



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 18th April 2019 at 7.00pm

Place

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

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 18th APRIL 2019, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. 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 Ginny Gordon, by 5 pm on the day before the meeting.

Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only.

Questions by the Public

Prior to the commencement of the meeting, the Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda, to which an answer will be given or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. A maximum of 15 minutes will be allowed for the whole session.

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: 18th April 2019

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 Full Council

Time and date

7.00pm on Thursday 18th April 2019

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meeting prayers will be said in the Council Chamber by Pastor Michael Hall of the Farnham Pentecostal Church. Councillors and members of the public are welcome to attend.

1 Apologies

To receive apologies for absence.

2 Disclosure of Interests

To receive from members, in respect of any items included on the agenda for this meeting, any disclosable pecuniary interests in line with the Town Council's Code of Conduct or of any gifts and hospitality in line with Government legislation.

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Beaman, Cockburn, Fraser, Frost, Hargreaves, Hill, Hodge, Macleod, Mirylees, Potts, and Ward.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to being a councillor of Surrey County Council: Cllr Macleod*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to ginny.gordon@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 Thursday 7th March 2019.

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 Decision

7 Working Group Notes
To receive the notes and any recommendations of the following Working Groups:

- i) Tourism and Events held on 12th March 2019 **Appendix B**
- ii) Community and Enhancement held on 13th March 2019 **Appendix C**
- iii) Strategy and Finance held on 9th April 2019 **Appendix D**

8 Year End Accounts
The following papers are to be read in conjunction with the minutes of the Strategy and Finance Working Group held on 9th April 2019 and are for formal approval by the Council prior for submission to the External Auditor.

- i) To receive and agree the draft Financial Statements for 2018/19 and earmarked reserves at 31st March 2019 **Appendix E**
- ii) To receive the Summary 2018/19 Income and Expenditure Outturn **Appendix F**
- iii) To consider the final Internal Auditor's Report for the Year Ended 31 March 2019 and agree the Council's response to any issues raised **Appendix G**
- iv) To approve the Annual Governance Statement (Section I of Annual Governance and Accountability Return) **Appendix H**
- v) To approve the variances list between the 2017/18 and 2018/19 Annual Returns as required. **Appendix I**
- vi) To approve the Annual Governance and Accountability Return for the Year Ended 31 March 2019 for signature and submission for External Audit **Appendix J**

9 Terms of Reference
To approve the Terms of Reference for Working Groups, Task Groups and Panels. **Appendix K**

10 Planning and Licensing Applications
To receive the minutes of the Planning & Licensing Consultative Group meetings held on: 18th March, 1st April and 15th April 2019. **Appendices L M,N**

11 Calendar of Meetings 2019/20
To note the calendar of meetings 2019/20. **Appendix O**

Part 2 – Items to Note

- 12 Actions taken under the scheme of delegation**
- 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.
- 15 Date of next meeting**
To note the date of the next meeting of Full Council on Thursday 16th May 2019.
- 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.

Part 3 – Confidential Items

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

Council Membership:

Councillors: David Attfield (Mayor), Paula Dunsmore (Deputy Mayor), David Beaman, Carole Cockburn, Simon Foale, John Scott Fraser, Mrs Pat Frost, Jill Hargreaves, George Hesse, Mike Hodge, Stephen Hill, Mike Hyman, Andy Macleod, Kika Mirylees, Julia Potts, Susan Redfern, Jeremy Ricketts, John Ward,

Note: The person to contact about this agenda and documents is Iain Lynch, Town Clerk, Farnham Town Council, South Street, Farnham, Surrey, GU9 7RN. Tel: 01252 712667.

Distribution: Full agenda and supporting papers to all Councillors (by post)



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 7th March 2019

Place

The Council Chamber, South Street, Farnham

Councillors

- * David Attfield (Mayor of Farnham)
- * Paula Dunsmore (Deputy Mayor)
- * David Beaman
- * Carole Cockburn
- * John Scotty Fraser
- * Simon Foale
- * Pat Frost
- * George Hesse
- * Jill Hargreaves
- A Stephen Hill
- * Mike Hodge
- * Mike Hyman
- * Andy Macleod
- A Kika Mirylees
- * Julia Potts
- * Susan Redfern
- A Jeremy Ricketts
- * John Ward

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Iain McCready (Business and Facilities Manager)
Andrea Mann (Assistant Town Clerk)

There was one member of the public in attendance.

Prayers.

Prior to the meeting prayers were said by Pastor Michael Hall, of the Farnham Pentecostal Church

Presentation from Mr Alec Legatt

Mr Alec Leggatt, donated a painting of the Farnham Urban District Council debating the purchase of Farnham Malting in 1968. The gift was made in memory of Mr Legatt's wife the late Pam Woodruffe who was a former Trustee of the Farnham Maltings.

The Mayor accepted the painting on behalf of the Council.

C150/18 Apologies for Absence

Apologies were received from Cllrs Hill, Mirylees and Ricketts.

C151/18 Declarations of interests

In addition to the standard declarations of personal interest by councillors and by those who were dual or triple hatted by virtue of being elected to Waverley Borough Council or Surrey County Council, there was one specific disclosure by Cllr Potts in relation to the Strategy & Finance agenda in view of her being Leader of Waverley Borough Council.

C152/18 Minutes

The Minutes of the Farnham Town Council Meeting held on 24th January 2019 were corrected to recognise that Cllr Foale was present for the entire meeting and then agreed, to be signed by the Mayor as a correct record.

C153/18 Questions and Statements by the Public

There were no questions or statements from members of the public.

C154/18 Town Mayor's Announcements

The Mayor updated Members on the events he had recently hosted or attended:

- The Mayor's Charity concert, which was a wonderful, successful event raising approximately £2,500 for the Mayor's charity, Garner's Goes Bananas.
- The Challengers re-opening, to celebrate a refurbishment following 12 years' of continued use.
- A reception for Heritage Open Day volunteers which was well attended.
- A visit to the karate club back in its original home in the Memorial Hall.
- The 2019 Services to Farnham Awards, which a very successful event.
- The Army Benevolent Fund street collection.
- The Pilgrim's Marathon charity presentation evening.
- The Lord Lieutenant's Poppy Appeal Awards which recognised the achievement of Farnham Cadet organisations.

C155/18 Questions by Members

There were no questions by members in accordance with Standing Order 9.

Part I – Items for Decision

C156/18 Strategy and Finance Working Group

Cllr Carole Cockburn introduced the notes of the Strategy and Finance Working Group meeting held on 26th February 2019, at Appendix B to the Agenda.

Cllr Cockburn reminded the Council of the forthcoming Annual Town Meeting on Thursday 14th March, 7pm at Farnham Maltings which would follow the same format as previous years

The meeting had generated several recommendations which were considered under the following items:

C157/18 **Committee administration software**
A report submitted with the agenda outlined a proposal to purchase Modern.gov as a workflow and decision making software for committee administration. The programme would make internal procedures more efficient and would be implemented in time for the new administration.

It was RESOLVED *nem con* to purchase modern.gov software for committee administration and workflow, in the value of £9,000, with costs met from the 2018/19 budget, plus ongoing annual costs of £7,250.

C158/18 **Internal Auditor**
The Internal Auditor had provided confirmation of his fee for 2019/20.

It was RESOLVED *nem con* to approve the Internal Auditor's 2019/20 fees of £2,000.

C159/18 **Direct Debits**
A revised list of direct debits, as reviewed by the Strategy and Finance Working Group was **NOTED**.

C160/18 **Contracts**
Cllr Cockburn explained that some ongoing matters had been finalised leading to several recommendations:

- i) Replacement CCTV cameras at the Council offices, required to provide higher resolution cameras to enable car registrations to be seen at night and provide better images to control anti-social behaviour.
- ii) New CCTV cameras at Gostrey Meadows, to monitor the Council's assets; the Bandstand, toilet area and War Memorial, following anti-social behaviour. The Town Clerk confirmed that Officers were looking into new NALC guidance on recording and storing data and a report would be provided back to Strategy & Finance.
- iii) Installation of a new CNG gas supply at the Council offices, required to provide fuel to the new Outside Services vehicle.
- iv) Installation and replacement air conditioning in the Council Chamber by Oak Services Ltd – the Business and Contracts Manager assured Members that a wall sensor would monitor the temperature which could be controlled to create an ambient temperature.

It was RESOLVED *nem con* to:

- i) **Waive Standing Orders (Contracts) for the purpose of considering recommendations ii, iii and iv.**
- ii) **Approve the cost of purchasing two replacement cameras at the Council offices from XMil in the value of £1,484.**
- iii) **Approve the cost of installing 3 cameras for Gostrey Meadow by XMil in the value of £5,122.**
- iv) **Approve the cost of installing a new CNG gas supply at the Council Offices from Global CNG Solutions Ltd in the value of £5,000.**
- v) **Approve the installation and replacement air condition in the Council Chamber by Oak Services Ltd in the value of £8,100.**

C161/18 **Farnham Masterplanning**
Cllr Carole Cockburn explained that Waverley Borough Council had awarded a contract to RegenCo to produce a Masterplan for Farnham. The Masterplan

presented an excellent opportunity to look at Farnham as a whole following the adoption of the Farnham Neighbourhood Plan and work in partnership with Surrey County Council and Waverley Borough Council, with the Town Council playing a key part by inputting local knowledge.

Council supported this work acknowledging that this was a long term project taking 2-3 years to establish and providing a plan running to 2045.

Cllr Andy Macleod suggested an agenda slot at the Annual Town Meeting on 14th March on the proposal for a pedestrianisation scheme, as proposed by local MP Jeremy Hunt's project group. Following discussion, Councillors determined that all projects must come together and would be considered as part of the Masterplan work but it was not appropriate to present to the electorate at the Annual Town Meeting. Following discussion, Cllr Andy Macleod withdrew his request.

It was RESOLVED *nem con* to:

Agree that Farnham Town Council play an active part in the proposed Masterplanning project with

a) membership of the Project Board

b) a financial contribution of £10,000 towards the cost of the first phase.

C162/18 Cemeteries and Appeals Working Group

Cllr Carole Cockburn presented the report of the Cemeteries and Appeals Working Group held on 7th March and attached at Appendix C to the agenda.

Cllr Carole Cockburn praised the Garden of Reflection works, urged Members to view the work themselves and congratulated the Outside Services team for their achievement.

The Working Group had noted that there no clarity on the size of engravings allowed on memorials and made recommendation to the Council to update the rules and regulations to state that, up to 25% of the face of any memorial, may be used for etchings, engravings and any kind of illustrations.

It was RESOLVED *nem con* to update the Cemetery rules and regulations to state that up to 25% of the face of any memorial may be used for etchings engravings and any kind of illustrations.

It was noted that the updated Regulations would be circulated to the undertakers.

Councillors expressed disappointment that the Council had been unable to find a solution for the future of the Hale Chapels in this Council term. The Council had been working closely with the Hale Chapels Trust in finding a suitable outcome and it was hoped that the next administration would be able to complete this work.

C163/18 Planning & Licensing Consultative Group

Cllr Mike Hyman introduced the minutes of the Planning & Licensing Consultative Group meetings held on 4th February, 19th February and 4th March and gave a breakdown of the applications considered.

The meeting on 4th February had considered 40 applications, with five objections (not being in the Built up area boundary, having unsuitable access, or negative impacts on biodiversity)

The meeting on 19th February had considered 25 applications, with six objections and had also commented on the Fleet Neighbourhood Plan.

The meeting on 4th March had considered 26 applications, with just one objection on the basis of overdevelopment. Suggestions on the street naming had been considered and no issues had been raised on the South Downs Local Plan Main Modifications Consultation. The Infrastructure Planning Group on 8th March would consider a response to the East Hampshire new Draft Local Plan.

Part 2 – Items Noted

CI64/18 Actions under the Scheme of Delegation

There were no actions to report.

CI65/18 Reports from other Councils

Cllr Carole Cockburn reported that the Hawthorns planning application had gone to appeal, citing the Neighbourhood Plan, and a response had been provided directly to the Waverley Borough Council Officer rebutting suggestions that the sites would not be developed.

CI66/18 Reports from Outside Bodies

- i) Cllr David Beaman reported that lobbying of the bus company had resulted in the reinstatement of the Rowledge Saturday service before 9am and that the bus companies would now provide a flat fare before 9.30 of 50pence for disabled passengers.
- ii) Cllr John Scotty Fraser had attended a Farnborough Aerospace Consultation Committee meeting where there were several matters of interest:
 - a. There was a proposal to tap into the ESSO pipeline. The application had not yet been considered. Should this application not be approved, the number of daily tanker movements would increase from 3 to 6.
 - b. An increase of flights into Farnborough Airport of 4.5% had been maintained from January 2018 to January 2019. A new maintenance area was predicted to increase flights by an additional 3,000 flights per annum. Weekend flights were already at the maximum limit.
 - c. The new Civil Aviation Authority pattern was due to start in February 2020 resulting in further low flying aircraft in the area. Lasham Gliding Club had taken the matter to a judicial review at the high court.

CI67/18 Date of next meeting

Members noted that the next scheduled Council Meeting would take place on Thursday 18th April 2019.

CI68/18 Exclusion of the Press and Public

There were no confidential matters for consideration.

The Mayor closed the meeting at 8.03pm.

Chairman

Date



FARNHAM TOWN COUNCIL

B

Notes

Tourism & Events Working Group

Time and date

10am on Tuesday 12 March 2019

Place

Byworth Room, Council Offices, South Street, Farnham

Attendees: Councillors Jill Hargreaves, David Beaman

Officers Present: Iain Lynch (Town Clerk), John Sackett (Interim Events Manager)

Others in attendance:

1. Apologies

Carole Cockburn, Mike Hodge, Andy MacLeod

2. Notes of the last meeting

The notes of the meeting of 8 January 2019 were agreed as an accurate record.

3. Disclosure of Interests

There were no disclosures of interest.

4. Matter from meeting

POINTS	ACTION
<p>2019 Spring/ Summer Events</p> <p>i) Music in the Vineyard It was noted that a new Compere (Max Fulham) would be performing at next Music in the Vineyard and had been pencilled in for Spring Festival, Picnic in the Park and the Christmas Lights Switch-on</p> <p>ii) Farnham Walking Festival It was noted the Press briefing and walk would be on March 29th and that the Festival Brochure would be ready for this date</p> <p>iii) Spring Festival and Picnic in the Parks The Events Manager presented ideas for a number of climbing walls for various ages. It was agreed officers should review likely costs and income and price points. It was noted stall holder applications were live for these and Food Festival and Christmas events and that confirmed stallholders were being finalised for Spring and Picnic in the Park.</p>	<p>Agreed to only look at one of two climbing wall features as a trial 2019.</p>

<p>iv) Music in the Meadows Noted that all musical acts and charity tea stalls had been booked for the season. (see Appendix B)</p> <p>v) Christmas Market Cllr Hargreaves advised she had met with the new General Manager at the Bush Hotel and he had confirmed the hotel wished to support the events programme and Christmas market further in 2019</p> <p>vi) Key Dates 2019-2020 (see Appendix C) External events list produced. Noted that FTC had been offered a free stall space at the Bourne Show on 6th July, although it was noted the event date clashed with Hale Carnival. Members identified that there were opportunities for local councillors to support their local events. It was agreed the new Councillor induction pack should include the events list.</p>	<p>All new (and existing) Councillors to be advised of external events and opportunities to support external as well as internal programmes at Council Information stands</p>
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2. Non Council Events

POINTS	ACTION
<p>i) Soapbox 2019 It was noted Farnham Town Council had provided input to Waverley Safety Advisory Group. Waverley SAG advised that there was no reason why event should not go ahead subject to some key safety areas being addressed by Event Organisers. (Further meeting 19th March)</p> <p>ii) Grant/ Event support In line with Carnival and HODS, it was agreed that Performers Together were supported by £1,500 from the approved Tourism and Events Budget towards the brochure costs. Cllr Hargreaves suggested that external groups should in principle progress to generating own funds so they were less dependent on Council funds</p> <p>Pilgrim Marathon run discussed. Opportunity for FTC to obtain advertising on the bibs of runners for a contribution between £500 and £750.</p>	<p>Town Clerk to agree contribution with organisers</p>

3. Sponsorship

POINTS	ACTION
<p>Sponsorship 2019 Officers advised that Abbeyfield Wey Society were agreed for Walking Festival and Christmas Market. Andrew Lodge for Gin Festival (bronze). Hyped Marketing (Silver), Red Mist Leisure (Gin Festival and Food and Christmas). Noted that agreements were slightly behind 2018 at this stage.</p>	

4. Business/ Other Matters

POINTS	ACTION
<p>i) Business Improvement District Advised that Waverley Council have been filming 'Vox Pops' in Farnham with a view to seeking business support for the BID project. Town Clerk had advised WBC that Events were a strong a specific feature of Farnham and that any film promotion should feature Farnham event footage</p> <p>ii) Farnham Craft Month Noted that an application was being made to the Arts Council to develop Farnham Craft month</p>	

Date of Next Meeting

The next meeting was agreed as Tuesday 11th June 2019 at 10am.

Meeting ended at 11.20am

Notes taken by John Sackett (Events Manager).



FARNHAM TOWN COUNCIL



Notes

Community Enhancement Working Group

Time and date

9:30am Wednesday 13 March 2019

Place

Byworth Room, South Street, Farnham

Attendees:

Members: Councillors Carole Cockburn, Stephen Hill, Mike Hyman and Susan Redfern.

Officers: Iain Lynch (Town Clerk), Iain McCready (Business and Facilities Manager) and Lara Miller (Community Enhancement Officer)

In attendance: Adrian Selby (Surrey Highways Officer) and John Ely (Farnham in Bloom Community Group).

1. Apologies

Apologies were received from Councillors Mike Hyman and Jeremy Ricketts.

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Wednesday 9 January 2019

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Town Centre Railings

POINTS	ACTION
<p>i) Members received an overview from Surrey Highways Officer Adrian Selby regarding the use of railings in the town. Members were in favour of railings being removed as they detract from the overall street scene. Adrian Selby noted that whilst railings were historically in place to prevent pedestrians crossing where it is unsafe to do so, they could potentially be removed.</p> <p>Members also queried whether there was a more aesthetic alternative to railings currently in situ and noted that whilst bespoke options were available, the cost was higher and lead times greater if they become damaged.</p> <p>Members noted that Surrey Highways had looked at removing the railings at the top of South Street but it was deemed too unsafe to do so and the liability of risk would ultimately lie with</p>	

<p>Surrey County Council if they were removed and an accident happened. However, it was possible that railings could be removed from other locations in the town but that they would need to be assessed on their individual merits.</p> <p><i>Adrian Selby left the meeting at 10am.</i></p>	<p>Community Enhancement Officer to arrange a walk round of the town with Councillors and Adrian Selby to assess railings</p>
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5. Farnham in Bloom

POINTS	ACTION
<p>Farnham in Bloom Community Group</p> <p>i) Members received an update on the Community Group's recent activity from John Ely noting that the new initiative, Bloomin' Friends, had now been launched to bring new blood to Farnham in Bloom. Members noted that John Ely was co-ordinating the Friends Group who had already planted out 1200 of the Council's plug plants and had a programme in place up until week 16 to plant out 20,000 plug plants for the Council's in bloom effort. Members noted that some of the Friends had also been allocated planters near where they live to keep an eye on in terms of weeding and dead heading.</p> <p>Members also received an update on Farnham in Bloom's Carnival Float entry, noting that Post 19 and space2grow would be involved in the effort,</p> <p><i>John Ely left the meeting at 10:07am</i></p> <p>ii) Members received an update on the Britain in Bloom Seminar held in Manchester which was attended by Iain McCready and Cllr Mike Hodge. Members noted that Farnham was in a new category called Urban Community and that the route for this category had to be contained within one circular mile from a point of the entrant's choosing. Members also noted that some changes had been made to the overall marking criteria with horticulture going from 50% to 40% and community going up to 40% of the overall score.</p> <p>iii) Members noted that the Bloomin' Big Meet, held the previous month, had been a success and continued to achieve its objective in ensuring that all community groups were on the same page for Farnham in Bloom 2019 whilst also providing a great platform for networking between groups. As a direct result of the meeting, space2grow and Farnham Community Farm had already forged a positive relationship and visited either others sites. Members noted that some potential volunteers had also been recruited for Bloomin' Friends and the Great British Spring Clean at the Maltings annual Refreshers Fair.</p> <p>iv) Members noted upcoming dates for Farnham in Bloom and Cllr Hill agreed to chair the Gardeners' Question Time event for allotment holders.</p>	

<p>v) Members considered two final designs for the 2019 carpet bedding in Gostrey Meadow and agreed that the astronaut would be most fitting to mark the 50th anniversary of the first landing on the moon. Members also noted that the edging of the carpet bedding had been smartened up and now had a proper sleeper surround.</p> <p>vi) Members noted that sponsorship for 2019 was underway and also commended Waitrose for including Bloomin' Kids on their Community Matters green token scheme.</p> <p>vii) Members noted that Wey Hill in Bloom had approached Farnham Town Council as they were keen to purchase hanging baskets from Farnham Town Council. Members were also in favour of selling surplus Council plants at either the Carnival or the greenhouses could be opened over a weekend to sell off stock if appropriate.</p>	
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6. Allotments

POINTS	ACTION
<p>i) Members noted that there were currently 85 people on the allotment waiting list including 20 non-residents.</p> <p>ii) Members noted there were currently 35 vacant plots available which would be allocated to those on the waiting list over the coming month.</p> <p>iii) Members noted the level of outstanding for 2019 rents.</p> <p>iv) Members noted that 152 new tenancy agreements had been signed and returned out of 233.</p> <p>v) Members noted that there was still no update on Farnham Town Council taking on Weybourne allotments from Waverley.</p> <p>vi) Members considered introducing a £25 administration fee for late payments.</p>	<p>Officers to review implications of this.</p>

7. Bins by Boots Opticians

POINTS	ACTION
<p>i) Members received a verbal update on the bins by Boots opticians noting that little headway had been made due to four or five longstanding members of staff leaving Waverley Borough Council in quick succession.</p> <p>Colin Mee, Interim Environmental Services and Parking Manager, had confirmed that the alleyway was now being monitored by Waverley Enforcement and going forward monitoring would take place twice a week due to the current poor state of the alley. This would work by ensuring the responsible businesses are controlling their waste and keeping the area clean. Waverley felt this was the best course of action to pursue in the short term whilst looking in to the Community Protection Notices that had</p>	

<p>already been issued last year.</p> <p>Members also noted that the proposed storage unit in Central car park continued to pose issues in terms of cost and management. An initial quote for the storage structure was quoted at approximately £20,000 by WBC but this was considered excessive by the Working Group.</p>	
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8. Street Furniture Update

POINTS	ACTION
<p>i) Members noted that there were no requests for new items but that after discussions with Waverley Borough Council, Farnham Town Council had installed a bin by the bus stop at the train station after a growing litter problem.</p> <p>Cllr Redfern chased her proposal for a bin at Cambridge Place to reduce the amount of cigarette butts in the vicinity. Members noted that this land was privately owned so permission would need to be granted first.</p>	<p>Business and Facilities Manager to pursue with Cambridge Place managing agents</p> <p>Members agreed purchasing the planters from Haslemere Town Clerk to check with Haslemere Town Clerk that there were no concerns.</p>
<p>ii) Members noted that there had been a spate of graffiti recently and that the Council's contractor Aquarius would be resolving this.</p>	
<p>iii) Members noted that Haslemere was disposing of three ornamental planters that may be useful for Farnham. Members agreed that a donation could be made for the planters, which would need refurbishing before they could be installed in the winter.</p>	
<p>iv) Members looked at new bunting proposals and wanted to explore the costings of cloth bunting against PVC before making a final decision, but agreed that the sunflower logo should be removed as it was not large enough to be visible. Instead, the pennants would be green, yellow and white.</p>	

9. Other Updates and Items for future meetings

POINTS	ACTION
<p>i) Cllr Hesse queried when the reinstatement of Borelli Walk would be and was informed that this was the responsibility of Waverley Borough Council but that it was hoped it would re-open for public use at the end of the month.</p>	<p>Cllr Hesse to chase Surrey County Council and advised to speak to Cllr McCleod.</p>
<p>ii) Cllr Hesse queried the use of The Library Gardens by local Primary Schools and was advised that the Schools in question would need to contact Surrey County Council for permission as they manage them.</p>	
<p>iii) Cllr Hesse questioned the five commemorative trees planted at the Memorial Hall as he felt they flowering cherries would be more appropriate. The Town Clerk advised that the question had already been raised behind the scenes but that the trees could</p>	

<p>not just be removed. The decision ultimately lay with Waverley Borough Council.</p> <p>ii) Single use plastic – raising awareness in the town and make a declaration as a Council not to use it.</p>	<p>Cllr Hesse advised to speak to Cllr Beaman to raise as the Borough Ward councillor.</p>
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10. Date of Next Meeting

POINTS	ACTION
<p>It was agreed that the date of the next meeting would be Wednesday 12 June 2019 at 9.30am.</p>	

Meeting ended at 12.10am

Notes taken by Lara Miller



FARNHAM TOWN COUNCIL

D

Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 9th April 2019

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors David Attfield, Carole Cockburn, David Beaman, Pat Frost, Jill Hargreaves and John Ward.

