



# FARNHAM TOWN COUNCIL



## Report Full Council

25 April 2024

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

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

## Working Groups

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

### Recommendation: It is recommended that

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

### 9 **Strategy & Resources**

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

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

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

## Panels

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

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

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

### **Younger Peoples Panel**

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

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

### **Task Groups**

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

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

#### **It is recommended that**

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

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

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

- 14 Subject to the decision on paragraph 13:

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

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

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

### **Recommendation**

**It is recommended that:**

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

## WORKING GROUPS

### PANELS AND TASK GROUPS 2024-2025

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

## STANDING PANELS 2024/25

### Standing Panels

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

## TASK GROUPS 2024/25

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

### A) Recommended to be reconstituted

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

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

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

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