



# FARNHAM TOWN COUNCIL

## Agenda Council

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**Time and date**

Thursday 1st May, 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 1st May, 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: 1 May 2025

Name of Councillor .....

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

\* Delete as appropriate



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Time and date

Thursday 1st May, 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 in the Council Chamber by Pastor Michael Hall of The Wey Church. 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

To sign as a correct record the minutes of the Farnham Town Council meeting held on 20<sup>th</sup> March 2025 at Appendix A.

### 4 Questions and Statements by the Public

In accordance with Standing Order 10.1, the Town Mayor will invite members of the public present to ask questions or make statements.

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

**5 Town Mayor's Announcements**

To receive the Town Mayor's announcements.

**6 Questions by Members**

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

**Part I - Items for Decisions**

**7 Working Group Notes**

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

- i) Community & Culture held 16th April 2025 at Appendix B
- ii) Strategy and Resources held on 23rd April 2025 at Appendix C

2) To receive a verbal update on any relevant matters from the Environment Working Group.

**8 Approval of Year End Accounts 2024-25**

The following papers are to be read in conjunction with the minutes of the Strategy and Resources Working Group held on 23rd April 2025 and are for formal approval by the Council prior for submission to the External Auditor. These documents were previously circulated to all councillors ahead of the Strategy & Resources Working Group.

- i) To receive a report on the 2024/24 Outturn Appendix D
- ii) To receive the 2024/24 Income and Expenditure Outturn Appendix E
- iii) To consider the final Internal Auditor's Report for the Year Ended 31 March 2025 and accept the issues raised Appendix F
- iv) To receive and agree the draft Report and Financial Statements for 2024/25 and earmarked reserves at 31st March 2025 Appendix G
- v) To approve the Annual Governance Statement (Section I of Annual Governance and Accountability Return) at Appendix H
- vi) To approve the variances between 2023/24 and 2024/24 Annual Returns Appendix I
- vii) To approve the Annual Governance and Accountability Return for the Year Ended 31st March 2025 for signature and submission for External Audit at Appendix H

**9 Planning and Licensing Applications**

To receive the minutes of the Planning & Licensing Consultative Group meetings held on 23rd March, and 7<sup>th</sup> April at Appendices I & J.

**10 Election of Working Groups 2025-2026**

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

**11 Election of councillors to act as liaison for Farnham Town Council with external organisations.**

To appoint representatives who will act as the liaison between Farnham Town Council and external bodies and report back to the Council on matters of interest at Appendix L.

**Part 2 - Items to Note**

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

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

**13 Reports from Other Councils**

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

**14 Reports from Outside Bodies**

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

**15 Date of Next Meeting**

To agree the date of the next meeting as 15th May 2025 which will be the Annual Meeting of Council with Mayor Making.

**16 Exclusion of the Press and Public**

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

**Item 3 - Confidential Items**

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

- 1) HR Panel held on 29<sup>th</sup> April
- 2) Other Working Groups

**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