Officers: Iain Lynch (Town Clerk) and Andrea Mann (Assistant Clerk).

1. Apologies

Cllr Stephen Hill.

2. Declarations of Interest

There were no declarations of interest.

3. Notes of Meeting held on 26th February 2019

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Finance Report

POINTS	ACTION
<p>1) <u>2018/19 Outturn Accounts for Audit</u> Members received and considered the following documents (which had been circulated to all councillors) in relation to the end of year accounts 2018/19 in preparation for External Audit.</p> <ul style="list-style-type: none">i. Summary Income and expenditure by Committeeii. Summary Income and Expenditure by account codeiii. The Cash and Investment Reconciliation at 31st March 2019iv. The Trial Balance 2018/19v. The updated Asset Register as at 31st March 2019vi. The draft Report and Financial Statements for 2018/19 and the reserves at 31st March 2019vii. The end of year Internal Audit letter 2018/19 and Officers' responsesviii. A copy of the Annual Governance Statement (section I of	

Annual Return)

- ix. Draft Annual Return for 2018/19 for submission to Council.

The 2018/19 outturn accounts for audit were reviewed and noted as follows:

- CCLA Local Authority Property Fund (LAPF) - this investment appears on the Assets Register. Year 1 income included an initial dealing cost and a surplus from dividends was forecast for the end of the 2019/20 financial year.
- Project funding– Hidden Heritage Lottery funding of £10,000 had not been spent during 2018/19 as the project was not completed during the year. The funds would be transferred to the 2019/20 budget as would the balance of the funding for the Maltings Railings project.

1. Summary Income and Expenditure by Committee

Tourism & Events – the end of year account was as expected.

Community Enhancement – expenditure was over budget due to additional funding for the garden of remembrance works and expanded activities in other areas. Committed expenditure included pre-funding of plants which would be delivered during the 2019/20 financial year. The Town Clerk suggested that Members may wish to consider a slight increase in the plants budget in the future. The Town Clerk confirmed that CIL income could be allocated to Community Enhancement activities and a report would shortly be presented to full Council to agree a governance structure for the FTC CIL.

The Summary Income and Expenditure by Committee was agreed as shown in Appendix A.

2. Summary Income and Expenditure by account code

Each code was reviewed, discussed and noted as follows:

Income

1120 – Grave Purchases Income – the increase reflected the increase in demand and popularity of the FTC cemeteries.

1204 – Bookings Hire Income – the increase was largely due to the increased space in the number of markets.

1205 – Ticket Sales Income – the increase included sales from an additional day for the Gin Festival.

1910 – Interest Received – an increase in interest rates was beginning to affect the interest on investments.

1203 – Donations Income – the increase included a donation for the Victoria garden benches.

Expenditure

4000 – Salaries and 4001 – Agency/Contract Staff - the reduction in salaries and increase in agency staff reflected the fact there had been 2 retirements and new positions were placed on a 3 month probationary period through an agency/contract budget.

4002 – Actuarial Contribution – no expenditure was required in 2018/19.

4003 – Contracted services – the requirement to increase contracted services in line with the increase in FTC events created an increase in expenditure. Members said that this was

an opportunity to celebrate success and review activities and requested a report on the Council's events.

4170 – Property Maintenance/Refurbishment – expenditure included new air conditioning in the Council Chamber and other projects agreed.

4190 – CCTV – new CCTV equipment at Gostrey Meadow and upgraded cameras represented the increased spend.

4415 – External Printing & Design – the report showed an additional spend resulting from publications such as the events leaflets and Farnham Visitors Guide, however, this increase was offset by an increase in sponsorship income and ticket sales.

4481 – Website – the website upgrade had been deferred as Officers focussed on other improvements, such as Modern.gov, resulting in an under spend of this budget code.

4480 – IT equipment – additional expenditure was a result of the early replacement of equipment with the transfer of IT support contract.

4482 – IT support – an increase in expenditure included initial costs from transferring to the new IT support company and final payment to the retiring contractor.

4555 – Legal & professional fees – expenditure included specialist work for the Neighbourhood Plan review. Members noted that a trial of Hampshire Legal Services was underway.

4641 – Christmas Lights Installation – Council had previously agreed to additional lights which resulted in an increase in expenditure. Members noted that sponsorship income for Christmas lights was not as high as anticipated this year.

4702 – Equipment hire – expenditure included a hired in green waste shredding service and equipment at events.

4997 – Members noted this new code showing the transfer of funds to the CCLA LAPF investment.

The Summary Income and Expenditure was agreed as shown in Appendix B.

3. Variances Report

Members reviewed and agreed the Variances Report as shown in Appendix C.

1. Cash & Investment reconciliation 2018/19
Members reviewed and approved the Cash & Investment Reconciliation as shown in Appendix D.
2. Asset Register as at 31st March 2019
Members reviewed and agreed the revised Asset Register, noting the CCLA LAPF Investment as shown in Appendix E.
3. Draft Report and Financial Statements for 2018/19
Members reviewed and approved the Draft Report and Financial Statements for 2018/19, including outturn on reserves at 31st March 2019, as shown in Appendix F. The Town Clerk advised Members that the document was not a legal requirement but helped promote transparency for residents. Members noted the Council's General Reserves Policy to hold 6 months operating income & expenditure which could be adjusted if required. It was advisable to hold earmarked reserves for any large projects on the horizon.

Recommendations to Council

- 1) **The Annual Governance Statement (Section I of the Annual Governance and Accountability Return) be approved;**
- 2) **The variances list and reasons be agreed;**
- 3) **The Internal Auditor's year-end report be welcomed;**
- 4) **The updated Asset Register be approved;**
- 5) **The Report and Financial Statements for 2018/19 be adopted for signature; and**
- 6) **The Annual Governance and Accountability Return and associated papers be approved for signature and submission to the External Auditor.**

<p>Members asked for the Environment Earmarked Reserve description to be revised to “Provision for Environmental Initiatives”.</p> <p>4. <u>End of Year Internal Audit letter 2018/19 and response</u> The Internal Auditor’s 2018/19 End of Year letter was reviewed and noted as shown in Appendix G. Members noted that the Internal Auditor was unable to view bank and investment statements at 31st March as these were unavailable at the time of the review but the Town Clerk confirmed that they would be available by full Council.</p> <p>5. <u>Annual Governance Statement (section I of Annual Return)</u> Members reviewed and agreed the Annual Governance Statement (section I of Annual Return) as shown at Appendix H.</p> <p>6. <u>Draft Annual Return for 2018/19</u> Members agreed the Draft Annual Return for 2018/19 for submission to full Council, as shown at Appendix I.</p> <p>7. <u>Additional Questions Raised for the 2018/19 External Audit</u> The Town Clerk informed Members that further questions relation to risk would be answered by submitting Council minute references to evidence where the Council had considered risk.</p> <p>8. <u>To consider any other relevant financial matters</u> No further matters were raised.</p>	
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5. Neighbourhood Plan Review

POINTS	ACTION
<p>i) <u>Independent Examination</u> Cllr Carole Cockburn updated Councillors on the status of the Neighbourhood Plan Review: 233 responses had been submitted to the Regulation 16 consultation which were available to view online – Members were advised to access Neighbourhood Plan documents through the Farnham Town Council website as it was easier to navigate. Cllr Carole Cockburn said that many comments were positive and others were considered to be non-material but the Council was awaiting the Independent Examiner’s response on how the review would proceed. Waverley Borough Council was in the process of preparing a letter of support for submission to the Independent Examiner.</p> <p>ii) <u>SANG</u> The review had included reference to the Runfold SANG, in Surrey, and the SUEZ site. Since the review was submitted, land east of Farnham Park had been put forward as a potential SANG and was subject of a pending change of use application. This application covered the southern part of the site and it was understood that the land owner would also be submitting a change of use application for the northern section. A meeting had taken place between Farnham Town Council, the land owners and their planning advisor where FTC had indicated support for the site as a SANG. In addition, Cllr Carole Cockburn had held conversations with Waverley Borough</p>	

	Council to encourage WBC to actively pursue the site as a SANG.	
iii)	<p><u>Lobbying to Strengthen Localism and Weight of Neighbourhood Plans in Planning Appeals</u></p> <p>In response to issues with the Folly Hill Appeal decision and other issues in Farnham, work was underway seeking to strengthen the Localism Act for local planning. Cllr Carole Cockburn had attended meetings with Ministry of Housing, Communities and Local Government, Rt Hon Jeremy Hunt MP and Steve Quartermain, Chief Planner and Kit Malthouse MP to campaign for the importance of Neighbourhood Plans to be considered and respected properly by Local Planning Authorities and Planning inspectors.</p>	

6. Terms of Reference

POINTS	ACTION
<p>The Terms of Reference for Working Groups, Task Groups and Panels were reviewed and agreed as shown in Appendix J.</p> <p>It was noted that the work of the Trees and Hedges Task Group could be considered under the Planning and Licensing Terms of Reference and the proposed new Design Statement.</p>	<p>Recommendation: Council is recommended to approve the Terms of Reference of the Working Groups, Panels and Task Groups.</p>

7. Review of Council Policies

POINTS	ACTION																
<p>The following, revised Council policies were reviewed and recommended for approval as shown in the attached Appendices.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Members' Code of Conduct</td> <td style="width: 50%;">Annex 1</td> </tr> <tr> <td>Complaints Procedure</td> <td>Annex 2</td> </tr> <tr> <td>Freedom of Information & Publications Policy</td> <td>Annex 3</td> </tr> <tr> <td>Documents Retentions and Disposal Policy</td> <td>Annex 4</td> </tr> <tr> <td>Code of Corporate Governance 2019</td> <td>Annex 5</td> </tr> <tr> <td>Town Clerk Scheme of Delegation</td> <td>Annex 6</td> </tr> <tr> <td>Member Officer Protocol</td> <td>Annex 7</td> </tr> <tr> <td>Co-option Policy</td> <td>Annex 8</td> </tr> </table> <p>It was noted that Cemeteries Appeals may still require a 4 stage process and would be reviewed by officers and the Cemeteries and Appeals Working Group.</p> <p>Members noted that a CCTV policy was underway and would be presented to the June meeting and an updated policy was required for Safeguarding Children and Vulnerable Adults.</p>	Members' Code of Conduct	Annex 1	Complaints Procedure	Annex 2	Freedom of Information & Publications Policy	Annex 3	Documents Retentions and Disposal Policy	Annex 4	Code of Corporate Governance 2019	Annex 5	Town Clerk Scheme of Delegation	Annex 6	Member Officer Protocol	Annex 7	Co-option Policy	Annex 8	<p>Recommendation: Council is recommended to approve the revised policies (attached at Annex 1-8).</p> <p>i) Members Code of Conduct; ii) Complaints procedure; iii) Freedom of Information and Publications; iv) Documents Retention and Disposal; v) Code of Corporate Governance; vi) Town Clerk Scheme of Delegation; vii) Member Officer Protocol; and viii) Co-option Policy.</p>
Members' Code of Conduct	Annex 1																
Complaints Procedure	Annex 2																
Freedom of Information & Publications Policy	Annex 3																
Documents Retentions and Disposal Policy	Annex 4																
Code of Corporate Governance 2019	Annex 5																
Town Clerk Scheme of Delegation	Annex 6																
Member Officer Protocol	Annex 7																
Co-option Policy	Annex 8																

8. Contracts Update

POINTS	ACTION
<p>The Town Clerk provided an update of progress and implementation of recent and forthcoming works including air conditioning in the Council Chamber; the new CNG gas supply point at the Council offices; the Maltings Railings project and CCTV at Gostrey Meadow.</p> <p>Members reported issues of illegal parking on the footpath, at the entrance to the Maltings, and asked whether CIL contributions could be available to enhance the area to restrict parking on the land.</p>	

9. Town Clerk Update

POINTS	ACTION
No further matters were raised.	

10. New Councillor Induction Programme

POINTS	ACTION
Members reviewed the draft Induction Programme and agreed that the final programme should be presented directly to full Council.	

11. Date and Time of Next Meeting

POINTS	ACTION
Tuesday 18 th June, 9.30am.	

The meeting ended at 11.22am.

Notes written by Andrea Mann

Annex I



Farnham Town Council Members' Code of Conduct Adopted April 2019

On their election or co-option to Farnham Town Council Members are required to sign an undertaking to comply with the authority's Code of Conduct.

The Code of Conduct reviewed and adopted by Farnham Town Council in April 2019 is set out below. It is made under Chapter 7 of the Localism Act 2011 and includes, as Standing Orders made under Chapter 7 of that Act and Schedule 12 of the Local Government Act 1972, provisions which require Members to leave meetings in appropriate circumstances, while matters in which they have a disclosable pecuniary interest are being considered.

If you need guidance on any matter under this Code you should seek it from the Town Clerk or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code. Please note that it is a criminal offence to fail to notify the Town Clerk of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly to provide false or misleading information to the authority's Clerk.

Introduction and Interpretation

- I. (1) This Code applies to you as a Member of **Farnham Town Council** ("the Council") when you act in your role as a Member.
- (2) You are a representative of the Council and the public will view you as such. Your actions can impact on how the Council as a whole is viewed.
- (3) **Farnham Town Council** is under a duty to promote and maintain high standards of conduct by Members. The Code is based on and is consistent with the seven "Nolan principles" of public life set out in Section 28 of the Localism Act 2011 which Farnham

Farnham Town Council endorses:

a) Selflessness

Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

b) Integrity

Members should not place themselves in situations where integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour. Members should show integrity by consistently

treating other people with respect, regardless of their race, age, religion, gender, sexual orientation, disability or position, for example as an officer or employee of the authority.

c) Objectivity

Members should make decisions in accordance with the law and on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

d) Accountability

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

e) Openness

Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

f) Honesty

Members should not place themselves in situations where their honesty may be questioned, should not behave dishonestly and should on all occasions avoid the appearance of such behaviour. Members should declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

g) Leadership

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

- (4) It is your responsibility to comply with the provisions of this Code when acting in your capacity as a Member.
- (5) In this Code –
 - “Meeting” means any meeting of
 - (a) the Council;
 - (c) any of the Council’s committees, Working Groups, Task Groups, Panels, sub-committees, joint committees, joint sub-committees, area committees, Special interest Groups or other similar groups;
 - “Member” includes a co-opted Member and an appointed Member.
- (6) If you are unsure about whether or not the Code of Conduct applies to a particular situation, you should consult the Town Clerk.
- (7) A failure of a Member to comply with this Code of Code Conduct will be dealt with in accordance with the procedures approved by Waverley Borough Council under which allegations of such failure can be investigated and decisions on such allegations made.
- (8) Failure to take appropriate actions in respect of a Disclosable Pecuniary Interest may also result in criminal conviction and a fine of up to £5,000 and/or disqualification from office for a period of up to five years.

General Obligations

2. (1) **You must** always treat Member-colleagues, Officers, other organisations and members of the public with respect and comply with Farnham Town Council’s Member-Officer Working Protocol.
- (2) **You must not do** anything which may cause the Council to breach any of the equality enactments (as defined in section 33 of the Equality Act 2010).
- (3) **You must not** conduct yourself in a manner which is contrary to the Council’s duty to promote and maintain high standards of conduct by Members.
- (4) **You must not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;

- (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
- (iv) the disclosure is –
 - (aa) reasonable and in the public interest;
 - (bb) made in good faith and in compliance with the reasonable requirements of the Council; and
 - (cc) you have consulted the Town Clerk, Monitoring Officer or taken other independent legal advice prior to its release.

This particularly includes Farnham Town Council reports and working papers which are exempt, which remain confidential until released by a resolution of the Council.

- (5) **You must not** prevent another person from gaining access to information to which that person is entitled by law.
 - (6) **You must not** use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.
 - (7) **You must not** undertake any action that could be regarded as harassment, intimidation and/or bullying of member colleagues, officers, or members of the public.
 - (8) In addition to compliance with this Member Code of Conduct, you are expected to comply with the Member/Officer Protocol.
3. When using or authorising the use by others of the resources of the Council -
- (1) **Do** act in accordance with the Council's reasonable requirements and policies;
 - (2) **Do** ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (3) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

Gifts and Hospitality

4. (1) **Do** exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Member.
- (2) **Do not** accept significant gifts or hospitality from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.
- (3) **Do** register with the Town Clerk any gift with an estimated value of at least £50 or hospitality of with an estimated value of at least £100 within 28 days of its receipt.

Registration of Interests

5. (1) As a Member of Farnham Town Council **you must** avoid participating in any decision where you could reasonably be seen as having an interest which compromises your honesty or objectivity. Equally, you should avoid any action which might reasonably lead others to conclude that you were not acting selflessly or with integrity. In order to assist with this and promote openness and accountability, the Monitoring Officer must, by law, establish and maintain a register of interests, open for inspection by the public at the Council's offices and publicly accessible on the Council's website.
- (2) **You must** notify the Monitoring Officer via the Town Clerk of your disclosable pecuniary interests, or other interests which the Council has decided are appropriate for registration (those listed in paragraph 5(4)). On election, you must do this within 28 days of being elected or appointed to office. Details of disclosable pecuniary interests are set out in the Annexe to this Code. You should give sufficient details of the interests for a member of the public to understand where there might be a conflict of interest.
- (3) **Do** similarly notify the Monitoring Officer via the Town Clerk of any disclosable pecuniary or other interests not already registered within 28 days of your re-election

or re-appointment to office. If any of these change you should update your Register of Interests entry promptly.

- (4) **Do** be aware that disclosable pecuniary interests include not only your interests but also the interests of your spouse or civil partner, a person with whom you are living as husband or wife or a person with whom you are living as if they were a civil partner, so far as you are aware of the interests of that person. They also apply to any past and reasonably expected future occupational pension, office, trade, profession or vocation as well as present ones.
- (5) **Do** be aware that the Council has decided that it is appropriate for you to register and disclose non-pecuniary interests that arise from your membership of or your occupation of a position of general control or management in the following bodies -
 - a. bodies to which you have been appointed or nominated by the Council;
 - b. bodies exercising functions of a public nature;
 - c. bodies directed to charitable purposes;
 - d. bodies one of whose principal purposes include the influence of public opinion or policy.
- (6) **Sensitive Information** Where a Member of the Council has an interest (whether or not a Disclosable Pecuniary Interest) and the nature of the interest is such that they, and the Monitoring Officer, consider that the disclosure of the details of the interest could lead to the member (or person connected to them) being subject to violence or intimidation, then:
 - a. if the interest is entered into the Register of Interests, copies of the register that are made available for inspection or published on the Council's website, must not include details of the interest (but may state that the Member has an interest the details of which are withheld under this provision of the Code).
 - b. where a disclosable pecuniary interest is not entered on the Register of Interest and would otherwise require disclosure at the meeting, the Member shall be entitled to merely disclose at the meeting the fact that they have such an interest in the matter concerned.
- (7) **Removal of entries in the register** An entry in the Register of Interests will be removed once the person concerned no longer has the interest or is neither a councillor nor a co-opted Member of the Council.

