: Dana Nickson

OLD BARN, CROWN LANE, BADSHOT LEA, FARNHAM GU9 9JP

Alterations to barn and store buildings to provide 3 dwellings including, landscaping, parking and associated works following demolition of existing outbuilding.

**Farnham Town Council notes the store to be demolished is to make space for cycle stands. The character of the barns must be maintained, and the neighbours' amenity must be protected.**

**WA/2025/00004 Farnham Moor Park**

Officer: Anna Whitty

HAWKS HILL, 39 COMPTON WAY, FARNHAM GUI0 1QT

Erection of ground and first floor extensions to existing detached garage to provide habitable accommodation.

**No comment.**

**Farnham North West**

**NMA/2024/02389 Farnham North West**

Officer: Ninto Joy

17 HEATHYFIELDS ROAD, FARNHAM GU9 0BW

Amendment to WA/2024/01465 approved plans to include the reduction in footprint and height of the previously approved ground floor extension.

**No comment.**

**TM/2024/02431 Farnham North West**

Officer: Theo Dyer

14 HEATHYFIELDS ROAD, FARNHAM GU9 0BW

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 23/08

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

**WA/2024/02382 Farnham North West**

Officer: Anna Whitty

LEAS COTTAGE, RUNWICK LANE, RUNWICK, FARNHAM GUI0 5EE

Certificate of Lawfulness under Section 192 for alterations to existing former stable outbuilding for use as ancillary residential accommodation.

**No comment.**

**Farnham Rowledge**

**CA/2024/02408 Farnham Rowledge and Wrecclesham**

Officer: Theo Dyer

THISTLEDOWN CLOSE, WRECCLESHAM, FARNHAM GUI0 4AG

WRECCLESHAM CONSERVATION AREA WORKS TO AND REMOVAL OF TREES

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

**TM/2024/02448 Farnham Rowledge**

Officer: Theo Dyer

1 HADLEYS, LICKFOLDS ROAD, ROWLEDGE, FARNHAM GU10 4AF

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER WA169

**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.**

**WA/2024/02469 Farnham Rowledge**

Officer: Ninto Joy

9 RECREATION ROAD, ROWLEDGE, FARNHAM GU10 4BN

Erection of extensions and alterations to elevations with associated landscaping following demolition of existing extensions and detached garage.

**No comment.**

**WA/2024/02470 Farnham Rowledge**

Officer: Matt Ayscough

3 LICKFOLDS ROAD, ROWLEDGE, FARNHAM GU10 4AF

Erection of a detached studio/garage outbuilding following demolition of existing detached garage.

**No comment.**

**Farnham Weybourne**

**WA/2024/02366 Farnham Weybourne**

Officer: Matt Ayscough

THIRDONRITE, NELSON CLOSE, FARNHAM GU9 9AR

Erection of a single storey extension and alterations with associated hard landscaping and widening of existing vehicle access/parking.

**No comment.**

**WA/2024/02412 Farnham Weybourne**

Officer: Simon Dunn-Lwin

LAND AT 8 NEWCOME ROAD, FARNHAM GU9 9DJ

Application under Section 73 to vary condition 1 of WA/2023/02070 (approved plans) to allow alterations to footprint and elevations.

**No comment.**

**WA/2025/00005 Farnham Weybourne**

Officer: Ninto Joy

50 KNIGHTS ROAD, FARNHAM GU9 9DA

Erection of a single storey extension.

**No comment.**

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

There were none for this meeting.

**6. Appeals Considered**

**APP/R3650/W/24/3350600**

Farnham Park Cemetery, Hale, Road Farnham

Erection of funeral ceremony building with associated landscaping and parking



It was noted that the Inquiry was to continue on 14 January (and 15 January, if needed), in-person at The Bury's, and a virtual meeting for a round table session on Conditions and closing statements on 16 January.

## 7. Licensing Applications Considered

Although there were no items to consider, a Hearing was taking place at The Bury's with Councillor Hesse in attendance representing Farnham Town Council.

The outcome of the hearing in respect of the application for a variation to a premises licence for The Luxe, 6 Lion and Lamb Yard which took place on the 13 January 2025.

### **Licensing Act 2003 – Application to vary a Premises Licence – The Luxe, 6 Lion and Lamb Yard, Farnham, GU9 7LL**

#### REASONS

The Licensing Sub-Committee convened in person on 13 January 2025 to determine the application.

The Licensing Sub-Committee carefully considered all of the relevant information including:

- Written and oral representations made by the parties and interested persons
- The Licensing Act 2003 and the steps appropriate to promote the licensing objectives
- The Guidance issued under section 182 of the Licensing Act 2003 (the statutory guidance)
- Waverley Borough Council's statement of licensing policy
- The Human Rights Act 1998

The Licensing Sub-Committee took into consideration the committee report, and the application form which outlined the proposed hours of operation.