Disclosure of Interests and Participation

6. (1) **Do** disclose to a meeting at which you are present any disclosable pecuniary interest, or other interest which the Council has decided is appropriate for disclosure (see paragraph 5(4) above) as soon as you become aware of it.
- (2) **Do** notify the Monitoring Officer via the Town clerk of any interest not already registered that is disclosed to a meeting under paragraph 6(1) above within 28 days of the disclosure.
- (3) **Do not** participate in any discussion, or vote, where you have a disclosable pecuniary interest in a matter. **Do** withdraw from the meeting during the consideration of the matter unless a dispensation has been authorised by the Town Clerk under section 33(1) of the Localism Act.
- (4) Do declare any other non-pecuniary interest(s) that you consider to have sufficient weight so as to undermine your ability to make an open-minded and objective decision. Where this is the case, **do** exclude yourself from consideration of the item by withdrawing from the chamber for the duration of it being discussed. In making a judgement about whether a non-pecuniary interest is of sufficient weight as to undermine your objectivity, you should consider what an ordinary member of the public, with knowledge of the relevant facts, would think.
- (5) Where a matter arises at a meeting which relates to an interest in Annex I, the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the Member's register of interests

- or if he/she has not notified the Town Clerk of it.
- (6) Where a matter arises at a meeting which relates to an interest in Annex I which is a sensitive interest, the Member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Town Clerk, the Member shall disclose he/she has an interest but not necessarily the nature of it.
 - (7) Where a matter arises at a meeting which relates to an interest in Annex II, the Member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. A Member only has to declare his/her interest in Annex II if it is not already entered in his/her register of interests or he/she has not notified the Town Clerk of it or if he/she speaks on the matter. If he/she holds an interest in Annex II which is a sensitive interest not already disclosed to the Town Clerk, he/she shall declare the interest but not necessarily the nature of the interest.
 - (9) Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix I), the Member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the Member shall declare the interest but not the nature of the interest.
7. Notwithstanding the provisions of Paragraph 4, **you may** participate in any business of the Council where that business relates to the Council's functions in respect of:
- a) Agreeing an allowance, payment or indemnity given to councillors or co-opted members; and
 - b) setting Council Tax or a precept under the Local Government Finance Act 1992.

Decision-making and Predetermination

8. (1) Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you should not be prohibited from participating in a decision in your political role as a Member.
- (2) However, **do not** place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- (3) When making a decision, **do** consider the matter with an open mind and on the facts before the meeting at which the decision is to be made, listening to the advice of relevant parties, including advice from officers, and taking all relevant information into consideration, remaining objective and making decisions on merit.

Dispensations

9. (1) A councillor or co-opted member with a disclosable pecuniary interest in a matter may submit a written request to the Town Clerk for the grant to a dispensation allowing that councillor or co-opted member to participate in any discussion and/or vote on that matter at a meeting.
- (2) The Town Clerk may, after having had regard to all relevant circumstances, grant a dispensation allowing that councillor or co-opted member only if they consider that without dispensation:
 - a. the number of persons prohibited from participating in any particular business in relation to the matter would be so great a proportion of body transacting the business as to impeded the transaction of that business, or
 - b. each member of the Council would be prohibited from participating in any particular business to be transacted by the Council in relation to the matter
 - c. the representation of different political groups on the body transacting the particular business would be so upset as to alter the likely outcome of any vote

- relating to that business, or
 - d. granting the dispensation is in the interest of persons living in the town, or
 - e. it is otherwise appropriate to grant the dispensation.
- (3) Any dispensation granted must specify the period for which it has effect, and the period specified may not exceed four years.

Date of Adoption

This Code of Conduct was reviewed and adopted by Council in April 2019.

Review Date – 2021

DISCLOSABLE PECUNIARY INTERESTS

1. **Employment, office, trade, profession or vocation**

Any employment, occupational pension, office, trade, profession or vocation carried on for profit or gain by the Member or by his/her spouse or civil partner or by the person with whom the Member is living as if they were spouses/civil partners.

2. **Sponsorship**

Any payment or provision of any other financial benefit (other than from the Council) made or provided within the period of 12 months ending with the day on which you give a notification for the purposes of section 30(1) or section 31(7) of the Localism Act 2011 in respect of any expenses incurred in carrying out your duties as a Member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

3. **Contracts**

Any contract made between you (or a body in which you have a beneficial interest) and the Council

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged

4. **Land**

Any beneficial interest in land held by the Member or by his/her spouse or civil partner or by the person with whom the Member is living as if they were spouses/civil partner which is within the area of the Council. This includes your home if you own it.

5. **Licences or Tenancies**

Any licence (alone or jointly with others) held by the Member or by his/her spouse or civil partner or by the person with whom the Member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.

6. **Corporate Tenancies**

Any tenancy where (to the Member's knowledge)—

- (a) the landlord is the Council; and
- (b) the tenant is a body that the Member, or his/her spouse or civil partner or the person with whom the Member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities** of.

7. **Securities**

Any beneficial interest held by the Member or by his/her spouse or civil partner or by the person with whom the Member is living as if they were spouses/civil partners in securities** of a body where—

- (a) that body (to the Member's knowledge) has a place of business or land in the area of the Council; and
- (b) either—
 - (i) the total nominal value of the securities** exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Member, or his/her spouse or civil partner or the person with whom the Member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'director' includes a Member of the committee of management of an industrial and provident society.

**'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

OTHER INTERESTS

An interest which relates to or is likely to affect:

(i) any body of which the Member is in a position of general control or management and to which he/she is appointed or nominated by the Council;

(ii) any body—

(a) exercising functions of a public nature;

(b) directed to charitable purposes; or

(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the Member of the Council is a member or in a position of general control or management;

(iii) any gifts worth more than an estimated value of at least £50 or hospitality with an estimated value of at least £100 which the Member has received by virtue of his or her office.



Farnham Town Council Complaints Procedure Adopted April 2019

1. Introduction

Farnham Town Council is committed to providing excellent customer service to Farnham residents, businesses and everyone who visits Farnham. Occasionally a complaint may arise. This procedure sets out Farnham Town Council's procedure to dealing with customers' complaints, ensuring that complaints are investigated as quickly and efficiently as possible and aiming to improve customer service where required.

This policy covers:

- Complaints about the service provided by the Council.
- Complaints about the action, or lack of action, taken by the Council or a person or body acting on behalf of the Council.

This policy does not cover:

- Complaints about a Councillor. If you wish to make a complaint about the conduct of a Town Councillor, please write to the Monitoring Officer, Robin Taylor, at Waverley Borough Council Offices, The Burys, Godalming, Surrey, GU7 1HR.
Email: monitoringofficer@waverley.gov.uk, telephone: 01483 523108.
- Any matter which raises a suspicion of criminal wrongdoing should be referred to the Police.

2. Procedure

If you are dissatisfied with the service you have received or the action, or lack of action, taken by Farnham Town Council or a body or person acting on behalf of the Council, you should submit your complaint in writing where your complaint will be handled in accordance with the following stages:

Stage 1 – Informal Complaint

The matter should be first reported to the Officer responsible for delivering that service, who will respond and attempt to find a resolution.

Please give your full name, address and telephone number to enable to Council to correspond in relation to your concerns. Please include as many details as possible including dates, times, the nature of the concerns.

Stage 2 – Formal Complaint

In the event that the matter cannot be resolved by the Officer at Stage 1, the matter will be passed to the Town Clerk or Officer appointed by the Town Clerk who will investigate further. An acknowledgement should be sent within 5 working days and a written response within 15 working days.

Stage 3 - Appeal

If the matter is not resolved by a decision taken by the Town Clerk or Officer nominated by the Town Clerk at Stage 2, you are entitled to appeal this decision. An appeal will be reported to the Strategy and Finance Working Group or an appointed panel of 3 Members or the Cemeteries Working Group, depending on the nature of the complaint. An appeal should be acknowledged within 5 working days and a written response of the outcome of the Appeal within 15 working days. The decision of the appointed group is final and will be reported to Full Council.

Complaints about the Town Clerk can be sent to the Town Mayor.

3. Unreasonable(Vexatious) or Persistent Complainants

In a minority of cases, some complainants pursue issues in an unreasonable way or with unreasonably persistent behaviour which can impede investigation of their complaint and can result in significant resource issues for the Council. Whilst Farnham Town Council endeavours to respond with patience and sympathy to the needs of all complainants, there are times when there is nothing further that can reasonably be done to assist or to rectify a real or perceived problem.

Examples of unreasonable actions and behaviours:

- Refusing to specify the grounds of a complaint, despite offers of help.
- Refusing to cooperate with the investigation process.
- Refusing to accept that certain issues are not within the scope of a complaints procedure.
- Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
- Making unjustified complaints about staff who are trying to deal with the issues, and seeking to have them replaced.
- Changing the basis of the complaint as the investigation proceeds.
- Denying or changing statements he or she made at an earlier stage.
- Introducing trivial or irrelevant new information at a later stage.
- Raising many detailed but unimportant questions, and insisting they are all answered.
- Submitting falsified documents.
- Adopting a 'scatter gun' approach: pursuing parallel complaints on the same issue with various organisations.
- Making excessive demands on the time and resources of staff with lengthy phone calls, emails to numerous council staff, or detailed letters every few days, and expecting immediate responses.
- Submitting repeat complaints with minor additions/variations the complainant insists make these 'new' complaints.
- Refusing to accept the decision; repeatedly arguing points with no new evidence

Date of Adoption

This Complaints Policy was reviewed and adopted by Council in April 2019

Review Date – 2022

Annex 3



Farnham Town Council Freedom of Information and Publications Scheme Adopted April 2019

1. Introduction

- 1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.
- 1.2 The council will comply with the requirements of the act, and in particular will:
 - Make as much information as possible available via the publication scheme
 - Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
 - Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale
 - Apply exemptions appropriately and consistently
 - Ensure that any fees charged are calculated appropriately and consistently

2. How to make a request

- 2.1 A large amount of information is freely available on the council's website, which can be found at <https://www.farnham.gov.uk/town-council>
- 2.2 If you are unable to find the information you are looking for, you can request the information directly from the council.
- 2.3 Requests must be made in writing, by either email or letter, to ensure the request is clearly understood. Requests should be made to:

Town Clerk, Farnham Town Council, Town Council Office, South Street, Farnham,
GU9 7RN or via email customer.services@farnham.gov.uk

- 2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.
- 2.5 The Council will respond to Freedom of Information requests promptly and within 20 working days, in accordance with section 10(1) of the Freedom of Information Act. The date on which a request is received is the day on which it arrives or, if this is not a working day, the first working day following its arrival. Non-working days include weekends and public holidays anywhere in the UK.

3. Exemptions

- 3.1 There are certain circumstances where the Council is not obliged to provide some or all of the information.
- 3.2 The Freedom of Information Act contains a number of exemptions. Details of exemptions are set by the Information Commissioners Office and can be viewed at:
<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>
- 3.3 The Council is obliged to refuse an entire request under the following circumstances
 - 3.3.1.1 It would cost too much or take too much staff time to deal with the request
 - 3.3.1.2 The request is vexatious
 - 3.3.1.3 The request repeats a previous request from the same person
- 3.4 When considering Freedom of Interest requests, the Council shall also consider whether disclosure would breach the General Data Protection Regulation (GDPR) 2018.

4. Complaints

- 4.1 The council would normally expect the Clerk or other named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named officer to clarify your requirements.
- 4.2 If you believe that the council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.
- 4.3 If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Email: caseworker@ico.org.uk

Website: www.ico.gov.uk

Telephone: 0303 123 1113

5. Charges

- 5.1 Charges made by the council in relation to the publication scheme will be justified, transparent and kept to a minimum.
- 5.2 Information which is published and accessed on the council's website is provided free of charge.

5.3 Charges will be made for actual disbursements incurred as detailed below:

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per A4 sheet (black & white)	Actual cost incurred
Photocopying @ 12p per A3 sheet (black & white)	Actual cost incurred
Photocopying @ 20p per A4 sheet (colour)	Actual cost incurred
Photocopying @ 30p per A3 (colour)	Actual cost incurred
Postage	Actual cost of Royal Mail standard 2 nd class postage

Staff time

A public authority can charge for the time taken by its staff on the activities included in communicating the information. Regulation 7(5) indicates that staff time is to be charged at the flat rate of £25 per hour, irrespective of whether a higher rate is actually incurred by internal staff or charged by external contractor staff.

A public authority can also charge for the time it takes a member of staff to actually redact the exempt information. This cost can be included because it is part of the costs of communicating the information under regulation 7. Regulation 7(5) of the Fees Regulations confirms that a public authority can only charge £25 per hour for this activity. For example, if it takes one employee 45 minutes to black out the information which is not to be disclosed then the public authority can charge £18.75 for this activity. For the avoidance of doubt, any staff time spent redacting exempt information cannot be taken into account when initially estimating whether it would exceed the appropriate limit to comply with the request.

Date of Adoption

This Freedom of Information Policy was reviewed and adopted by Council in April 2019

Review Date – 2022

Information available from FARNHAM TOWN COUNCIL
under the model publication scheme

Information to be published	How the information can be obtained	Cost
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Class 1 – Who we are and what we do

(Organisational information, structures, locations and contacts)

Who's who on the council and its committees	Website, email hard copy.	Disbursement cost
Contact details for the Clerk and council members	Website, email hard copy.	Disbursement cost
Location of main council office and accessibility details	Website, email hard copy.	Disbursement cost
Staffing structure	Website, email hard copy.	Disbursement cost

Class 2 – What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Full accounts and audit report	Website, email hard copy.	Disbursement cost
Finalised budget	Website, email hard copy.	Disbursement cost
Precept	Website, email hard copy.	Disbursement cost
Borrowing Approval letter	Website, email hard copy.	Disbursement cost
Financial Standing Orders and Regulations	Website, email hard copy.	Disbursement cost
Grants given and received	Website, email hard copy.	Disbursement cost
List of current contracts awarded and value of contract	Hard copy	Disbursement cost
Members' allowances and expenses	Website, email hard copy.	Disbursement cost
Expenditure above £100 (except for certain exempted payments)	Website, email hard copy.	

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Strategic Plans and audit.	Website, email hard copy.	Disbursement cost
Annual report to Town Meeting.	Website, email hard copy.	Disbursement cost

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Timetable of meetings (Council and Working Groups).	Website, email hard copy.	Disbursement cost
Agendas of meetings (as above)	Website, email hard copy.	Disbursement cost
Minutes of meetings (as above) – <i>n.b. this will exclude</i>	Website, email hard	Disbursement cost

information that is properly regarded as private to the meeting	copy.	
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Website, email hard copy.	Disbursement cost
Responses to consultation papers	Email, hard copy.	Disbursement cost
Responses to planning applications	Website, email hard copy.	Disbursement cost

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website, email hard copy.	Disbursement cost
<u>Policies and procedures about the employment of staff:</u> Equality and Diversity Policy Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website, email hard copy.	Disbursement cost
Record management policies (records retention, destruction and archive)	Hard copy, Web site	Disbursement cost
Schedule of charges (for the publication of information)	Hard copy, Web site	Disbursement cost

Class 6 – Lists and Registers

(Currently maintained lists and registers)

Any publicly available register or list.	Hard copy – some information may be available for inspection only	Disbursement cost
Asset Register	Email, Hard copy.	Disbursement cost
Register of members' interests	Website, email hard copy.	Disbursement cost
Register of gifts and hospitality	Hard copy.	Disbursement cost

Class 7 – The services we offer

(information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Allotments	Available for inspection	Free of charge
Cemeteries	Website, email hard copy. – some records by inspection only.	Free of charge
Seating, litter bins, clocks, memorials and lighting	Available for inspection	Free of charge
Newsletters	Delivered to all properties in the parish. Website.	Free of charge
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy, Web site	Disbursement cost



Farnham Town Council Retention and Disposal Policy Adopted April 2019

1 Introduction

- 1.1 The guidelines set out in this document supports the Council's Data Protection Policy and assists us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation & The Data Protection Act 2018 and other associated legislation.
- 1.2 It is important that the Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However it is important to note that this is a live document and will be updated on a regular basis.
- 1.3 The Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

2 Aims and Objectives

- 2.1 It is recognised that up to date, reliable and accurate information is a vital to support the work that the Council do and the services that it provides to its residents. This document will help us to:-
 - Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
 - Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Data Protection Act 1998, the General Data Protection Regulation, the Data Protection Act 2018, the Environmental Information Regulations 2004 and the Local Authorities Cemeteries Order 1977.
 - Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily. This will assist them as they carry out their daily duties, or if searching for information requested under the Freedom of Information Act.
 - Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

3 Scope

- 3.1 For the purpose of this Strategy, 'documents' includes electronic, microfilm, microfiche and paper records.
- 3.2 Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

4 Standards

- 4.1 The Council will make every effort to ensure that it meets the following standards of good practice:
- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A. This document provides a framework for good practice requirements for retaining information.
 - Personal information will be retained in locked filing cabinets within the Clerk's Office and/or any other Line Managers' offices, access to these documents will only be by authorised personnel.
 - Disclosure information will be retained in a locked cabinet in the Clerk's Office.
 - Appropriately dispose of information that is no longer required.
 - Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
 - Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes e.g. Equalities data.
 - Wherever possible only one copy of any personal information will be retained and that will be held within the Clerk's Office or other Line Managers' offices.

5 Breach of Policy and Standards

- 5.1 Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy and Standards may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

6 Roles and Responsibilities

- 6.1 The Clerk has overall responsibility for the policy.
- 6.2 The Clerk is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.
- 6.2 Other delegated staff are responsible for ensuring their records are kept and destroyed in line with this policy.
- 6.3 The Clerk responsible for ensuring that the guidelines set out in this policy are adhered to and to ensure that any documents disposed of are done so in accordance with their 'sensitivity' (i.e. whether they are normal waste or 'Confidential Waste').

7 Confidential Waste

- 7.1 Fundamentally any information that is required to be produced under the Freedom of Information Act or Environmental Information Regulations, is available on the website or is open to public inspection should NOT be treated as confidential waste.
- 7.2 However, any information that is protected by the Data Protection Act or as Confidential under the Councils Constitution should be treated as confidential waste for disposal purposes.
- 7.3 Examples of what constitutes confidential waste:
- Exempt information contained within committee reports.
 - Files containing the personal details of an individual and files that predominantly relate to a particular individual or their circumstances. For example completed application forms and letters.

- Materials given to us on a 'confidential' or on a limited use basis e.g. material provided by contractors or the police.

7.4 Examples of what does not constitute confidential waste:

- Documents that are available to the public via our web site or by submitting an appropriate search request to ourselves for general information.
- All reports and background papers of matters taken to Committee in public session unless specifically exempt.

8 Disposal of Documentation

- 8.1 Confidential waste which clearly shows any personal information or information which can be identified using the parameters set out in 7.3 will be shredded within the council buildings.

9 Retention

- 9.1 Timeframes for retention of documents have been set using legislative requirements and the Chartered Institute of Personnel and Professional Development (CIPD) guidelines.
- 9.2 Throughout retention the conditions regarding safe storage and controlled access will remain in place.
- 9.3 Disclosure information appertaining to Disclosure and Barring Checks must be kept securely in a locked cabinet. Only those entitled to see it in the course of their duties should have access. The security and confidentiality of all Disclosure information is closely registered under the Police Act 1997.
- 9.4 Disclosure information must not be retained for a period of more than six months and must be destroyed in a secure manner using the shredder in the Reception office.
- 9.5 Any unauthorised employee accessing or attempting to access Disclosures or Disclosure information or personnel records will be dealt with under the Council's disciplinary procedures.
- 9.6 The attached 'Appendix A' shows the minimum requirements for the retention of documents as determined by those officers responsible for the management of these particular documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix A'.

10 Storage and Access

- 10.1 Disclosure information is kept separately from personnel files and in securely lockable, non-portable cabinet with access strictly controlled and limited to the Clerk, and/or other Line Managers.

11 Handling

- 11.1 The Council complies with s124 of the Police Act 1997, so that Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. The Council maintains a record of all those to who Disclosures or Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- 11.2 Personal information will only be available to those who are authorised officers.
- 11.3 Customers details and information will be kept up to date and reviewed annually by an authorised officer.

12 Usage

- 12.1 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's/employee's consent has been given. Disclosure Information will be shared between different areas of the Council, if necessary.
- 12.2 Where Disclosure information is shared with anyone other than the Clerk or other Line Manager the employee must be given a reason why this information is being shared.

APPENDIX A - Recommended Document Retention Timescales

The retention period should be the number of years specified plus the current financial period (i.e. three years plus the current period, therefore at least three years documentation will always be retained at any given point in time).

This list is not exhaustive; if you are unsure about any document contact the Town Clerk for clarification.

Finance Document	Retention Period
Financial Published Final Accounts	Indefinitely
Signed Audited Accounts	Indefinitely
Final Account working papers	5 years
Records of all accounting transactions held by the Financial Management System	At least 5 years
Cash Books (records of monies paid out and received)	6 years
Purchase Orders	6 years
Cheque Payment Listings (Invoices received)	6 years
Payment Vouchers Capital and Revenue (copy invoices)	6 years
BACS listings	6 years
Goods received notes, advice notes and delivery notes	3 years
Copy receipts	6 years
Petty cash vouchers and reimbursement claims	6 years
Debtors and rechargeable works records	6 years
Expenses and travel allowance claims	6 years
Asset Register for statutory accounting purposes	10 years
Journal Sheets	5 years
Ledger / Trial Balance	10 years
Year end ledger tabulations – ledger details and cost updates	5 years
Published Budget Books	Indefinitely Medium Term
Financial Plan	Indefinitely
Budget Estimates – Detailed Working Papers and summaries	3 years
Bank Statement (Disk Space) and Instructions to banks	6 years
Bank Statements (Hardcopy)	6 years
Banking Records including Giro cheques, bills of exchange and other negotiable instruments	6 years
Prime evidence that money has been banked	6 years
Refer to Drawer (RD) cheques	2 years
Cancelled Expenditure cheques	2 years
Bank Reconciliation	3 years
Financial Published Final Accounts	Indefinitely
Signed Audited Accounts	Indefinitely
Final Account working papers	5 years
Records of all accounting transactions held by the Financial Management System	At least 5 years
Cash Books (records of monies paid out and received)	6 years
Purchase Orders	6 years
Cheque Payment Listings (Invoices received)	6 years
Payment Vouchers Capital and Revenue (copy invoices)	6 years
BACS listings	6 years
Goods received notes, advice notes and delivery notes	3 years
Copy receipts	6 years
Petty cash vouchers and reimbursement claims	6 years
Debtors and rechargeable works records	6 years

Expenses and travel allowance claims	6 years
Asset Register for statutory accounting purposes	10 years
Journal Sheets	5 years
Ledger / Trial Balance	10 years
Year end ledger tabulations – ledger details and cost updates	5 years
Published Budget Books	Indefinitely Medium Term
Financial Plan	Indefinitely
Budget Estimates – Detailed Working Papers and summaries	3 years
Bank Statement (Disk Space) and Instructions to banks	6 years
Bank Statements (Hardcopy)	6 years
Banking Records including Giro cheques, bills of exchange and other negotiable instruments	6 years
Prime evidence that money has been banked	6 years
Refer to Drawer (RD) cheques	2 years
Cancelled Expenditure cheques	2 years
Bank Reconciliation	3 years
Cheques presented / drawn on the Council bank accounts	3 years
Prime records that money has been correctly recorded in the Councils financial systems	3 years
Grant/Funding Applications & Claims	5 years
Precept Forms	Indefinitely
Internal Audit Plans/ Reports	3 years
Fees and Charges Schedules	5 years
Time sheets and overtime claims	6 years
Payroll and tax information relating to employees	6 years
Payroll costing analysis	2 years
Records of payment made to employees for salaries / wages (including intermediate payslips)	6 years
Statutory end of year returns to HMRC	Indefinitely
Loans and Investment Records; temporary loan receipts and loan tabulations	6 years (after redemption of loan)
VAT, Income Tax and National Insurance Records	6 years
Current and expired insurance contracts and policies indefinitely Insurance records and claims	6 years
Capital and contracts register	Indefinitely
Final accounts of contracts executed under hand	6 years from completion of contract
Final accounts of contracts executed under seal	12 years from completion of contract
All Other reconciliations	3 years
Personnel Documents	Retention Period
Unsuccessful application forms	6 months
Unsuccessful reference requests	1 year
Successful applications forms and CVs	For duration of employment + 3 years
References received	For duration of employment + 3 years
Statutory sick records, pay, calculations, certificates etc.	For duration of employment + 3 years
Annual leave records	For duration of employment + 1 years
Unpaid leave/special leave	For duration of employment + 1 years
Annual appraisal/assessment records	Current year and previous + 1 year
Disclosure and Barring Checks	Indefinitely
Personnel files and training records	3 years after employment ceases
Disciplinary or grievance investigations - proved -Verbal	6 months

-Written -Final warning - Anything involving children and vulnerable adults	1 year 18 months permanently
Disciplinary or grievance investigations - unproven	Destroy immediately after investigation or appeal
Statutory Maternity/Paternity records, calculations, certificates etc	3 years after the tax year in which the maternity period ended
Wages/salary records, overtime, bonuses, expenses etc	6 years

Corporate Documents	Retention Period
Minutes and reports of Committee meetings	Indefinitely
Minutes and reports for Special Committee meetings	Indefinitely
Minutes and reports of sub-committees	Indefinitely
Notes and reports of working groups	Indefinitely
Policies and procedures	Until updated or reviewed
Asset Management records	Indefinitely
Asset management reports	Indefinitely
Internal audit records	3 years
Internal audit fraud investigation	7 years from date of final outcome of investigation
Risk register	Indefinitely
Risk management reports	Indefinitely
Performance reports	Indefinitely
Equalities data	Indefinitely
Questionnaire data	Indefinitely
Details regarding burials	Indefinitely
Drivers log books and mileage	6 years
Vehicle maintenance and registration records (all necessary certificates, MOT certificates , test records and vehicle registration documents etc)	2 years after vehicle disposed of
Fuel usage records	3 years
Allotment application forms	Length of Tenancy + 2 years
Allotment agreements	Length of Tenancy + 2 years
Show health & safety statements	2 Years
Show application including caterers, displays, competition entrants	1 year
Services and equipment quotations – show	1 year
Contacts for show	1 year
Show stalls database	1 year
Trips tenders for coach hire	1 year
Trip database of applicants Coach Tours	1 year
Paper application	1 year
Pre-tender qualification document Summary list of expression of interest received Company contacts A summary of any financial or technical evaluation supplied with the expressions of interest Initial application	1 year
Successful tender documentation Life of contract	6 years
Unsuccessful tender documentation	Until final payment is made
Deeds of land and property	Indefinitely
Land and property rental agreements	6 years after expiry of the agreement
Property evaluation lists	Indefinitely
Lease agreements, variation and valuation queries	6 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years

Booking diaries	3 years
Electronic booking information Is held indefinitely to gather statistical information	
Premises License applications	Indefinitely
Health & Safety	
Health and Safety Accident books	3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within
Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999	40 years from the date of the last entry
Medical examination certificates	4 years from date of issue
Records relating to accidents person over 18 years	3 years from date of accident
Records relating to accidents person under 18 years	Until 21st birthday
Asbestos records for premises/property including survey and removal records	40 years
Parks and play area inspection reports	5 years
All inspection certificates (Gas Safe, FENSA etc)	2 years
Repairs job sheets	2 years
Periodic machinery tests (PAT, equipment calibration etc)	2 years
Warranties	10 years
Documents relating to the process of collecting, transporting and disposal of general waste	3 years
Documents relating to the process of collecting, transporting and disposal of hazardous waste	10 years
Plant and equipment testing	2 years
Risk Assessment Forms	2 years
Unusual Incident Forms	3 years
Manual Handling Assessment Forms	3 years
Cemeteries	
Register of fees collected	Indefinite
Register of burials	Indefinite
Register of purchased graves	Indefinite
Register/plan or grave spaces	Indefinite
Register of memorials	Indefinite
Applications for interment	Indefinite
Applications for right to erect memorials	Indefinite
Disposal certificates	Indefinite
Copy certificates of grant of exclusive right of burial	Indefinite
Additional Items	
Approved Minutes	Indefinite
Draft/Rough notes or recordings taken at meeting	Until minutes are approved
CCTV	14 day image retention
Residents correspondence	1 year

Date of Adoption

This Retention and Disposal Policy was reviewed and adopted by Council in April 2019

Review Date – 2022



Farnham Town Council Code of Corporate Governance Governance Statement 2019

Introduction

Farnham Town Council is committed to the principles of good corporate governance and wishes to confirm its ongoing commitment and intentions through the development, adoption and continued maintenance of a Code of Corporate Governance.

Farnham Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards; ensuring that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

This document therefore sets out and describes the Council's commitment to corporate governance. It identifies the arrangements that have been made, and will continue to be made, to ensure its effective implementation and application in all aspects of the Council's work.

Farnham Town Council recognises that effective local government relies upon establishing and maintaining the confidence of the public in both the elected Members and Officers of the Council. It further recognises that the setting of high standards of self-governance provides a clear and demonstrable lead to both our existing and potential partners and therefore provides the basis of effective community governance.

What is Corporate Governance?

For the purpose of this Code, Farnham Town Council has accepted the definition of Corporate Governance as follows: "Corporate governance is the system by which local authorities direct and control their functions and relate to their communities".

Underlying Principles

In so far as it is appropriate for the town and parish tier of local government, Farnham Town Council follows the seven principles set out in the CIPFA/SOLACE *Publication Delivering Good Governance in Local Government Framework 2016*

- I. Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rules of law:

Farnham Town Council positively recognises and accepts the underlying principles of good governance. In order to comply with these principles, the Council undertakes to ensure that systems and processes are continually monitored and reviewed.

- Functions and Activities: Farnham Town Council recognises that:
 - o The success and integrity of the Council's activities is derived from understanding the needs of the Farnham, including social, economic and environmental considerations, as well as the needs, requirements and aspirations of its citizens, customers and service users;
 - o The importance of having defined roles and responsibilities of Members and Officers and appropriate structures which make effective use of scarce resources, allows challenge and change, including organisational and political collaboration, and promotes a strong and sustainable partnership between Members and Officers; and
 - o The principles of strong and effective governance and community leadership will deliver the measurable benefits for Farnham and its citizens.

- Standards of Conduct – Farnham Town Council's Members and Management Team will:
 - o Exercise leadership by conducting themselves as role models for others within the authority to follow;
 - o Define the standards of personal behaviour that are expected from Members and staff and all those involved in service delivery;
 - o Maintain a Member Officer protocol for effective working arrangements; and
 - o Put in place and maintain arrangements to deal with conduct which falls below expected standards.

- Code of Conduct for Councillors - Farnham Town Council adopted a new Model Code of Conduct following the implementation of the Localism Act 2011. Members of Council make declarations in accordance with Code and complete Notifications of Pecuniary Interests. Copies of Members' declarations are available on the Farnham website. The Farnham Code is in line with the Waverley Borough Council Code, and any breaches of the Code would be investigated by the Waverley Standards Panel.

- The Council operates within a framework of Standing Orders and Financial Regulations to ensure that decision making is efficient, transparent and accountable. The Council reviewed Standing Orders in 2019 and its Financial Regulations in 2018 to ensure that they meet the requirements of legislation and current best practice. Copies of these documents are given to every councillor and can be viewed on the Council's website.

- The Council considers and has regard for relevant legislation when setting policy and carrying out the Council's functions, including:
 - o The Local Government Act 1972
 - o Freedom of Information Act 2000
 - o Data Protection Act 1998 and General Data Protection Regulation 2018
 - o Equality Act 2010
 - o Transparency Code 2015
 - o Employment Law
 - o Health and Safety legislation
 - o Crime and Disorder Act 1988

2. Ensuring openness and comprehensive stakeholder engagement.

Community Focus – Farnham Town Council will work for and with the community of Farnham and;

- Exercise leadership in the community, where appropriate;

- Undertake an ambassadorial role to promote the well-being of Farnham where appropriate and working in partnership with other tiers of local government.
- Communicate with all sections of the community;
- Publish an Annual Residents' Guide;
- Promote community matters through its website;
- Hold an Annual Town Meeting and invite questions and statements from the public at each Council meeting;
- Publish an Annual Report on activities and performance; and
- Publish an Annual Statement of Accounts;
- Be accessible at events with information stands where possible.

3. Defining outcomes in terms of sustainable economic, social and environmental benefits.

Farnham Town Council is determined to continuously improve the services it delivers and to meet the wider needs and aspirations of the community.

A clear vision of the Council is agreed every four years with the next review in Autumn 2019

Farnham Town Council's vision for 2015-19, agreed in December 2015, is that "The Council should be seen as being the influential and effective voice for Farnham, bringing together the views of all organisations working for the good of the Town". The Council aims to be an effective organisation providing high quality, sustainable services and facilities for the residents and businesses of Farnham, with a strong and respected voice representing Farnham's best interests.

Key objectives agreed for the Council term 2015-19 are to:

- Fight for better infrastructure for the town including roads, transport, education, improved air quality and better access for pedestrians;
- Deliver improvements which make visible difference in the town, including a greener environment with more trees in the town centre and at other key locations;
- Progress the production of a Neighbourhood Plan which will meet the needs of Farnham residents now and in the future;
- Bring the Cemetery Chapels back into use, explore terms for bringing back assets bought by the people of Farnham into local management and ownership (eg Gostrey Meadow);
- Strive to seek out funding from other sources, particularly by increasing fees and charges and through securing funds from other bodies such as Surrey CC eg by acting as an agent for local service delivery; and
- Ensure the Town Council continues to achieve value for money in all services being provided locally, spending every pound as if it were our own.

In delivering the vision and objectives, Farnham Town Council will:

- Provide services and events which local people need and support;
- Promote the interests of all the members of our local community and ensure that the community in Farnham is better prepared to face the future;
- Ensure that the qualities that make Farnham a special place are protected and enhanced
- Aim for excellence and seek to provide the highest quality of service; and
- Work towards being an efficient and well managed organisation that continuously improves.

The Vision and objectives will be reviewed during 2019-20 as part of agreeing the objectives for the new Council following the May 2019 elections.

Farnham Town Council's vision is set in conjunction with agreed core values:

- Farnham Town Council will seek to work in the following ways:

- Be open, honest and transparent;
- Improve efficiency by valuing the contributions of all staff and councillors and volunteers;
- Work with partners and other local organisations to create added value and synergy; and
- Promote effective communication both internally and externally

4. Determining the interventions necessary to optimise the achievement of the intended outcomes.

The facilitation of policy and decision-making - The Council normally meets nine times a year, defining corporate policy and making decisions in relation to all recommendations from the Working Groups. The Council has five Working Groups to ensure the effective management of its business which are:

- Strategy and Finance
 - Infrastructure Planning Task Group
 - Assets Task Group
 - HR Panel
 - Community Infrastructure Levy/Section 106 Task Group
- Cemeteries and Appeals
- Community Enhancement
 - Farnham River Management Committee (Advisory Group)
 - Farnham in Bloom Community Group (Advisory Group)
- Tourism and Events
- Planning and Licensing Consultative Group

- The Working Groups manage agreed areas of responsibility and each has its own Terms of Reference which are reviewed regularly. All Working Group decisions are reported as recommendations to Full Council for adoption. The Planning and Licensing Consultative Group in accordance with the scheme of delegation reviews and passes comments on all applications prior to the Town Clerk sending comments to the Planning and Licensing authority on behalf of the Council. The Cemeteries and Appeals Working Group is delegated responsibility to determine all appeals on cemetery matters. The appeal hearings are always held in confidential session in view of the sensitive nature of the appeals but are reported to Council.

- Service Delivery Arrangements - Farnham Town Council will:

- Ensure that continuous improvement is sought;
- Ensure that agreed policies are implemented; and
- Foster effective relationships and partnerships with the public and private sectors.

- Town Clerk and Management Team

The Town Clerk is the proper officer of the council in law. Legally councils can delegate decisions to Clerks because they are trusted professional officers whose objectivity allows them to act for the Council. A Town Clerk Scheme of Delegation policy clearly sets out the decisions the Town Clerk is permitted to make. The Town Clerk, or other representatives of the Management Team, attend every Council meeting, Task Group or Working Party to advise on policy and the rules the Council must follow to reach the intended outcomes.

5. Developing the entity's capacity, including the capability of its leadership and the individuals within it.

The need for effective leadership is acknowledged as providing the keystone to corporate governance and as such, the principles can only be achieved if effective leadership is demonstrated through:

- Providing a vision for the community and leading by example in decision making and other processes and actions; and
 - Members and Officers conducting themselves in accordance with high standards of conduct.
- Corporate Governance at Farnham: In order to comply with the principles of governance set out above, it is vital that these are reflected in each aspect of the Council's undertakings. For the purposes of corporate governance the following areas of focus will be pursued;
 - Community Focus;
 - Service delivery arrangements focussed on value for money and effectiveness;
 - Structures and Processes;
 - Risk Management and Internal Control; and
 - Standards of Conduct.
 - This Code of Corporate Governance specifically seeks to identify the action to be taken for each of these areas
 - Structures and Processes - Farnham Town Council will:
 - Maintain effective political and managerial structures and processes to govern decision making; and
 - Maintain clearly documented protocols governing relationships between Members and Officers.
 - In order to ensure compliance with established policies, procedures, laws and regulations, staff and councillor training is undertaken as appropriate to ensure that Members and officers are informed on matters relating to the sector. Qualified officers including the Clerk to the Council, who is also the Responsible Finance Officer (and acts as the Council's Section 151 Officer), ensure that proper arrangements are in place to make certain that the Council complies with relevant procedures, laws and regulations. The Clerk to the Council, Team Leaders and other staff actively participate in programmes of continuing professional development.
6. Managing risks and performance through robust internal control and strong public financial management.

Farnham Town Council manages risk and internal control by:

- Establishing and maintaining a systematic approach and process for managing risk. The Council is committed to ensure that effective risk management is an integral part of all of the Council's activities. This contributes to the successful management and delivery of the Council's corporate objectives and supports its strategic direction through informed decision-making. The Council reviews risks annually at officer, working group and Council levels to ensure risk is effectively managed. The Council has sought to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised. The Council encourages managers to identify, assess and manage risks, and learn to accept the right level of risks;
 - Appoint an independent Internal Auditor, to ensure the internal control processes operating throughout the authority are effectively reviewed and tested on a systematic basis;
 - Work with the appointed External Auditors, who will provide the authority and the public with an independent external opinion annually as to the accuracy and integrity of the financial statements and the effectiveness of Farnham Town Council's internal control systems;
 - As part of its ongoing commitment to ensure it mitigates risk and has effective and up to date risk management in place, Farnham Town Council has engaged Ellis Whittam to provide Employment advice and Health & Safety Risk Management advice. As part of this contract the Health and Safety Policy is received. Ellis Whittam also advises on any areas of best practice and changes that may be necessary; and

- The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost-effective. Insurance levels are regularly reviewed against the Council's Asset Register and risk.
 - The Council operates within a framework of Standing Orders and Financial Regulations to ensure that decision making is efficient, transparent and accountable. The Council regularly reviews Standing Orders and its Financial Regulations to ensure that they meet the requirements of new legislation and current best practice. Copies of these documents are given to every councillor and can be viewed on the Council's website.
 - Investment Strategy – an Annual Investment Strategy review is undertaken, the most recent in January 2019.
7. Implementing good practices in transparency, reporting, and audit, to deliver effective accountability.

Farnham Town Council manages the www.farnham.gov.uk website and local noticeboards. Both are regularly updated with Council information to comply with:

- The Local Government Transparency Code 2015.
- The Local Authority Accounts and Audit Regulations 2015.
- Governance and Accountability for Smaller Authorities in England– A Practitioners Guide to Proper Practices (2019)

Council meetings are held in public and comply with The Openness of Local Government Bodies Regulations 2014.

Openness and Reporting on Corporate Governance at Farnham - Farnham Town Council will:

- Ensure that the Code of Corporate Governance is made available to all Members and Officers, and is made publicly available through the use of the Council's website, local Council information points etc.;
- Review the Code of Corporate Governance regularly;
- Carry out budget monitoring on a regular basis, with reports being submitted to Council via the Strategy and Finance Working Group by the Responsible Financial Officer and Clerk to the Council; and
- Consider and review internal and external audit reports at least annually.

Date of Adoption

This Code of Corporate Governance was reviewed and adopted by Council on 18 April 2019

Signed:

Councillor David Attfield, Mayor

Iain Lynch, Clerk to the Council

Annex 6



Farnham Town Council Scheme of Delegation to the Town Clerk Adopted April 2019

Introduction

The powers and duties set out in this scheme are delegated to the Town Clerk. The Town Clerk may delegate these duties and powers to other Officers within the Council.

The Town Clerk is also the Council's Responsible Financial Officer and the Proper Officer and responsible for the management of the organisation.

Extent of Delegation

- I.0 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- I.1 The Town Clerk will exercise these powers in accordance with:
 - approved budgets
 - the Council's Financial Regulations
 - the Council's Standing Orders
 - the Council's Contract Procedure rules
 - the Council's Procurement Strategy
 - the Council's Policy Framework and other adopted policies of the Council
 - all statutory common law and contractual requirements
- I.1. The Town Clerk may do anything pursuant to the delegated power or duty, which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.
- I.2. Provided that such authorisation is not prohibited by statute the Town Clerk to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to:
 - such authorisations being in writing
 - only be given to an Officer below the delegating officer in the organisational structure
 - only being given where there is significant administrative convenience in doing so

- the Officer authorised by the Town Clerk acting in the name of the Town Clerk
- such authorisation not being prohibited by statute.

1.3. A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

General Matters

2. The Town Clerk is authorised to:

- 2.1. Sign, or where appropriate, have sealed on behalf of the Town Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Town Council.
- 2.2. Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- 2.3. Institute and appear in any legal proceedings authorised by the Council.
- 2.4. To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Farnham).
- 2.5. Alter the date or time of a Council Committee, Working Group, Panel or Task Group meeting but, before doing so, shall consult the Mayor of the Council, or chairman of the Committee or Task Group concerned and the Leaders of all political groups on the Council about the need for the change and about convenient alternative dates and times.
- 2.6. Decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Mayor.
- 2.7. Deal with day to day matters relating to the use of office accommodation space.
- 2.8. Negotiate and enter into contractual arrangements for artistes and promoters in relation to events held in Farnham and surrounding villages, organised by the Town Council and programmes of entertainment.
- 2.9. Manage all the Council's current services including the following:
 - Tourism and events
 - Neighbourhood planning
 - Provision of street furniture
 - Services agreed under contract for other authorities and bodies
 - Website and other Council publications
 - Cemeteries
- 2.10. To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000.
- 2.11. To apply for planning consent for the carrying out of development by the Council.
- 2.12. To respond to consultations on planning applications and licensing applications subject to the comments of the Planning & Licensing Consultative Group.
- 2.13. Under the Regulation of Investigatory Powers Act 2000 to authorise directed surveillance or the use of a human intelligence source.

- 2.14. To respond to complaints made under the Council's complaints procedure and to make such ex gratia payments in settlement of such complaints as are considered justified.
- 2.15. To manage, monitor and review the Council's internal control procedures.
- 2.16. To manage, monitor and review the Council's Corporate Risk Management Strategy.

Financial Matters

3. The Town Clerk is authorised to:
 - 3.1. Be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972.
 - 3.2. Prepare a draft budget for consideration by the Council.
 - 3.3. Prepare the final accounts for each financial year.
 - 3.4. Operate the Council's banking arrangements including arranging overdrafts.
 - 3.5. Incur expenditure up to a maximum of £7,500 on item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution and Financial Regulations.
 - 3.6. Pay all accounts properly incurred.
 - 3.7. Pay all subscriptions to organisations to which the Council belongs.
 - 3.8. Make all necessary arrangements for the provision of an internal and external audit service for the Council.
 - 3.9. Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
 - 3.10. Incur expenditure on revenue items within the approved estimates and budgets.
 - 3.11. Incur expenditure on capital schemes within the Council's approved capital Programme.
 - 3.12. Use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment.
 - 3.13. Enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate.
 - 3.14. Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
 - a) the cost not exceeding the amount approved estimate
 - b) the tender being the lower price or the most economically advantageous to the Council according to the criteria set out in the tender documentation.
 - c) all the requirements of the Council's Financial Regulations and Standing Orders being complied with.

- 3.15. Compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
- 3.16. Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
- 3.17. Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.
- 3.18. Authorise action for the recovery of debts.
- 3.19. Write-off debts up to the level set by the Council.
- 3.20. Maintain a Register of Assets and Inventory of Equipment.
- 3.21. Determine the Town Council's insurance requirements on the Council's behalf.
- 3.22. Make all necessary arrangements for the Council's insurances.
- 3.23. Determine Community Grant applications up to a value of £2,000 subject to approval by Full Council.
- 3.24. Determine Small Grants up to a value of £250.
- 3.25. Hold and manage a Petty Cash float up to a value of £500.