During the consultation process, 11 representations were received from interested persons (4 in objection and 7 in support) which formed part of the committee report. The representations received in objection centred around issues of noise and nuisance odours (the licensing objective of public nuisance). It was noted that Environmental Health as responsible authority had reached agreement with the licence holder with proposed conditions and no longer raised an objection to the variation application due to the steps taken by the applicant to control and reduce noise. Two conditions had been agreed with the applicant:

1. *All doors and windows to rooms in which amplified speech or music is taking place should be kept closed, other than for access and egress, with alternative ventilation provided where necessary.*
2. *A noise limiting device must be installed at the premises and operated in such a manner as to control all sources of amplified speech or music at the premises. The device must be:-*
  - *Used at all times during the provision of amplified speech or music,*
  - *Set at a level; to ensure the prevention of public nuisance,*
  - *Capable of being secured in a manner which is tamper proof, and*
  - *Maintain in accordance with the manufacturer's instructions.*

In person representation was made by an objector, and the ward councillor addressed the committee on behalf of the Town Council

During the hearing, Mr Neil Herd, objector, expanded on his written representations and invited the committee to consider five additional conditions to alleviate the noise issues which

neighbours had experienced and which after hearing the evidence the committee felt was in order to promote the licensing objectives.

1. *Outside tables to be removed after 10pm to deter patrons from collecting outside and causing a noise nuisance.*
2. *Bottles would not be collected and disposed of in the outside receptacles between 9pm and 8 am.*
3. *No music or live entertainment be held upstairs after 10pm and no drumming at any time.*
4. *Front door supervision on Friday and Saturday nights (8pm to closing) to ensure patrons do not collect outside the front causing nuisance/noise. Door staff to be SIA accredited.*
5. *Noise curtain to be installed to minimise noise egress as patrons enter and leave the establishment.*

The applicant agreed that the five conditions were acceptable as they were willing to work with neighbours.

In reaching their decision, the Sub-Committee had regard to all the relevant evidence, information and submissions and the licensing objectives. The Sub-Committee then reached its decision in an appropriate and proportionate manner.

The Sub-Committee resolved that:

'The application for a variation to the licence should be **GRANTED** in light of the representations made with the addition of the five conditions which the applicant had agreed and as refined above, together with the two conditions agreed with Environmental Health and an additional condition:

6. *The premises licence holder/nominated person shall advise customers of the need to respect local residents where appropriate, any patrons continuing to cause disturbance or disorder will be asked to leave the premises.*

The applicant is advised that they should adhere to these conditions otherwise consequences could arise by way of formal action or potentially a review of the licence.

With regards to the licensable activity, it was agreed that this could take place to midnight on Thursday to Saturday with opening hours noted as being to 00:30 in order to promote the licensing objectives.

## **8. Waverley Borough Council Street Naming Applications**

### **SNN\_2024\_0154 - Coxbridge Farm development**

Street name suggestions for the Coxbridge development to be marketed as 'Birchwood' by Cala Homes.

These names have been previously reviewed for acceptability by WBC.

#### **Field name:**

MAW FIELD - provisionally acceptable

#### **Farm associated:**

DAIRY – provisionally acceptable. Dairy has been maintained in the list but only if a small area located within the vicinity of the farm boundary.

#### **Birds:**

KESTREL – provisionally acceptable

JACKDAW – provisionally acceptable

WREN – provisionally acceptable  
DUNNOCK – provisionally acceptable  
WAGTAIL – provisionally acceptable  
CHAFFINCH - provisionally acceptable

**Fish:**

DACE - provisionally acceptable  
MINNOW - provisionally acceptable

**SNN/2024/0455 – Hawthorns development**

For this development 4 road names are required, originally the developer requested a road name of Hawthorne, but this was not acceptable due to duplication, but keeping to a tree theme **WBC Addressing Team has suggested:**

- Branch or Branches
- Twig
- Leaf or Leafy or Leaves
- Bark

Farnham Town Council objects to the WBC proposed names as unsuitable for any development, especially a site where a number of trees have been removed to make way for the roads and houses.

See below FTC suggestions:

Deer Park – currently the marketing name  
Nadderside – the Nadder is the stream on the boundary  
Badger Heights – badgers on the site have been rehomed in artificial setts above ground.

Given the anniversary of the end of World War II, reference to the artists who worked in Farnham Park on camouflage during the war have been suggested:  
Penrose (after Roland Penrose) Trevelyan (after Julian Trevelyan), Maskelyne (after Jasper Maskelyne), and Baynes (after Pauline Baynes).

**9. Public Speaking at Waverley's Planning Committee, Inquiries or Hearings**

There were none for this meeting.

**10. Date of next meeting**

Monday 27<sup>th</sup> January 2025 at 9.30am.

The meeting ended at 11.50 am

Notes written by Jenny de Quervain

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