Staffing Matters

4. The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:
 - 4.1. Appointments to posts including apprentices.
 - 4.2. Appointment of Team Leaders through an appointment panel which includes the Town Mayor
 - 4.3. Employment of temporary employees.
 - 4.4. Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.
 - 4.5. Management of staff performance.
 - 4.6. Control of discipline and performance, including the power of suspension and dismissal.
 - 4.7. Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
 - 4.8. Determine approved duties for the payment of travel and subsistence expenses to Members and Officers where they represent the Council outside of the Town Council area.
 - 4.9. Approve or refuse applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.
 - 4.10. Approve payment of overtime.

- 4.11. Agree minor variations to the condition of employment.
- 4.12. Approve changes to the establishment structure.
- 4.13. Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
- 4.14. Authorise training in line with the Council's policies.
- 4.15. Authorise the provision of uniforms or protective clothing.
- 4.16. Approve payment of claims from employees for compensation for loss of or damage to personal property.
- 4.17. Negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.
- 4.18. Agree to premature retirement on the grounds of duly certified ill health.
- 4.19. Terminate employment during probation and to review salary on completion of probationary periods.
- 4.20. Commission legal and professional advice on staffing matters.

Property Matters

- 5. The Town Clerk is given authority to manage the land and property of the Council including:
 - 5.1. Agreeing the terms of any lease, licence, conveyance or transfer.
 - 5.2. The granting or refusal of the Council's consent under the terms of any lease.
 - 5.3. Variations of restrictive covenants of a routine nature.
 - 5.4. The granting of easements, wayleaves and licences over Council land.
 - 5.5. Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land.
 - 5.6. Directing the custody of Town Council property and documents in accordance with the provisions of Local Government Act 1972 S226.
 - 5.7. Exercising responsibility for the safe custody and maintenance of the civic regalia.

Urgency

- 6. The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Mayor, the Leader of the Council (if appointed) and the Chairman of any relevant Committee or Working Group are to be consulted where possible before such action is taken.

Emergency Planning

7. The Town Clerk is authorised to:

7.1 Implement the Council's Emergency Plan and to incur any necessary expenditure. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Mayor, the Leader of the Council (if appointed) and the Chairman of any relevant Committee are to be consulted where possible before such action is taken.

Procedural

8. The Town Clerk can:

8.1 Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.

8.2 Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.

8.3 Appoint consultants and other professionals to carry out any function and provide any service under their control.

Health and Safety at Work Act 1974

9 To oversee the discharge of the Council's responsibilities under the Act.

Legal Proceedings

10. The Town Clerk is authorised to:

10.1 Take and discontinue legal proceedings in any Court or at any Tribunal.

10.2 Take Counsel's advice or instruct Counsel to represent the Council.

10.3 Seek injunctions and commence proceedings for the purposes of:

- enforcement in accordance with the Council's policies
- recovering money due to the Council
- recovering or otherwise preserving possession of the Council's land or property
- defending the interests of the Council
- appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.

10.4 Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.

10.5 Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers.

10.6 Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders.

10.7 Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act, General Data Protection Regulation and the Freedom of Information Act.

10.8 Serve Requisitions for Information.

Date of Adoption

This Scheme of Delegation to the Town Clerk was reviewed and adopted by Council in April 2019

Review Date – 2023



Farnham Town Council Member and Officer Working Protocol Adopted April 2019

1. Introduction:

Farnham Town Council is a corporate body with a legal existence separate from its individual Members. Members and employees have different, defined roles but must work together effectively with mutual respect to ensure the Council meets its aims and objectives. This policy sets out the underlying principles required from both Members and Officers with the aim of achieving a professional, harmonious working relationship to deliver the best results for Farnham.

2. Roles and Members and Employees

- 2.1 The key role of the Members is to set policy and make major decisions, while the key role of the Officers is to record and implement those decisions and ensure that the Council acts in a lawful manner at all times.
- 2.2 Both elected Members and paid employees are essential for Farnham Town Council to carry out its functions and by established convention, all senior employees, especially the Town Clerk and designated Management Team, are known as the “Officers” of the Council.
- 2.3 Members must
 - follow the Farnham Town Council Code of Conduct (reviewed and adopted April 2019).
 - comply with the Council’s Standing Orders and any other rules and procedures adopted by the Council
 - comply with any relevant statutory provisions
 - act in accordance with approved policies and the best interests of Farnham Town Council when representing the Town Council
 - make relevant declarations as required by law
- 2.4 Employees of Farnham Town Council serve the whole organisation. They advise Farnham Town Council and its Committees/Working Groups, and are responsible for ensuring that the decisions of the Council and its Working Groups are effectively implemented. All are required to be politically neutral in their dealings with elected members. All are expected to uphold the highest standards in relation to:
 - a) official conduct
 - b) sensitivity over disclosure of information and confidentiality

- c) political neutrality
- d) relationships with Councillors, associates, officers in member authorities and contractors
- e) outside commitments and personal business interests
- f) equality issues
- g) use of financial resources.

2.5 Employees are responsible to their line manager and ultimately the Town Clerk, who has overall responsibilities for the proper management of the organisation's employees as head of the paid service.

2.6 The Town Clerk and senior employees will often need to work closely with the Town Mayor, Deputy Town Mayor, Leader of the Council and Working Group Lead Members if there is to be effective policy development and executive decision-making.

2.7 Member-employee relationships have to function without compromising the ultimate responsibilities of employees to the organisation as a whole, and with due regard to such technical, financial, professional and legal advice that employees can legitimately use or obtain.

3. Limitations of Members' Authority

3.1 The authority of Members is collective and, as individuals, they have no authority to issue specific directions to any employee, or make criticism directly. Members must not formally inspect any Town Council property without authority or issue orders or correspondence on behalf of the Council.

3.2 The long standing requirements on Members, as employers, were re-affirmed in law by an Employment Appeals Tribunal, *Moore v Bude & Stratton Town Council*. This confirmed that the Council collectively was the employer, that the unofficial actions of an individual Member could destroy the entire basis of the employer/employee relationship and that employees were entitled to a "reasonably congenial working relationship".

4. Members Seeking Advice from Officers

4.1 Members are entitled to receive the best possible advice on any topic and the Town Clerk is available (preferably by appointment) to give advice, either individually or collectively.

4.2 If members are not receiving, or are having difficulty in obtaining, information which they feel they need or to which they are entitled in order to carry out their duties they should contact the Town Clerk, just as employees will seek guidance from the Town Clerk.

4.3 Any questions relating to approved policies, future developments of the Town Council or legislation initiatives should be directed to the Town Clerk.

4.4 Following decisions of the Town Council, employees take their instructions from the Town Clerk or other designated officer. Any questions relating to operational matters should always be directed to the Town Clerk, or other senior Officer, not to the employee directly concerned.

4.5 Questions from Members are always welcome on any aspect of the Town Council's policies and activities. Members are requested to make an appointment at a mutually convenient time, preferably during working hours with the relevant Officer and give notice of the topic, so that it can be researched, or submit the question in writing or by email.

4.6 Employees of Farnham Town Council serve the whole organisation, and are responsible to the

Town Clerk and not individual elected members who serve on the organisation, whatever office they might hold. Their conduct is subject to the application of the organisation's employment policies and procedures.

5. The Council Decision Making Process

- 5.1 Once decisions have been made by Council, budgets approved or policy made, day-to-day decision making remains the responsibility of the Town Clerk. Standing Orders, Financial Regulations and the scheme of delegation specifically authorise some delegation to Officers within specified limits or parameters.

6. Members' Conduct and Relations between Members and Employees

- 6.1 Relations between Members and Officers should always be on the grounds of "mutual respect" with normal standards of courtesy maintained at all times, and without any close personal familiarity which could prove embarrassing and damaging to both parties. This plays a very important part in the organisation's reputation and how it is seen by the public and other local authorities and organisations.
- 6.2 Any close, personal, family or social relationship between any Member and any employee must be declared by both parties to the Town Clerk as this can damage the principle of mutual respect and could also, intentionally or accidentally, lead to the passing of confidential information, or information which should not properly be passed between them, e.g. personal details. Such familiarity could also cause embarrassment to other members and/or other employees and even give rise to suspicions of favouritism.
- 6.3 Any such declaration by the Town Clerk is to be made to the Chairman of the Human Resources Panel and Lead Member of the Strategy and Finance Working Group.
- 6.4 Members are requested to reply in good time to any correspondence sent, in particular to invitations to key civic events and to give their apologies to the Town Clerk or the Town Council Reception in respect of any events that they are unable to attend.
- 6.5 Members should only contact staff on business matters through agreed communication channels. Individual staff should not be contacted on personal mobile or home phone numbers outside working hours or when on leave unless specific approval has been given. The Town Clerk and Team Leaders may be contacted out of hours as required on business matters which cannot wait until the next working day.
- 6.6 In their dealings with all employees, members need to be aware that it is easy for employees to be overawed and feel at a disadvantage. Such feelings can be intensified where members hold positions of responsibility such as Lead Members.
- 6.7 Members should not approach an employee direct to undertake tasks on their behalf. Nor should a Member apply undue pressure, either to do anything that an employee is not empowered to do or to undertake work outside normal duties or outside normal hours. All approaches should go via the Town Clerk or appropriate senior officer.
- 6.8 Employees must neither seek to use undue influence on an individual member to make a decision in their favour nor raise personal matters to do with their job nor make claims or allegations about other employees. This should be done as part of the Grievance Procedure already in place.

7. Political and Personal Matters

- 7.1 All Officers must treat all Members and all political groups in a fair, impartial and even-handed manner.
- 7.2 Members must not seek preferment for themselves or any political party or other group or seek advice from any Officer on purely party political business.
- 7.3 Members must not request that any mail is despatched at public expense if it relates to any activities arising from their membership of any political party.
- 7.4 Members must not request that any mail of a purely private nature is despatched at public expense even if non-political.
- 7.5 Members of the Council or of any Committee, Working/Task Group shall not solicit any person for appointment to or by the Council or recommend any person for an appointment or promotion; but, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment (Standing Order 23.7)
- 7.6 Senior employees (i.e. Team Leaders and the Town Clerk) will not be permitted to be local authority councillors in Farnham, Waverley or at Surrey County Council level, nor should they speak or publish written work for the public at large or to a section of the public with the apparent intention of affecting public support for a political party.
- 7.7 Employees must not be involved in advising any political group within the organisation or attend any of their meetings in a personal or official capacity.

8. Preparation of Council Agendas, Minutes and Reports and Conduct of Meetings

- 8.1 The Town Clerk, or other appointed Officer, is responsible under statute for preparing the Agendas for all meetings of the Town Council, Committees, Working Groups, Sub-Committees and Panels and Task Groups and for circulation of them to meet statutory requirements. The preparation of agendas, particularly for sensitive matters, may be done in consultation with the appropriate Chairman.
- 8.2 Agendas will be circulated by email to all councillors and by hard copy (if required) to Members of the particular Working Group or Full Council.
- 8.3 Additional matters for discussion at any meeting may only be considered at the discretion of the Mayor or Lead Member, in agreement with the Town Clerk.
- 8.4 The Town Clerk, or other appointed Officer, is responsible for the content of all Minutes and for circulation of them to meet statutory requirements. Any agreed inaccuracies of Minutes takes place at the next meeting of the Council, Committee, Working group or Panel (Standing Order 7.1 c). Individual councillors cannot require changes outside meetings.
- 8.5 An Officer will be present at all meetings involving Members of the Town Council and will advise on any questions relating to Standing Orders, Financial Regulations, legal requirements or committee procedures and will produce formal minutes of the meeting.
- 8.6 When a named Officer has produced a written report for the consideration of Members he is known as the "Lead Officer" for the particular topic and is always given the opportunity to introduce the report and answer any questions about it, preferably having received notice verbally or in writing.

- 8.7 The Lead Officer may not necessarily be the same Officer who attends to give advice on legal requirements or procedures and produce the minutes as referred to in 8.4 above.
- 8.8 All Committee reports will, where appropriate, contain a recommendation which formally sets out the best advice from the Officers concerned, although the decision to accept this or not rests with the Members.
- 8.9 Any Member is entitled to submit a Notice of Motion relevant to some question over which the Town Council has power or which affects its area, for inclusion on a relevant Council or Working Group agenda. It must be submitted in accordance with Standing Order 6.
- 8.10 Any such motion, on being adopted, would stand referred to the relevant Committee/Working Group if it related directly to the Town Council's services (Standing Order 6.6).
- 8.11 Unless advised otherwise by the Mayor or Lead Member of the meeting concerned, portable devices may be used during meetings for purposes other than voice communication but ring tones and alarms should be on silent.
- 8.12 Working Groups tend to be informal whilst the Full Council is a more formal meeting and Officers and Members are expected to dress as is appropriate to the occasion when representing the Town Council.

9. Confidentiality

- 9.1 All confidential Agendas/Reports are normally circulated on pink paper and are "exempt information" as defined by the Local Government Act 1972. Reports or discussions thereon should not be revealed outside any Council meeting and the facility is available at the Town Council's offices for shredding confidential Agendas/Reports. Any confidential document sent by email must not be shared or forwarded to any person who is not entitled to have a copy. Working Group and Task Group reports may contain confidential contract or other information not in the public domain and should be treated as confidential until included in the agenda for Council.
- 9.2 Members must not raise matters relating to the conduct or capability of individual Officer(s) (either individually or collectively) at any meeting. Any such criticism must be raised initially with the Town Clerk, or other appointed Officer.
- 9.3 Employees must not raise matters relating to the conduct or capability of Members (either individually or collectively) at any meetings. Any such criticism must be raised initially with the Town Clerk, or other appointed Officer who will raise the matter with the Leader of the Council, Lead Member for Strategy and Finance or the Mayor as appropriate.

10. Official Correspondence/Media

- 10.1 In general, official letters must be sent in the name of the appropriate Officer, rather than in the name of an individual councillor unless there is some exceptional reason to the contrary. In practice, official correspondence relating to Council business will be prepared for Lead Members and other postholders (eg thank you letters for events, invitations to open days etc).
- 10.2 Relations with the media are the responsibility of the Leader/Spokesperson of the Council as appointed or Town Clerk who can authorise other Officers to provide factual information, or delegate day-to-day matters in accordance with any approved policy.

- 10.3 Members may comment in line with approved Town Council policies but only the Council Leader/Spokesperson may comment on behalf of the Town Council on any non-policy matter. Councillors can advise the Leader/Spokesperson or Town Clerk in such circumstances.

11 Declarations of Interest

- 11.1 In accordance with Government legislation, all members must declare any personal or disclosable pecuniary interests in line with the Farnham Town Council Code of Conduct in respect of any item under consideration by Farnham Town Council, or meetings of its Working Groups.
- 11.2 Employees should declare to the Town Clerk any financial or non-financial interests which they consider could potentially bring about conflict with the Town Council's interests, and if such a conflict is relevant to a matter under discussion at a meeting they are attending, they should withdraw for the item under discussion in the same way as a Councillor would withdraw. The Town Clerk should make any such declarations direct to Council.

12. Corporate Governance

- 12.1 Both Members and Employees acknowledge the importance of Good Corporate Governance and the principles which underpin it (openness, integrity and accountability) and have undertaken to meet all prescribed requirements including those specified by the External Auditor from time to time.
- 12.2 Both Members and Employees acknowledge the importance of "due process" in carrying out their respective roles for the benefit of the Town Council and both parties have undertaken not to compromise the agreed procedures and practices.
- 12.3 The Statement of Accounts will be presented for approval annually and will comply with all statutory requirements, including a Statement of Internal Control. This specifies the control systems which ensure that Town Council activities are conducted in accordance with law, proper standards and safeguards.
- 12.4 Both Members and Officers have undertaken to meet all practicable requirements in the stewardship of all resources, to ensure economy, efficiency and effectiveness
- 12.5 Both Members and Officers have undertaken to strive for the continuous improvement of services and to follow adopted risk management systems.
- 12.6 Both Members and Officers have undertaken that any complaints received will be handled in accordance with employee contracts and the Complaints Procedure. Where mediation is encouraged or required it is expected that this will be followed to find a solution.

13 Redress

- 13.1 Any Officer who feels he has not been treated with respect and courtesy by any Member must raise this initially with the Town Clerk, or other appointed Officer.
- 13.2 Any Member who feels he has not been treated with respect and courtesy by any employee must raise this initially with the Town Clerk or in the case of the Town Clerk, with the Leader of Council/Lead Member of the Strategy and Finance Working Group.

- 13.3 If necessary, an issue will be subject to further consideration by the Town Clerk together with the Town Mayor/Leader, and referred to Full Council if required.
- 13.4 If an employee is found to be in breach of the requirements of this Protocol, appropriate disciplinary action will result.
- 13.5 If an elected member is in breach of the requirements of this Protocol, then the Town Mayor and Leader of Council/Lead Member for Strategy and Finance will treat the matter as extremely serious and will take appropriate action, involving the Full Council and, if necessary, referring the matter to the Monitoring Officer at Waverley Borough Council.

Copies of this Protocol are issued to all councillors (Members) on election, and to all employees (Officers) on appointment.

The above will complement any statutory procedures enacted from time to time under the Local Government Act 2000, the Localism Act 2011, or related legislation.

Date of Adoption

This Member Officer Protocol was reviewed and adopted by Council in April 2019

Review Date – 2023



Farnham Town Council Procedure for the Co-option of a Councillor Adopted April 2019

Introduction

This procedure is based on the National Association of Local Councils (NALC) Legal Briefing L15-08 – Good practice for selection of candidates for co-option to local Councils.

Parish Councils are permitted to exercise the power to co-opt a person on to the Council to fill a casual vacancy when the requirements to hold an election have not been met (i.e. the vacancy was the subject of a public notice and less than 10 registered electors requested a by-election by the published deadline).

Advertisements

NALC recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

Farnham Town Council advertise a vacancy in the Farnham Herald on its noticeboards, on its website www.farnham.gov.uk and through social media, with an application form and closing date for applications.

Application Process

All potential candidates should put their application in writing (an application form is published on the website or available by other means on request) and provide the following information to assist Council in making its decision:-

- i. Name, address and contact details.
- ii. Reason for wishing to be co-opted as a Councillor.
- iii. Confirmation of eligibility to become a Councillor.

Prior to the next Full Council meeting:

- i) The Town Clerk will check that each candidate is qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80;

- ii) The completed application forms will be circulated to Councillors with the agenda for the meeting. All such documents will be treated by the Clerk and Councillors as strictly private and confidential apart from the name of the candidate and the accompanying reason for wishing to be co-opted.

At the next Full Council meeting:

- i. The election of the councillor will be an agenda item on the public part of the agenda. Candidates will be invited to speak for three minutes in support of their statement of why they would like to be co-opted. Councillors may ask questions of each candidate for a further three minutes.
- ii. If a Councillor is a relative of or has connections with any candidate which may be perceived as prejudicial, that Councillor should declare an interest and withdraw from the meeting and will not be allowed to vote.
- iii. Voting is in accordance with standing orders and will be in public. A voting form may be produced depending on the number of candidates.
- iv. The successful candidate should receive an absolute majority vote of those present and voting. So if there are more than two candidates for the vacancy and none of them at the first count has an overall majority, the candidate with the fewest votes should be eliminated and the remainder put to the vote again. The process should be repeated as necessary until one candidate has an overall majority. The Mayor has a second and casting vote in the event of a tie.
- v. The successfully co-opted candidate will become a Councillor in his/her own right, with immediate effect once the Declaration of Acceptance of Office has been signed. The successful candidate will also need confirm that they will comply with and abide by the Town Council's Code of Conduct, The Registration of Interests Form must be completed within 28 calendar days of appointment.
- vi. The co-opted Councillor is no different to any other Councillor and will serve until the next normal election.

Date of Adoption

This Procedure for the Co-option of a Councillor was adopted by Council in April 2019

Review Date – 2022



Co-option of a Town Councillor for the _____ Ward

Application Form

Full Name:	
Address:	
Telephone: Home	Mobile:
Email:	
I confirm I am over 18 years old?	

Please say why you would like to be co-opted as the Town Councillor for the _____ ward and include any relevant skills, knowledge or experience (continue on a separate sheet if necessary):

Signed

Dated

Please return your completed application form, together with the co-option eligibility form, to the Town Clerk, Iain Lynch by email to town.clerk@farnham.gov.uk or by post to Farnham Town Council, Council Offices, Farnham, Surrey GU9 7RN.

Applicants will be invited to the Council meeting _____ to make a statement in support of their application when the co-opted councillor will be elected.

Please complete and sign this eligibility form.



Co-option Eligibility Form

To qualify as a Parish or Town Councillor, and to hold this position, an applicant must be:

A British, Irish or qualifying Commonwealth citizen, or a citizen of any other member state of the European Union and on the relevant day (the day of nomination or election) have reached 18 years of age or over. They must also meet at least one of these four qualifications:

- on the relevant day and thereafter they continue to be on the electoral register for Farnham
- during the whole of the twelve months before that day, they have owned or tenanted land or premises in the parish of Farnham
- during the whole of the twelve months before that day their principal or only place of work has been in the parish of Farnham
- during the whole of the twelve months before that day, they have lived in the Farnham Town Council area or within 4.8km (3 miles) of the Town boundary.

Under the Local Government Act 1972, an applicant may be disqualified from standing (or being co-opted), if they are employed by the council, have had bankruptcy restriction orders made against them or they have a previous criminal conviction with a prison sentence of three months or more or are otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices. If you are in any doubt whether you would be able to stand for election please contact Waverley Borough Council Electoral Services on 01483 523116 or see the Electoral Commission website

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

I (insert full name) hereby confirm that I am eligible to apply for the vacancy of Farnham Town Councillor and that the information provided on this form is a true and accurate record of my circumstances.

Signed Dated

All completed applications must be received by the Town Clerk by _____

Please note it is a condition of being a Councillor that a means of contact by telephone and/or e-mail will be published as public information. A declaration of interests form will also need to be completed.

E



Farnham Town Council

Report and Financial Statements

Year ending 31st March 2019



Farnham Town Council

Financial Statements for the year ended 31 March 2019

Explanatory Foreword

Farnham Town Council's Financial Statements for the year ended 31 March 2019 are set out on the pages attached and consist of the following:

- **The Income & Expenditure Account**, showing income and expenditure on all services.
- **The Balance Sheet**, setting out the Council's financial position at the year end.
- **Notes to the Accounts**, providing information on amounts included in the statements.

This foreword provides a brief summary of the more important aspects of Farnham Town Council's activities and its financial position.

Basis of preparing the Financial Statements

As the Council's income is less than £6,500,000, the Council's accounts follow the CIPFA Accounting Guidance for medium-sized councils. The balance sheet does not therefore need to include the value of fixed assets such as premises, equipment and infrastructure, although they are included for completeness. The cost of services excludes depreciation and the accounts also exclude adjustments that would be necessary to meet accounting standards relating to the accounting treatment for retirement benefits, as compliance is not required.

External Auditor's Opinion

The External Auditor's Opinion is provided on an Annual Governance & Accountability Return provided to the Council's Auditors:

PKF Littlejohn LLP
Ref: SBA
2nd Floor
1 Westferry Circus
Canary Wharf
LONDON
E14 4HD

The figures provided in these statements are consistent with those provided in the Annual Governance & Accountability Return.

The Annual Governance & Accountability Return can be seen with the April 2019 Council Agenda and is also available online at www.farnham.gov.uk or on request from Farnham Town Council.

Farnham Town Council Outturn for the Year ended 31st March 2019

The outturn for the year is set out in the Income & Expenditure Account on page 4 and may be summarised as follows:

	£
Cost of services	1,374,964
Income received	318,195
	<hr/>
Net spending	1,056,769
Local Parish Council Tax Grant (included in income)	14,265
Precept on Waverley Borough Council	1,064,992
	<hr/>
Amount transferred to balances for the year	8,223

Capital expenditure

The funding for capital expenditure in the 2018/19 year was all from revenue (including grants) and balances. There was no borrowing in the year.

Statement of responsibilities for the Statements of Accounts

The Council is required to:

- Make arrangements for the administration of its financial affairs.
- Ensure that one of its officers (referred to as the Responsible Financial Officer) is responsible for the administration of those affairs. At Farnham Town Council, that officer is the Town Clerk.
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The Responsible Financial Officer is responsible for preparation of the Council's statements of accounts in accordance with the CIPFA Accounting Guidance so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2019 and its income and expenditure for the year then ended. In preparing the statements of accounts, the Responsible Officer has:

- Selected suitable accounting policies and applied them consistently;
- Made judgements that were reasonable and prudent; and
- Complied with the Guidance.

The Responsible Officer has also:

- Kept proper accounting records that were up to date; and
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

Councillor David Attfield
Town Mayor (2018-19)
Council Offices
South Street
Farnham
Surrey GU9 7RN

Farnham Town Council
Income & Expenditure for the year ended 31 March 2019

Expenditure by Working Groups	Year ended 31 March 2019			2017/18
	Expense	Income	Net	Net
	£	£	£	£
1 Strategy & Finance (excluding precept)	742,912	41,088	701,824	566,260
2 Community Enhancement	259,916	59,939	199,977	269,374
3 Tourism & Events	223,635	117,157	106,478	111,854
4 Cemeteries	148,501	100,011	48,490	43,886
<hr/>				
Net cost of services	1,374,964	318,195	1,056,769	991,374
			£	£
Precept on the Borough Council			1,064,992	1,035,819
Surplus/(Deficit) for the year			8,223	44,505
Movement on General Fund balance and reserves:				
Balance brought forward			1,434,067	1,389,562
Surplus/Deficit for the year			8,223	44,505
Balance carried forward			1,442,290	1,434,067

Farnham Town Council Balance Sheet at 31 March 2019

	Notes	31 March 2019		31 March 2018	
		£	£	£	£
Fixed assets					
Tangible fixed assets	1, 3		-		-
Current assets					
Money Market deposits		1,332,603		1,618,822	
Debtors (including VAT recoverable)	4	49,498		46,366	
Bank/Petty cash		218,893		1,258	
Mayor's charity funds held by council		6,473		1,906	
Total current assets			1,607,467		1,668,352
Current liabilities					
Creditors and accrued expenses including commercial card and Mayor's charity funds	5		164,428		234,285
Total assets less current liabilities			1,443,039		1,434,067
Capital and reserves					
Earmarked Reserves	6		918,000		913,000
General Reserves			524,290		521,067
Total reserves			1,442,290		1,434,067

The Council has an outstanding Public Works Loans Board (No 478388) repayable on an annuity basis until 29/10/22.

The amount outstanding is:	£37,913	£41,347
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The Notes on pages 6 to 10 also form part of the Financial Statements.

The Council falls within the Audit Commission's 'lighter touch' audit regime and so the external audit opinion is provided on the Annual Return, which includes a summary of the Income and Expenditure Statement and Balance Sheet.

The above statement presents fairly the financial position of the Council as at 31 March 2019 and reflects its income and expenditure for the year. These Financial Statements reflect statements that were approved at a meeting of the Council held in April 2019.

.....
Town Mayor 2018-19

.....
Responsible Financial Officer

Farnham Town Council

Notes to the Financial Statements for the year ended 31 March 2019

I. Principal accounting policies

Accounting convention

The Financial Statements have been prepared in accordance with the CIPFA Accounting Guidance for Local Councils, which is recognised by statute as representing proper accounting practices, as applied to the accounts of local councils.

Fixed assets

The Council's Financial Statements are not required to include the value of fixed assets on the balance sheet or depreciation in the Income & Expenditure Account. The acquisition, creation or enhancement of fixed assets is charged to revenue each year, and disposal proceeds are credited to a capital receipts reserve if not immediately used to fund capital expenditure.

Fixed assets are valued in the Notes to the Financial Statements on the bases recommended by CIPFA and in accordance with the statements of asset valuation principles set out in 'Governance and Accountability – A Practitioners' Guide' and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

- Land, operational properties and equipment, infrastructure and community assets are valued at the original purchase price, or the value at first recording of the asset. These values remain unchanged until disposal.
- Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Assets considered to have no appreciable realisable value are recorded at their historic cost value or given a £1 nominal value.

At the end of the 2013-14 financial year, the assets were reviewed and restated in line with the latest guidance issued by the external auditor with assets previously listed to include proxy values, being revalued to zero (for gifts) or £1 for assets transferred from another authority.

Debtors and creditors

The Council's Financial Statements are maintained on an accruals basis. Amounts due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

Stocks and work in progress

Stocks of office supplies and for grounds maintenance have been treated as consumed because their value was not material.

Reserves

The Council maintains certain operational reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 6.

General administration and support service costs

Central administrative support costs are reallocated direct to the services concerned, so far as they can reasonably be ascertained. The remaining administrative costs, including those relating to the democratic process, are shown as a separate service cost in the Income & Expenditure Account.

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2019
(continued)

2. Pension costs

The Council's staff members are eligible to become members of the Surrey Superannuation Fund, which is administered by Surrey County Council and are auto-enrolled into the scheme as required.

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees. These contributions are determined by the Fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the Fund, in accordance with relevant government regulations. The next triennial review is due in 2019.

3. Fixed assets (following revaluation 31st March 2014 in line with external auditor's latest guidance)	31st March 2019	31st March 2018
Operational land and buildings (on historic cost basis)	£	£
Council Offices	270,568	261,728
Other Public Buildings	246,617	243,220
Wrecclesham Community Centre	205,901	205,901
Depot	122,362	122,362
 Vehicles and equipment		
Vehicles	103,778	103,778
Audio and Visual Systems	25,603	25,603
Christmas Decorations	107,562	101,275
Civic Insignia	14,814	14,814
Grounds Equipment	69,486	68,482
Computers, telephones and office equipment	78,736	69,198
Other	27,011	27,009
 Infrastructure assets		
Bus shelters	59,707	59,707
Town Centre CCTV	43,324	43,324
Boards and Signs	13,547	13,547
Street furniture (Litter bins, lampposts, Seats)	19,478	19,478
 Community assets		
Cemeteries	373,978	353,459
Allotments and Gardens	28,641	25,892
Long-term investments		
CCLA Local Authorities Property Fund	250,000	100,000
Total value	2,061,113	1,858,775

Farnham Town Council

Notes to the Financial Statements for the year ended 31 March 2019 (continued)

4. Debtors and prepayments	2019	2018
	£	£
Debtors	13,348	26,872
Value added tax	36,150	19,494
Prepayments	-	-
	49,498	46,366

5. Creditors and accrued expenses	2019	2018
	£	£
Creditors	2,820	12,599
Pensions/PAYE/NIC creditor	7,612	7,121
Income in advance	82,492	102,586
Accruals	62,781	106,340
HSBC Commercial Card	2,250	3,733
Mayor's charity funds held by Council	6,473	1,906
	164,428	234,285

6. Earmarked Reserves and General Reserves

Category	Balance at 31.3.19	Comments
Election and By-election Fund	£35,000	To cover Election and By-election costs. WBC invoices after an election.
Legal Expense fund	£30,000	To cover unforeseen legal costs.
New Equipment	£50,000	Planned equipment upgrades including vehicles.
Wrecclesham Community Centre	£35,000	Provision unforeseen expenditure.
Bus Shelters and Street Furniture	£20,000	Infrastructure to be developed.
SCC Bus Shelter Refurbishment	£8,000	Committed sum from Surrey County Council for bus shelter refurbishment
Gostrey Meadow and public space enhancements	£40,000	Includes lighting/ power upgrades and bandstand.
Additional CCTV equipment	£50,000	To fund programmed investment.
Planning	£25,000	Provision for Neighbourhood Plan.

/cont'd
Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2019
(continued)

6. Earmarked Reserves and General Reserves (continued)

Category	Balance at 31.3.19	Comments
Environment	£20,000	Provision for environmental initiatives.
Cemetery Chapels	£160,000	Major repairs are required to the Chapels.
Cemetery Enhancements	£40,000	Programme of works to footpaths and memorials.
Cemeteries	£30,000	Other identified costs including future provision.
IT investment	£15,000	To fund required investment/ upgrades.
Tourism Development	£10,000	To fund improved services.
Public Conveniences	£80,000	Upgrade to improve public conveniences including Gostrey Meadow.
Town Hall	£100,000	Unforeseen/emergency repairs provision
Council Chamber	£20,000	Replacement furniture and equipment
Christmas Lights	£35,000	To fund the purchase of future Christmas Lights
Capital Receipts	£115,000	This comprises capital receipts arising from the disposal of fixed assets less expenditure on new capital items.
Total Earmarked	£918,000	
General	£524,290	FTC Policy states that the general reserves should not dip below 50% of the total annual precept or operating expenditure.
Total Reserves	£1,442,290	

7. Contingent liabilities

There were no contingent liabilities at 31 March 2019 (2018: none).

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2019
(continued)

Grants paid in the year

During the year grants were paid to the following organisations:

<u>Community Grants:</u>	£
5th Farnham (Bourne) Scout Group	2,000
Badshot Lea Village Hall Trust	550
Badshot Lea Village Infant School	250
The Bishop's Meadow Trust	1,500
Challengers	1,500
Creative Response Arts Limited	1,000
The Dance Movement	1,000
FADEG	750
Farnham Buildings Preservation Trust	1,250
Farnham Carnival	1,500
Farnham Competitive Music Festival	500
Farnham District Scouts	2,000
Farnham Maltings (pop up crafts)	1,000
Farnham Sinfonia	500
Farnham Taiko drummers	500
Groundwork South East	800
Hale Carnival Committee	500
Hale Community Project	750
The Helen Arkell Dyslexia Centre	750
Heritage Open Days	1,500
Homestart	750
Museum of Farnham	750
The New Ashgate Gallery	800
Rural Life Centre	1,000
Surrey Fire & Rescue Service	500
Sandy Hill Inclusive Partnership	1,000
Tice's Meadow Bird Group	500
VC Meudon Sports Club	2,000
Waverley Singers	500
William Cobbett Society	2,000
The Woodlarks Centre	<u>1,000</u>
	<u>30,900</u>
In addition regular grants for services provided were made to:	
Farnham Maltings	13,000
Citizens Advice Bureau	17,500
40 Degreez	2,000
Waverley Hoppa	10,000
Brightwells Gostrey Centre	<u>10,000</u>
	<u>52,500</u>

<u>Town Clerk Small Grants</u>	<u>£</u>
Farnham Museum	250
Repair Café	250
Phyllis Tuckwell Car Show	100
St Andrew's Christmas Tree Festival	250
Royal British Legion	218
Farnham Rivers Group	175
Rotary Cyclathon	130
Winterfest	250
Farnham Sports Council	<u>250</u>
	<u>1,873</u>

Summary Income & Expenditure by Budget Heading 31/03/19



Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Strategy & Finance</u>							
Income	1,077,056	1,106,080	1,091,752	(14,328)			101.3%
Expenditure	607,497	742,912	623,877	(119,035)	24,726	(143,761)	123.0%
Movement to/(from) Gen Reserve	<u>469,558</u>	<u>363,168</u>					
<u>Community Enhancement</u>							
Income	58,191	59,939	46,500	(13,439)			128.9%
Expenditure	327,565	259,916	293,900	33,984	20,290	13,694	95.3%
Movement to/(from) Gen Reserve	<u>(269,373)</u>	<u>(199,977)</u>					
<u>Tourism & Events</u>							
Income	87,587	117,158	68,500	(48,658)			171.0%
Expenditure	199,441	223,635	233,825	10,190	9,237	953	99.6%
Movement to/(from) Gen Reserve	<u>(111,854)</u>	<u>(106,477)</u>					
<u>Cemeteries</u>							
Income	91,107	100,011	71,700	(28,311)			139.5%
Expenditure	134,933	148,501	126,850	(21,651)	5,539	(27,191)	121.4%
Movement to/(from) Gen Reserve	<u>(43,826)</u>	<u>(48,491)</u>					
Grand Totals:- Income	1,313,940	1,383,187	1,278,452	(104,735)			108.2%
Expenditure	1,269,436	1,374,964	1,278,452	(96,512)	59,792	(156,304)	112.2%
Net Income over Expenditure	<u>44,505</u>	<u>8,223</u>	<u>0</u>	<u>(8,223)</u>			
Movement to/(from) Gen Reserve	<u>44,505</u>	<u>8,223</u>					

Summary Income & Expenditure by Budget Heading 31/03/19



Month No: 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Professional Services & Admin							
	Income	10	416	0	(416)			0.0%
	Expenditure	76,800	95,562	101,350	5,788	3,738	2,050	98.0%
	Movement to/(from) Gen Reserve	<u>(76,790)</u>	<u>(95,146)</u>					
110	Governance & Democratic							
	Income	2,500	2,320	0	(2,320)			0.0%
	Expenditure	125,335	116,869	156,250	39,381	961	38,420	75.4%
	Movement to/(from) Gen Reserve	<u>(122,835)</u>	<u>(114,549)</u>					
120	Office & Customer Services							
	Income	1,393	455	0	(455)			0.0%
	Expenditure	101,725	106,439	102,050	(4,389)	1,338	(5,726)	105.6%
	Movement to/(from) Gen Reserve	<u>(100,332)</u>	<u>(105,984)</u>					
130	Grants							
	Expenditure	63,755	72,023	72,000	(23)		(23)	100.0%
140	Planning							
	Income	2,880	0	0	0			0.0%
	Expenditure	37,258	34,550	36,700	2,150		2,150	94.1%
	Movement to/(from) Gen Reserve	<u>(34,378)</u>	<u>(34,550)</u>					
141	Elections							
	Expenditure	0	3,773	5,000	1,227		1,227	75.5%
142	Neighbourhood Plan							
	Income	78	0	0	0			0.0%
	Expenditure	12,080	58,347	41,500	(16,847)		(16,847)	140.6%
	Movement to/(from) Gen Reserve	<u>(12,002)</u>	<u>(58,347)</u>					
145	Publicity							
	Expenditure	0	50	0	(50)		(50)	0.0%
150	Other Operating Income/Costs							
	Income	1,064,361	1,096,357	1,086,252	(10,105)			100.9%
	Expenditure	111,182	160,349	18,227	(142,122)		(142,122)	879.7%
	Movement to/(from) Gen Reserve	<u>953,179</u>	<u>936,009</u>					
160	Wrecclesham Community Centre							
	Income	4,375	6,250	5,500	(750)			113.6%
	Expenditure	958	2,314	5,500	3,186		3,186	42.1%
	Movement to/(from) Gen Reserve	<u>3,417</u>	<u>3,936</u>					
170	Community Development							
	Expenditure	27,545	24,996	22,000	(2,996)		(2,996)	113.6%
171	Community Safety & Well-being							
	Expenditure	13,767	9,941	8,300	(1,641)		(1,641)	119.8%
175	Localism - New Initiatives/Pro							
	Expenditure	37,093	34,971	55,000	20,029	14,490	5,539	89.9%
200	Grounds Services							
	Income	(23)	8,269	0	(8,269)			0.0%
	Expenditure	114,357	59,468	52,850	(6,618)	8,836	(15,454)	129.2%
	Movement to/(from) Gen Reserve	<u>(114,380)</u>	<u>(51,199)</u>					
201	Highways							
	Income	15,647	5,793	0	(5,793)			0.0%
	Expenditure	5,000	6,589	10,000	3,412		3,412	65.9%
	Movement to/(from) Gen Reserve	<u>10,647</u>	<u>(796)</u>					
205	War Memorial							
	Expenditure	3,204	7,915	7,000	(915)		(915)	113.1%
210	Farnham In Bloom							
	Income	20,265	22,450	24,000	1,550			93.5%
	Expenditure	104,286	109,701	105,900	(3,801)	11,321	(15,122)	114.3%
	Movement to/(from) Gen Reserve	<u>(84,020)</u>	<u>(87,251)</u>					

Summary Income & Expenditure by Budget Heading 31/03/19

Month No: 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
220	Other Open Spaces							
	Income	25	50	0	(50)			0.0%
	Expenditure	4,158	9,833	2,000	(7,833)		(7,833)	491.7%
	Movement to/(from) Gen Reserve	<u>(4,133)</u>	<u>(9,783)</u>					
240	Allotments							
	Income	15,885	15,881	16,500	619			96.3%
	Expenditure	16,468	17,964	18,150	186		186	99.0%
	Movement to/(from) Gen Reserve	<u>(583)</u>	<u>(2,082)</u>					
250	Public Conveniences							
	Income	0	35	0	(35)			0.0%
	Expenditure	68,110	38,553	79,500	40,947	133	40,814	48.7%
	Movement to/(from) Gen Reserve	<u>(68,110)</u>	<u>(38,518)</u>					
260	Town Centre & Rural Dev							
	Income	6,392	7,461	6,000	(1,461)			124.4%
	Expenditure	11,982	9,894	18,500	8,606		8,606	53.5%
	Movement to/(from) Gen Reserve	<u>(5,590)</u>	<u>(2,433)</u>					
300	Tourism							
	Income	7,434	8,165	0	(8,165)			0.0%
	Expenditure	36,674	34,793	36,625	1,832	569	1,263	96.6%
	Movement to/(from) Gen Reserve	<u>(29,241)</u>	<u>(26,628)</u>					
310	Events							
	Income	130	2,346	0	(2,346)			0.0%
	Expenditure	46,208	41,892	62,550	20,658	1,413	19,245	69.2%
	Movement to/(from) Gen Reserve	<u>(46,078)</u>	<u>(39,546)</u>					
311	Picnic in the Park							
	Income	2,515	1,495	1,650	155			90.6%
	Expenditure	4,774	5,564	4,650	(914)	1,125	(2,039)	143.8%
	Movement to/(from) Gen Reserve	<u>(2,260)</u>	<u>(4,069)</u>					
312	Food Festival							
	Income	16,528	23,497	14,500	(8,997)			162.0%
	Expenditure	13,564	20,211	19,650	(561)	300	(861)	104.4%
	Movement to/(from) Gen Reserve	<u>2,963</u>	<u>3,285</u>					
313	Music in the Meadow							
	Income	7,734	5,600	4,750	(850)			117.9%
	Expenditure	10,096	8,810	9,300	490	205	285	96.9%
	Movement to/(from) Gen Reserve	<u>(2,362)</u>	<u>(3,210)</u>					
314	Christmas Switch-on							
	Income	4,837	3,285	3,650	365			90.0%
	Expenditure	9,833	9,284	9,800	516	300	216	97.8%
	Movement to/(from) Gen Reserve	<u>(4,996)</u>	<u>(5,999)</u>					
315	Heritage Open Days							
	Income	1,400	0	0	0			0.0%
	Expenditure	4,478	2,162	1,500	(662)		(662)	144.1%
	Movement to/(from) Gen Reserve	<u>(3,078)</u>	<u>(2,162)</u>					
316	Christmas Market							
	Income	19,602	30,020	16,950	(13,070)			177.1%
	Expenditure	12,830	16,005	10,000	(6,005)	300	(6,305)	163.1%
	Movement to/(from) Gen Reserve	<u>6,772</u>	<u>14,015</u>					
317	Spring Festival							
	Income	2,295	3,764	1,900	(1,864)			198.1%
	Expenditure	3,865	3,930	4,250	320	668	(348)	108.2%
	Movement to/(from) Gen Reserve	<u>(1,571)</u>	<u>(166)</u>					

Summary Income & Expenditure by Budget Heading 31/03/19

Month No: 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
318	Gin Festival							
	Income	7,429	21,499	7,500	(13,999)			286.7%
	Expenditure	7,548	17,837	10,250	(7,587)		(7,587)	174.0%
	Movement to/(from) Gen Reserve	<u>(119)</u>	<u>3,662</u>					
320	Farmers' Market							
	Income	17,084	16,386	16,600	214			98.7%
	Expenditure	15,639	13,204	20,750	7,546	70	7,476	64.0%
	Movement to/(from) Gen Reserve	<u>1,445</u>	<u>3,182</u>					
330	Christmas Lights							
	Income	600	1,100	1,000	(100)			110.0%
	Expenditure	33,641	49,941	44,500	(5,441)	4,287	(9,728)	121.9%
	Movement to/(from) Gen Reserve	<u>(33,041)</u>	<u>(48,841)</u>					
340	Banners							
	Expenditure	289	0	0	0		0	0.0%
400	Cemeteries							
	Income	91,107	100,011	71,700	(28,311)			139.5%
	Expenditure	134,248	144,005	126,850	(17,155)	5,539	(22,694)	117.9%
	Movement to/(from) Gen Reserve	<u>(43,141)</u>	<u>(43,994)</u>					
903	Hale Chapels							
	Expenditure	685	4,496	0	(4,496)		(4,496)	0.0%
905	Conservation Area Capital Proj							
	Income	0	281	0	(281)			0.0%
	Expenditure	0	22,729	0	(22,729)	4,200	(26,929)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(22,448)</u>					
910	Wrecclesham Community Centre R							
	Income	1,458	0	0	0			0.0%
	Grand Totals:- Income	1,313,940	1,383,187	1,278,452	(104,735)			108.2%
	Expenditure	1,269,436	1,374,964	1,278,452	(96,512)	59,792	(156,304)	112.2%
	Net Income over Expenditure	<u>44,505</u>	<u>8,223</u>	<u>0</u>	<u>(8,223)</u>			
	Movement to/(from) Gen Reserve	<u>44,505</u>	<u>8,223</u>					

Detailed Income & Expenditure by Account 31/03/19



Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1000 Hall & Room Lettings Income	6,273	6,505	5,500	(1,005)			118.3%
1030 Commercial Lettings Income	4,200	6,600	4,200	(2,400)			157.1%
1060 Section 106 contributions	0	281	0	(281)			0.0%
1080 Allotment Rents Income	15,143	14,461	16,500	2,039			87.6%
1100 Interment Fees Income	32,105	30,760	30,000	(760)			102.5%
1110 Allotment Admin fee	606	449	0	(449)			0.0%
1120 Grave Purchases Income	47,271	56,744	35,000	(21,744)			162.1%
1130 Memorials Income	5,175	5,160	2,500	(2,660)			206.4%
1160 Cemeteries Other Income	206	172	0	(172)			0.0%
1200 Grants Income	1,400	750	500	(250)			150.0%
1201 Sponsorship Income (+VAT)	42,255	35,355	28,550	(6,805)			123.8%
1202 Income - Contributions	20,660	8,028	8,850	823			90.7%
1203 Donations - Income	3,230	10,890	500	(10,390)			2178.0%
1204 Bookings/Hire	49,643	66,888	48,100	(18,788)			139.1%
1205 Ticket sales	6,654	17,479	6,000	(11,479)			291.3%
1245 Advertising income	0	8,065	0	(8,065)			0.0%
1300 Banners Income	6,392	7,241	6,000	(1,241)			120.7%
1522 Surrey Highways Contract	0	5,793	0	(5,793)			0.0%
1900 Precept	1,035,819	1,064,992	1,064,987	(5)			100.0%
1905 Local Parish Council Tax Grant	16,790	14,265	14,265	0			100.0%
1910 Interest Received	7,950	12,625	5,250	(7,375)			240.5%
1911 Dividends received	3,802	4,475	1,750	(2,725)			255.7%
1915 Bank Charges reimbursement	10	0	0	0			0.0%
1999 Miscellaneous Income	8,356	5,210	0	(5,210)			0.0%
Total Income	1,313,940	1,383,187	1,278,452	(104,735)			108.2%

Expenditure Detail

4000 Salaries	478,663	423,564	517,600	94,036		94,036	81.8%
4001 Agency/Contract Staffing	63,232	127,027	62,000	(65,027)	1,338	(66,364)	207.0%
4002 Actuarial Contribution	100,000	0	8,000	8,000		8,000	0.0%
4003 Contracted Services	38,785	65,382	46,000	(19,382)	4,333	(23,715)	151.6%
4020 Additional Staffing & Events	12,060	12,248	11,000	(1,248)	168	(1,416)	112.9%
4025 Farmers' Market Supervision	1,250	1,610	1,500	(110)		(110)	107.3%
4030 Staff Training	2,202	2,009	5,800	3,791		3,791	34.6%
4041 Staff Travel	1,589	415	2,000	1,585		1,585	20.7%
4050 Staff Recruitment/Advertising	0	890	1,000	110	50	60	94.0%
4070 Protective Clothing	2,662	2,034	1,000	(1,034)	500	(1,534)	253.4%
4100 Rent	0	0	2,500	2,500		2,500	0.0%
4101 Venue hire	1,590	3,250	1,500	(1,750)		(1,750)	216.7%
4110 Rates, rent	29,465	30,694	38,000	7,306		7,306	80.8%

Continued over page

Detailed Income & Expenditure by Account 31/03/19

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4115 Water Charges	3,741	6,217	4,650	(1,567)		(1,567)	133.7%
4120 Energy Costs	9,944	9,829	9,950	121		121	98.8%
4130 Insurance	8,825	9,483	12,100	2,617		2,617	78.4%
4140 Office Costs	3,527	4,516	2,250	(2,266)		(2,266)	200.7%
4170 Property Maintenance/Refurbish	74,294	81,125	87,000	5,875	15,400	(9,525)	110.9%
4175 Graffiti Removal	3,921	5,500	7,000	1,500		1,500	78.6%
4176 Cleaning consumables	1,154	32	2,700	2,668		2,668	1.2%
4181 Equipment Maintenance	2,544	810	3,500	2,690	264	2,426	30.7%
4182 Equipment Purchase	11,475	23,202	5,500	(17,702)	984	(18,686)	439.8%
4190 CCTV	13,156	9,301	7,500	(1,801)		(1,801)	124.0%
4195 Alarms - Fire, Security	3,768	3,110	4,750	1,640		1,640	65.5%
4196 Crime Prevention	423	0	500	500		500	0.0%
4205 Waste Disposal	4,266	4,825	4,550	(275)		(275)	106.0%
4215 Friends Of Cemeteries	183	0	0	0		0	0.0%
4220 Memorials & Plaques	2,297	825	1,500	675		675	55.0%
4225 Cemetery Memorial Maintenance	10,200	2,061	5,000	2,939	500	2,439	51.2%
4300 Vehicle Costs - Fuel	5,037	4,861	5,000	139		139	97.2%
4301 Vehicle Costs - LPG	339	373	2,500	2,127		2,127	14.9%
4302 Vehicle Costs - Maintenance	3,382	1,795	3,000	1,205		1,205	59.8%
4303 Vehicle Costs - Road Tax	485	937	750	(187)		(187)	124.9%
4310 New Vehicles/Machinery	37,350	2,845	0	(2,845)		(2,845)	0.0%
4400 Stationery	3,113	3,159	4,775	1,616		1,616	66.2%
4410 Photocopying Charges	3,420	3,831	5,700	1,869		1,869	67.2%
4411 Publications, books etc	308	789	3,000	2,211		2,211	26.3%
4415 Printing & Design (External)	24,502	21,781	18,100	(3,681)	2,834	(6,515)	136.0%
4425 Advertising	8,397	7,505	6,750	(755)	215	(970)	114.4%
4426 Publicity and newsletter	8,518	9,486	10,500	1,014		1,014	90.3%
4440 Telephones	7,034	7,915	8,100	185		185	97.7%
4455 Postages & Distribution	7,653	7,764	11,950	4,186		4,186	65.0%
4460 Subscriptions & Memberships	5,120	4,570	6,900	2,330		2,330	66.2%
4461 Licences	5,463	5,900	5,350	(550)		(550)	110.3%
4480 IT Equipment	4,506	10,212	6,000	(4,212)		(4,212)	170.2%
4481 Web Site	5,246	4,594	17,250	12,656		12,656	26.6%
4482 IT Support	7,183	11,780	10,000	(1,780)		(1,780)	117.8%
4501 Mayoral Allowance 2018-19	0	2,700	2,700	0	900	(900)	133.3%
4504 Mayoral Allowance 2017-18	2,700	0	0	0		0	0.0%
4520 Members' Travel	166	0	200	200		200	0.0%
4525 Members' Training	115	195	1,000	805		805	19.5%
4540 Civic & Community Functions	5,845	6,350	7,500	1,150	9	1,141	84.8%
4541 Christmas Civic Carol Service	2,064	195	2,000	1,805		1,805	9.7%
4545 Twinning/Partnerships Expenses	1,088	464	1,000	536		536	46.4%

Continued over page

Detailed Income & Expenditure by Account 31/03/19

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4550 Bank Charges	2,306	2,033	2,600	567		567	78.2%
4555 Legal & professional Fees	11,941	8,602	4,000	(4,602)		(4,602)	215.0%
4560 Accountancy & Payroll Costs	5,404	5,854	5,000	(854)		(854)	117.1%
4570 Audit Fees	3,275	3,775	4,500	725		725	83.9%
4600 Tourism Developments & Events	7,740	11,051	13,000	1,949		1,949	85.0%
4610 Horticultural Supplies	7,040	7,498	8,500	1,002		1,002	88.2%
4611 Plants and Flowers	10,617	21,994	10,000	(11,994)	10,521	(22,515)	325.1%
4612 Community Group	272	0	0	0		0	0.0%
4613 Community Events	200	172	0	(172)		(172)	0.0%
4625 Entertainment - Performers	9,739	10,294	10,250	(44)		(44)	100.4%
4630 Events Costs	6,789	5,819	8,500	2,681		2,681	68.5%
4641 Christmas Lights - Install	31,663	44,312	38,000	(6,312)	4,287	(10,599)	127.9%
4642 Christmas Lights - Power	1,500	0	2,500	2,500		2,500	0.0%
4643 Christmas Lights 2020	0	0	5,000	5,000		5,000	0.0%
4650 Street Furniture	1,087	730	5,000	4,270		4,270	14.6%
4655 Banners	7,129	7,915	6,000	(1,915)		(1,915)	131.9%
4702 Equipment Hire	18,116	19,953	19,000	(953)	3,000	(3,953)	120.8%
4800 Grants	31,477	17,650	17,500	(150)		(150)	100.9%
4801 Grant - Farnham Maltings	13,000	13,000	13,000	0		0	100.0%
4802 Grant - Citizens Advice Bureau	15,360	17,500	17,500	0		0	100.0%
4803 Grant - 40 Degreerz	2,000	2,000	2,000	0		0	100.0%
4804 Small Grants	2,052	1,873	2,000	127		127	93.6%
4805 Farnham Carnival	1,500	1,950	1,500	(450)		(450)	130.0%
4806 Sandy Hill Bungalow	2,000	0	0	0		0	0.0%
4807 Community Initiatives	28,048	34,696	50,000	15,304	14,490	814	98.4%
4808 Hoppa	0	10,000	10,000	0		0	100.0%
4809 Gostrey Centre	0	10,000	10,000	0		0	100.0%
4821 Elections	0	3,728	5,000	1,272		1,272	74.6%
4830 Blackwater Valley CMS	1,500	1,500	1,500	0		0	100.0%
4910 Loan Repayments	10,227	10,227	10,227	(0)		(0)	100.0%
4997 Local Authority Property Fund	0	150,000	0	(150,000)		(150,000)	0.0%
4999 Miscellaneous Expenses	3,041	759	0	(759)		(759)	0.0%
6666 Bad Debt Write Offs	170	122	0	(122)		(122)	0.0%
Total Overhead	1,269,436	1,374,964	1,278,452	(96,512)	59,792	(156,304)	112.2%
Total Income	1,313,940	1,383,187	1,278,452	(104,735)			108.2%
Total Expenditure	1,269,436	1,374,964	1,278,452	(96,512)	59,792	(156,304)	112.2%
Net Income over Expenditure	44,505	8,223	0	(8,223)			
Movement to/(from) Gen Reserve	44,505	8,223					



FARNHAM TOWN COUNCIL



Report
Council

Date: 4th April 2019

Internal Audit Report

- 1 Attached at Annex I is the Internal Auditors report following his final visit for the 2018-19 financial year on 3rd April 2019. The Internal Auditor also visited on 31st October, 17th December and 20th February, and his interim report was considered by Strategy & Finance and Council in January 2019. There are no significant issues raised and the Officers' comments to each point are included.
- 2 The duties of internal audit relate to reporting on the adequacy and effectiveness of an authority's system of internal control. The minimum reporting requirement for internal audit to the smaller authority is met by completing the annual internal audit report on page 5 of the Annual Governance and Accountability Return. The annual internal audit report focuses on ten internal control objectives covering an authority's key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. The annual internal report informs the authority's response to assertions 2 and 6 in the annual governance statement.
- 3 Mr Hartley has completed and signed Section 5 of the 20-18-19 AGAR.

Recommendation.

It is recommended that Council

- 1) Review and welcome the report.
- 2) Thank Mr Hartley for his work during the year.

FARNHAM TOWN COUNCIL

Annex I

INTERNAL AUDIT REPORT 2018-2019

I visited the Town Council Office on Wednesday 31ST October 2018 to commence the Internal Audit process for 2018-2019. During this first visit I reviewed the implementation of recommendations from last year's report and checked some elements of Expenditure. I also discussed staffing matters, and visited several Council properties, focussing particularly on Allotment sites.

A second visit was made on 17th December, at which time I checked Bank Reconciliations, some Income procedures, Cemetery Administration, and the Budget process. A third visit was made on 20th February 2019 to consider Payroll, Budgeting, and further aspects of Income and Risk Management. Trusteeship and year-end returns were considered at a final visit on 3rd April 2019.

The comments below are in the order of the headings in the Internal Audit section of AGAR.

Recommendations are shown in **bold and underlined**, and any responses received from Council have been added in *italics*.

A. BOOKS OF ACCOUNT

Council continues to use the RBS accounting software now updated to RIALTAS, and entries continue to be made and balanced weekly against on-line bank statements.

Council is registered for VAT, charging it appropriately on some sales.

Clarification is being sought on whether VAT is applicable on some cemetery services, mainly in connection with memorials. 12/18 – It is now established that Council has been incorrectly charging a VAT inclusive price on some Cemetery fees. Correcting this for the future will not amend the actual amount charged to customers but will have the effect of slightly increasing FTC income.

FTC 20/2/19 - Charges have been revised in accordance with HMRC VAT Notice 701/32 and the advice of the Internal Auditor.

VAT returns are submitted quarterly, the last at 31st December 2018.

B. FINANCIAL REGULATIONS

Financial Regulations were revised and adopted in April 2018. Standing Orders were revised and adopted in January 2019 in line with latest NALC model.

Payments procedures are satisfactory, and a random sampling shows correct authorisation for payments and release of funds.

One payment for purchase of benches for Victoria Gardens was annotated as “to be recharged to VG Trust.” This has been clarified as meaning that a donation is expected

from the Trust rather than specific payment for the benches, as this would have contravened VAT rules.

FTC 20/2/19 – The purchase order was incorrectly annotated in this case, and a donation has now been received.

C. RISK MANAGEMENT

A visit to several allotment sites indicated a generally good standard of maintenance, with regular inspections resulting in appropriate action taken to deal with any poorly managed plots.

There are no current risk assessments for allotment communal areas, however, and no formal inspection regime for these. This is being addressed.

FTC 20/2/19 – Communal areas on the allotments are visited monthly as part of the outside workforce work programme and any identified hazards are addressed as maintenance is undertaken. Formal recorded allotment inspections of communal areas will now be undertaken alongside plot inspections at each site.

Tree inspection procedures are being revised in light of Witley case.

The external Risk Assessment review has been carried out with satisfactory results.

The Council's comprehensive Annual Risk Management Review was completed in January 2019.

D. BUDGET & PRECEPT

A comprehensive Budget review and calculation process has been completed with a precept slightly increased by 2.99% agreed. This results in a Band D figure of £64.49.

Use of Reserves, including Earmarked, has been fully considered, as have tariff levels for services supplied. Salary increases from 4/2019 have been taken into account, as have changes in Council Tax base and reduced Local Council Tax Support funding, together with the likelihood of increased services and sites being taken on from WBC.

E. INCOME

Cemetery records and income procedures are properly controlled, except for VAT treatment as detailed above. Unfortunately, the Cemetery software package does not relate directly to the accounts system, so a manual interface is required particularly where payments are made by BACS.

Similarly, the Allotment software does not relate directly to the accounts system, necessitating a spreadsheet basis for amounts due.

All amounts due are however properly collected and chased where appropriate.

Income from events and festivals is properly charged, invoiced and collected, with action taken regarding slow payers as appropriate.

F. PETTY CASH

Following loss of the Depot cash float of £25, this facility has been withdrawn.

FTC 20/2/19 – There is now a single Petty Cash Float for minor expenditure managed by FTC reception.

Petty cash is properly controlled by use of cash float of £300 or use of corporate credit cards.

G. PAYROLL –

Payroll is operated externally with appropriate control over input of salaries, extra hours worked, sick pay etc.

A random sample of one month's gross salary figures indicates that staff are paid at correct level for their agreed SCP.

Expenses are properly controlled with sign-off at appropriate levels. Payment is either made by Petty Cash for amounts under £30 or paid with salary.

Members Allowances scheme has not been adopted but will be reviewed with new Council after May 2019.

H. ASSETS AND INVESTMENTS

A detailed Asset Register is maintained and reviewed annually. Acquisitions and Disposals are noted on the register in yearly columns to ensure adjustment at year end.

A physical check on the existence of assets has been carried out by Members. This highlighted the existence of some items not on the register. **The date of inspection should be recorded on the Register.**

FTC 20/2/19 – Agreed

Council's revised Investment Strategy was approved in January 2019.

I. BANK RECONCILIATIONS

Current Account is reconciled weekly, Call Account and Mayor's Account monthly. Money Market accounts reviewed at various maturity dates, as are other deposit accounts. Members of S&F Group have full balance information quarterly, but do not actually check Bank/Deposit statements or records. These are however checked by contracted Accountant.

J. ACCOUNTING STATEMENTS AND YEAR END ACCOUNTS

Accounts have been prepared on an Income and Expenditure basis in accordance with regulations. Following some minor adjustments, figures for AGAR are correctly extracted from the accounts system.

Bank reconciliations at 31 March have been made in some cases against verbally provided balance figures, and hard copy statements are awaited. Members may wish to ensure these are received as part of their review of AGAR figures and annual accounts.

FTC Comment 04/02/19: Certificated balances will be available for confirmation prior to sign off by Council:

The Internal Audit section of AGAR has been completed satisfactorily.

K. TRUSTEESHIP –

FTC is the Trustee of the Farnham School of Science and Art, known as The South Street Trust.

Separate accounts are maintained, and these are subject to independent examination. Accounts are properly lodged with the Charity Commission, although this year revised accounts had to be submitted because of a late receipt of an income payment.

Members of Council meet annually as Trustees to allocate grants from the income derived from Trust assets. Separate Minutes of meetings are maintained.

FTC Comment 04/02/19: The revised accounts were resubmitted to the Charity Commission on 29th March and as such are shown on the Charity Commission website as being submitted late. The change in process by the Council's investment company Charinco which caused the issue has been corrected.

OTHER ITEMS

Implementation of a Social Media Policy is in hand.

GDPR has caused little impact, although Staff Contracts and Staff Manual have been updated.

Document Retention Policy needs updating to accommodate GDPR.

Freedom of Information policy dates from 2012 and should be revised/re-adopted to accommodate GDPR.

FTC 20/2/19 – The Document Retention Policy and FOI policies are scheduled for review at the March Strategy and Finance Working Group.

Update 04/02/19: Deferred to April 2019

Paul Hartley
Internal Auditor
4th April 2019

Section 1 – Annual Governance Statement 2018/19



We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

Farnham Town Council

Working Detail for Reserves Reconciliation for ANNUAL RETURN 3 April 2019

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
Total Reserves		1,434,066.79	1,442,290.24
100	Debtors	26,121.72	12,347.97
105	VAT Control A/c	19,493.62	36,149.91
120	Sundry debtors	750.00	1,000.00
Less Total Debtors		46,365.34	49,497.88
500	Creditors	12,598.51	2,420.40
501	Commercial Card Balance	3,732.99	2,249.86
510	Accruals	106,338.85	62,781.03
525	PAYE/NI Creditor	7,120.50	7,611.76
550	Bandstand Deposits	0.00	400.00
560	Receipts In Advance	102,586.38	82,492.50
571	Mayor's Charity 2018/19	0.00	6,472.90
575	Mayor's Charity 2017/18	1,905.78	0.00
Plus Total Creditors		234,283.01	164,428.45
Equals Total Cash and Bank Accounts		1,621,984.46	1,557,220.81
200	Current Bank A/c 31141023	869.70	218,591.73
219	MM Call 90700304	340,222.73	100,869.02
230	MM Investment 90678864	100,000.00	100,000.00
231	MM Investment 10245828	0.00	200,000.00
236	CCLA Investment 0681180001PC	100,000.00	200,000.00
240	Cambridge & Counties Deposit	228,598.74	231,279.45
241	MM Investment 70732087	100,000.00	0.00
243	MM Investment 20762903	200,000.00	200,000.00
244	MM Investment 20762911	100,000.00	0.00
246	MM Investments 00775339	150,000.00	0.00
247	MM Investment 20776408	100,000.00	0.00
248	MM Investment 50777870	200,000.00	200,000.00
249	Nationwide 90130536	0.00	100,455.07
250	Petty Cash	300.00	300.00
251	Depot Petty Cash	25.00	0.00
252	Projects Cashbox	62.51	61.10
270	Mayor's Charity A/C 51735365	1,300.83	4,380.98
271	Mayor's Charity Petty Cash	604.95	1,283.46
Total Cash and Bank Accounts		1,621,984.46	1,557,220.81

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>“Not Covered” should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

DD/MM/YY DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR
PKF Littlejohn LLP

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



K

Farnham Town Council Working Groups – Terms of reference

Cemeteries and Appeals Working Group
Community Enhancement Working Group
Planning and Licensing Consultative Group
Tourism and Events Working Group

Strategy and Finance Working Group

- HR Panel
- Infrastructure Planning Group
- Assets Task Group
- Community Infrastructure Levy/ Section 106/ Task Group
- Well-being Task Group

Reviewed April 2019

CEMETERIES AND APPEALS

WORKING GROUP

TERMS OF REFERENCE

The Cemeteries and Appeals Working Group shall comprise six councillors.

The quorum of the Working Group shall be three members with one officer in attendance.

The Group shall appoint an elected Member as the Lead Member.

Purpose:

To monitor and provide guidance to the Council's officers in the administration and operation of the Council's cemeteries at Hale, Badshot Lea, Green Lane and West Street. Under delegated authority from the Town Council to determine Appeals as set out in the Council's Cemetery Regulations.

Key Tasks

To:

- a. Oversee the management and delivery of the Council's burial, memorial and genealogical services.
- b. Monitor and review Health and Safety Inspections and consider any issues raised.
- c. Recommend Cemetery Fees to Full Council.
- d. Review the Cemetery Regulations in line with national good practice and to submit them to Full Council for approval.
- e. Oversee the management of cemetery buildings and grounds including the day to day operation and maintenance of the chapel buildings and their future use.
- f. Develop and monitor the implementation of cemetery improvements.
- g. Promote awareness training on cemetery matters for elected members.
- h. Develop and review policies for the future operation and use of cemeteries and to recommend them to Full Council.
- i. Monitor compliments and complaints regarding the Cemeteries Service.
- j. Develop relationships with relevant service providers including undertakers.
- k. Be the final decision making body in the appeal process as identified in the Cemetery Regulations. To report quarterly to Full Council any appeal decisions.
- l. Develop and support the Friends of Farnham Cemeteries.
- m. Advise on any matters relating to War Memorials.

COMMUNITY ENHANCEMENT

WORKING GROUP

TERMS OF REFERENCE

The Community Enhancement Working Group shall comprise six councillors with the option of co-opting a member of the Farnham in Bloom Community Group.

The Farnham River Management Committee is an advisory group to the Community Enhancement Working Group. A member of the Community Enhancement Working Group will be appointed to attend River Management Committee meetings if no appointment is made by Full Councils.

The quorum of the Group shall be three councillors with one officer in attendance.

The Group shall appoint an elected Member as the Lead Member.

Purpose

To work with the Council's officers for the improvement and development of allotments, gardens, open spaces, street furniture and other public spaces in the Town Council area.

Key Tasks

To work with officers to ensure efficient and effective delivery of:

A FARNHAM IN BLOOM

1. Oversee and manage the Council's investment in Farnham in Bloom and its associated projects including:
 - South and South East in Bloom and Britain in Bloom
 - Competitions involving the community such as secret gardens
2. Identify and obtain funding for the delivery of Farnham in Bloom.
3. Facilitate and develop community involvement in the delivery of Farnham in Bloom.
4. Support the work of the Farnham in Bloom Community Group by receiving ideas from the group and delegating activity where mutually agreeable.

B COMMUNITY FACILITIES AND SERVICES

5. Encourage the provision and maintenance of street furniture including bus shelters, street lighting, notice boards, seats, cycle racks and bins.
6. Co-ordination of the prevention and removal of graffiti.
7. Consider proposals for public art.

C SERVICE MANAGEMENT

8. Oversee the allotments service.
9. Oversee the public convenience service.
10. Oversee the parks and open spaces service.

D FARNHAM RIVER MANAGEMENT COMMITTEE

11. Provide secretariat support to this advisory group.

PLANNING AND LICENSING CONSULTATIVE GROUP

TERMS OF REFERENCE

The Group shall comprise nine councillors, ideally one from each ward.

The quorum of the Group shall be three members with one officer in attendance.

The Group shall appoint an elected Member as the Lead Member.

Purpose:

To make observations on all planning applications and planning issues (advising the Town Clerk who responds to the Planning Authority under the Scheme of Delegation), including development briefs, local plans, structure plans and development control and to make site visits where necessary.

To make observations on any licensing application the Consultative Group thinks appropriate.

Key Tasks

To advise the Town Clerk under delegated authority to carry out the following: To

- a) Represent the community of Farnham on major planning issues and to encourage participation in decision making.
- b) Exercise the Town Council's statutory right to be notified of and comment on planning applications.
- c) Comment on and approve the preliminary observations of the Town Council's officers on all planning issues.
- d) Develop the Council's and the Planning and Licensing Consultative Group's observations to the relevant planning authorities under delegated authority to
 - Consider the environmental impact of planning proposals in Farnham and adjacent areas.
 - Respond to any consultations or matters on traffic and transport affecting the Town Council area.
 - Respond to any consultations or matters relating to minerals affecting the Town Council area.
 - Make observations on any telecommunication proposals received by Farnham Town Council.
 - Make observations on any relevant licensing application.
- e) Agree nominations to represent the views of the Council at planning appeals or licensing hearings if required.
- f) Respond to preliminary proposals for development within Farnham.
- g) Represent the council at development forums and planning authority site visits and planning committee meetings.
- h) Be responsible for the monitoring, development, co-ordination and review of the Farnham Design Statement and Neighbourhood Plan and other relevant policies unless dealt with by another Working or Task Group.
- i) Work with principal authorities to develop the Local Plan or Development Framework and related strategies, unless dealt with by another Task Group.
- j) Refer any of the above matters to Full Council for debate and decision.

The Planning and Licensing Consultative Group may only express the approved views and observations of the Planning and Licensing Consultative Group or Council. Representation at outside bodies may be undertaken by delegated elected members or officers of Farnham Town Council.

STRATEGY AND FINANCE WORKING GROUP

TERMS OF REFERENCE

The Strategy and Finance Working Group will comprise six councillors plus the Lead members of the Cemeteries and Appeals Working Group, Community Enhancement Working Group and the Tourism and Events Working Group (where they have not been elected to this Working Group).

The quorum of the Group shall be three members with one officer in attendance.

The Group shall appoint an elected Member as the Lead Member. If a Leader is appointed by Council, the Leader will be the Lead Member of Strategy & Finance.

Purpose

To develop, monitor and review Council policies and functions and oversee the council's accounts and finances.

Key tasks

To develop monitor and or review the following and make recommendations to Full Council:

A POLICY AND PROCEDURES

1. Council policy and policy objectives
2. Council Standing Orders and Financial Regulations
3. Performance on aims, objectives, powers and duties of the Council, and Standing Committees/Working Groups as required
4. Council Risk Management Strategy
5. Business continuity
6. Council strategic objectives and performance
7. Council's Business Plan
8. The Council's approach to Quality Council Status, the power of well-being and opportunities arising from the Localism Act and other legislation
9. Develop an overall Vision for Farnham.

B FINANCE

1. Council's Financial Plan and Strategy
2. Council annual estimates and precept
3. Use of financial reserves
4. Treasury management
5. Leasing, loans and finance
6. Grant awards
7. Appointment and maintenance of an ongoing relationship with the Council's independent Internal Auditor
8. Reporting to the Council's External Auditor
9. Budget monitoring.

C ASSET MANAGEMENT

10. Asset and Management Strategy
 - To manage and review Farnham Town Council's assets
 - To negotiate the transfer or management of assets to Farnham Town Council from other bodies as enabled by legislation.
11. To ensure that the Council is fully covered by insurance to carry out all its functions as a local authority.
12. Oversight and management of ICT and systems.

D HUMAN RESOURCES (some of these functions may be undertaken by the HR Panel)

13. To resource appropriate staffing levels to deliver services.
14. The grading of staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions for Clerks in line with the Society of Local Council Clerks (SLCC) model arrangements.
15. Arrangements for the annual appraisal of the Town Clerk.
16. Recruitment procedures, equal opportunity statements and guidelines on employment practice.
17. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees and any arrangements required for exceptions.

E COMMUNICATIONS

18. To review policy and procedures for internal and external Communications:
 - Relationships with the media
 - Website, facebook and twitter and other social media Newsletter, Annual reports and Residents' Guides
 - Public consultations
19. To develop policy and arrangements for partnerships with all external bodies and in particular with Waverley Borough Council and Surrey County Council and relationships with partner communities including Andernach.
20. Oversee preparations for and external relationships for Emergency Planning and community safety including CCTV provision.
21. To oversee corporate governance and democratic services:
 - Members' training
 - Members' services
22. To develop and promote the Council's approach to and relationships with the business community.
23. Work with residents associations and others on a range of matters including neighbourhood planning.

HR PANEL

TERMS OF REFERENCE

Purpose

The HR Panel is a Task Group of the Strategy and Finance Working Group but also reports direct to the Council on reserved matters. It will normally meet twice a year but will meet as often as required and may call in expert advice as needed to support its work and fulfil its responsibilities. Work may be referred to the HR Panel by Council or by the Strategy and Finance Working Group and it will report back as required.

The HR Panel shall consist of six Members.

The Chair of the Panel shall report back to Strategy and Finance after each HR Panel meeting.

The quorum shall be three Members with the Town Clerk or appropriate external advisor in attendance.

Scope of the HR Panel

The scope of the Panel is to act as overview body:

1. Maintain an overview of staff appointments and see that staff are appointed in accordance with the Council's policies and employment legislation
2. Review the staffing policies and structure
4. Review the pay and conditions of employment of the staff and update these as necessary to comply with the law and with good practice
5. Review appropriate performance management systems and ensure an effective appraisal system is in place
6. Recommend the appointment or dismissal of the Town Clerk
8. Consider appeals against dismissal, grading and grievances by employees of the Council. Appeal panels will be appointed from the HR Panel to hear any such matters.

TOURISM AND EVENTS WORKING GROUP

TERMS OF REFERENCE

The Group shall comprise six members.

The quorum of the Group shall be three members with one officer in attendance.

The Group shall nominate an elected Member as Lead Member.

Purpose:

To oversee the operation and function of the Council's tourism and events service.

Key tasks:

A TOURISM

- a. To develop and review the Town Council's Visitor Strategy.
- b. Monitor and review the provision and publication of visitor information including the Town Guide and other visitor information.
- c. Improve the recognition of Farnham as a visitor destination.
- d. Promote Farnham as a quality destination for visitors and residents by:
 - i) enhancing the visitor experience
 - ii) improving services and facilities
 - iii) actively participating in the Farnham Visitors' Forum

B EVENTS

- a. Develop and review and adapt an events programme for Farnham throughout the year including:
 - Food and Drink Festival
 - Walking Festival
 - A programme of events of Music in Gostrey Meadow and the Vineyard
 - Christmas Lights Switch-on and Christmas Market
 - Liaison, partnership and joint promotion with local youth, voluntary groups and businesses in organising events
- b. Promotion of events in Farnham organised by other voluntary and community groups.
- c. Supporting events organised by others (such as the Farnham Carnival, Heritage Open Days, Craft Month etc)

C OTHER ACTIVITIES

- a) Oversee the programme of Farmers' Markets and markets in locations throughout the town.
- b) Review the Christmas lights provision in Farnham.
- c) Support promotional schemes for local businesses in association with other partners

Infrastructure Planning Group (Task Group)

The Infrastructure Planning Group is a Task Group of Strategy and Finance.

The Group shall consist of at least five members.

The quorum of the Group shall be three members with one officer in attendance

Purpose:

To consider proposals affecting the Infrastructure of the Town and develop appropriate responses to policies being developed by others that will impact on the Town's Infrastructure .

Tasks

The Infrastructure Planning task Group will lead, on behalf of the Strategy & Finance Working Group, on:

- Farnham's Neighbourhood Plan and any modifications
- Responses to the Waverley Local Plan and other Strategic Planning documents prepared by other bodies
- Developing policies (such as the Farnham Design Statement) that help shape the built environment
- Other matters delegated by Strategy & Finance Working Group or Council.

Community Infrastructure Levy/ Section 106/ (Task Group)

The Section 106/Community Infrastructure Levy Task Group is a Task Group of Strategy and Finance.

The Group shall consist of at least five members.

The quorum of the Group shall be three members with one officer in attendance

Purpose:

To consider relevant Section 106 funding contributions relating to Farnham developments and how the spend might be optimised for the benefit of the Farnham Community.

To act as the lead Task Group on behalf of Strategy & Finance on Farnham Town Council's responsibilities in relation to Community Infrastructure Levy payments

To oversee Section 106 or CIL allocations allocated to principal authorities and advise Strategy & Finance on how to optimise these allocations in Farnham.

Well-being Task Group (Task Group)

The Well-being Task Group is a Task Group of Strategy and Finance.

The Group shall consist of five members.

The quorum of the Group shall be three members with one officer in attendance.

Purpose:

The Well-being Task Group will discuss to discuss health and well-being matters, to enable residents to understand issues affecting Farnham and how residents can access services they need.

To work with Waverley Borough Council and Surrey County Council on measures to improve air quality.

To consider how to raise awareness for residents and businesses to take an interest in decisions affecting their health and well-being.

Key Tasks

The Task Group will:

- Consider how best Farnham Town Council can support other partners in making a difference to health and well-being in Farnham
- Support the work of the Farnham Dementia Action Alliance
- Consider actions that improve well-being in Farnham



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Group

Time and date

11.30am on Monday 18 March 2019

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor M Hyman – Chair

Councillor C Cockburn

Councillor J Fraser

Officers in attendance: Jenny de Quervain

NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council level and are based on the evidence and representations to the Town Council.

1. Apologies

Councillors Beaman, Macleod and Ward

2. Disclosure of Interests

None were received.

3. Applications Considered

Farnham Bourne

WA/2019/0257 Farnham Bourne Louise Fuller

Certificate of Lawfulness under Section 192 for replacement of conservatory with single storey extension, additional rear single storey extension and replacement of windows.

16 OLD CHURCH LANE, FARNHAM GU9 8HQ

Farnham Town Council has no objections subject to the replacement windows and extensions being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP7 for the Old Church Lane Conservation Area and its setting and Policy FNPI6 Building Extensions and all materials be in keeping with existing.

WA/2019/0293 Farnham Bourne Philippa Staddon

Erection of car port including alterations to existing flat roof.

9 STREAM FARM CLOSE, LOWER BOURNE GU10 3PD
Farnham Town Council has no objections.

WA/2019/0319 Farnham Bourne Mr Chris Turner

Erection of first floor rear extension and alterations to roof form (revision of WA/2018/1316).
THE ORCHARD, DENE LANE, LOWER BOURNE GU10 3PW

Farnham Town Council welcomes the reduction of the first floor extension from the previous application. Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 Building Extensions.

CA/2019/0035 Farnham Bourne Mr A Clout

GREAT AUSTINS CONSERVATION AREA
REMOVAL OF TWO CONIFER TREES
BRYANSTON, 13 GREAT AUSTINS, FARNHAM GU9 8JQ

Farnham Town Council cannot see a reason for the felling on the tree application. Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees, especially in an area covered by Farnham Neighbourhood Plan Policy FNP5 Great Austins Conservation Area and its setting. If removal is necessary, an appropriate replacement should be planted.

TM/2019/0037 Farnham Bourne Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 13/03
WOODLARKS WORKSHOP TRUST, LODGE HILL ROAD, FARNHAM GU10 3RB

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.

Farnham Castle

WA/2019/0302 Farnham Castle Louise Fuller

Erection of a single storey extension.
MEADOW BANK 4 PENGILLY ROAD, FARNHAM GU9 7XN

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 Building Extensions, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2019/0332 Farnham Castle Louise Fuller

Display of non illuminated signs comprising 3 fascia and 1 projecting sign.
14-14A, THE BOROUGH, FARNHAM GU9 7NF

Farnham Town Council notes the consultation is not yet complete for the proposed relocation of the Post Office to WH Smiths. Farnham Town Council has no objections to non-illuminated fascia signage and hanging signs. Improvements should be made to the overall frontage with being the Town Centre Conservation Area covered by Policy FNP2 and FNP3.

CA/2019/0031 Farnham Castle Mr A Clout

FARNHAM CONSERVATION AREA
WORKS TO TREES
FARNHAM MUSEUM, 38 WEST STREET FARNHAM GU9 7DX

Farnham Town Council asks if this is the appropriate time for pruning a Gingko? Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.

Farnham Firgrove

WA/2019/0333 Farnham Firgrove Flo Taylor

Erection of 2 dwellings with vehicular access from Hillary Road, together with associated works.
LAND AT REAR OF 9 BRAMBLETON AVENUE, FARNHAM

Farnham Town Council objects to the erection of 2 dwellings in the garden of 9 Brambleton Avenue as overdevelopment, not in keeping with the density and the street scene, especially with the addition of a vehicle access on the adjacent road, and not in line with Farnham Neighbourhood Plan Policy FNPI or Farnham Design Statement.

WA/2019/0260 Farnham Firgrove Louise Fuller

Erection of extension and alterations.
BURNHAM, WEYDON FARM LANE, FARNHAM GU9 8QJ

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 Building Extensions, all materials be in keeping with existing and no negative impact on the neighbours' amenity.

WA/2019/0336 Farnham Firgrove Mr Chris Turner

Erection of an extension.
15 ALFRED ROAD, FARNHAM GU9 8ND

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 Building Extensions, all materials be in keeping with existing and no negative impact on the neighbours' amenity.

WA/2019/0290 Farnham Firgrove Louise Fuller

Erection of extension and alterations following partial demolition of existing extension.
46 FIRGROVE HILL, FARNHAM GU9 8LQ

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 Building Extensions, all materials be in keeping with existing and no negative impact on the neighbours' amenity.

DW/2019/0002 Farnham Firgrove Louise Fuller

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 7.51m for which the height would be 3.54m and for which the eaves would be 2.6m (AMENDED DESCRIPTION).
25 BRIDGEFIELD, FARNHAM GU9 8AN

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 Building Extensions, all materials be in keeping with existing and no negative impact on the neighbours' amenity.

Farnham Hale and Heath End

WA/2019/0288 Farnham Hale and Heath End Louise Fuller

Erection of extensions and alterations to roof to provide first floor accommodation; erection of a porch following demolition of existing porch. 1 WELLINGTON LANE, FARNHAM GU9 9BA

Farnham Town Council objects to the size and design of the rear dormer and the design of the front dormer not being in line with Farnham Neighbourhood Plan Policy FNPI6 or Farnham Design Statement. Character dormers are acceptable in the Residential Extensions SPD, flat roof dormers are not.

WA/2019/0249 Farnham Hale and Heath End Flo Taylor

Erection of single storey extension and alterations and demolition of existing extension.

2 ELM GROVE, FARNHAM GU9 0QE

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 Building Extensions, all materials be in keeping with existing and no negative impact on the neighbours' amenity.

TM/2019/0032 Farnham Hale and Heath End Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 33/99

HALE COURT, FAIRVIEW GARDENS, FARNHAM GU9 0NQ

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.

TM/2019/0036 Farnham Hale and Heath End Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 33/99

10 WHITE COTTAGE CLOSE, FARNHAM GU9 0NL

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity if the Ash is healthy and not showing signs of Ash dieback.

Farnham Moor Park

WA/2019/0287 Farnham Moor Park Mr Chris Turner

Erection of two storey and single storey extensions following demolition of existing extensions.

3 AND 5 PARK ROAD, FARNHAM GU9 9QN

Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 Building Extensions and all materials be in keeping with existing.

WA/2019/0317 Farnham Moor Park Ruth Dovey

Change of Use from retail (Use Class A1) to alternative uses for Business Use (Use Class B1), financial and professional services (Use Class A2) or retail (Use Class A1).

ROMANS BUSINESS PARK, HAWTHORN HOUSE, EAST STREET, FARNHAM GU9 7SX

Farnham Town Council has no objections to the change of use from Retail to Business.

Clarification of the Class is requested as the application has been submitted with different options.

TM/2019/0030 Farnham Moor Park Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER FAR 43

FLINT COTTAGE, GUILDFORD ROAD, FARNHAM GU10 1PW

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.

WA/2019/0314 Farnham Moor Park Rachel Kellas

Erection of a dwelling, outbuilding and associated works following demolition of existing dwelling and outbuilding. FOXWOOD, 1 STONEYFIELDS, FARNHAM GU9 8DX

Farnham Town Council has no objections subject to the replacement dwelling being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI and no negative impact on the neighbours' amenity.

Farnham Shortheath and Boundstone

WA/2019/0273 Farnham Shortheath and Boundstone Mr Chris Turner

Erection of extension and alterations. 58 GREENHILL WAY, FARNHAM GU9 8SZ

Farnham Town Council objects to the extension and alterations to the front of the property and its negative impact on the neighbour's amenity not being in line with Farnham Neighbourhood Plan Policy FNP16 and Farnham Design Statement.

Farnham Upper Hale

DW/2019/0005 Farnham Upper Hale Louise Fuller

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.5m, for which the height would be 3m, and for which the height of the eaves would be 2.3m.

11 LAWDAY LINK, FARNHAM GU9 0BS

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 Building Extensions, all materials be in keeping with existing and no negative impact on the neighbours' amenity.

Farnham Wrecclesham and Rowledge

WA/2019/0250 Farnham Wrecclesham and Rowledge Louise Fuller

Erection of single storey extension.

YELLOW ROSE COTTAGE, 2A PROSPECT ROAD, ROWLEDGE GU10 4AH

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 Building Extensions and all materials be in keeping with existing.

WA/2019/0291 Farnham Wrecclesham and Rowledge Mr Chris Turner

Erection of extension and alterations.

13 BROADWELL ROAD, WRECCLESHAM GU10 4QH

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 Building Extensions, all materials be in keeping with existing and no negative impact on the neighbours' amenity.

WA/2019/0298 Farnham Wrecclesham and Rowledge Philippa Staddon

Erection of extensions and alterations following demolition of existing extension and garage (revision of WA/2018/2076).

62 GREENFIELD ROAD, FARNHAM GU9 8TJ

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 Building Extensions, all materials be in keeping with existing and no negative impact on the neighbours' amenity.

DW/2019/0004 Farnham Wrecclesham and Rowledge Jane McMullan

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 8m, for which the height would be 3.8m, and for which the height of the eaves would be 3.6m.

OAKHILL HOUSE, MOONS HILL FRENHAM GU10 3AW

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 Building Extensions, all materials be in keeping with existing and no negative impact on the neighbours' amenity.

WA/2019/0320 Farnham Wrecclesham and Rowledge Mr Chris Turner

Erection of extensions and alterations Plot 2 (Brookfield).

LAND BETWEEN 26 AND 28 ON WEST SIDE OF GARDENERS HILL ROAD, FARNHAM

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing and no negative impact on the neighbours' amenity.

WA/2019/0329 Farnham Wrecclesham and Rowledge Philippa Staddon

Erection of an outbuilding to provide garaging, storage and hobby room above.

THE OAKS, MOONS HILL, FRENHAM GUI0 3AW

Farnham Town Council has no objections subject to the outbuilding being Conditioned as ancillary to the dwelling house.

WA/2019/0307 Farnham Wrecclesham and Rowledge Mr Chris Turner

Application under Section 73 to vary Condition I of WA/2018/0559 (approved plan numbers) to allow alterations including changes to layout and appearance, windows, materials, parking and boundary fencing/walls.

WORKSHOP, 38 THE STREET, WRECCLESHAM GUI0 4PR

Farnham Town Council objects to the number of amendments under a Section 73 application. A full application may be more appropriate in this case.

4. Other Consultations

East Hampshire new draft Local Plan

Infrastructure Planning Group has formulated the response, submitted 18 March 2019.

Meeting closed 10.35

Notes by Jenny de Quervain

Date of next meeting 1 April 2019



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Group

Time and date

11.30am on Monday 1 April 2019

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor M Hyman – Chair
Councillor D Beaman
Councillor C Cockburn
Councillor J Fraser

Officers in attendance: Jenny de Quervain

NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council level and are based on the evidence and representations to the Town Council.

1. Apologies

Councillors Macleod, Ricketts and Ward.

2. Disclosure of Interests

None were received.

3. Applications Considered

Farnham Bourne

WA/2019/0385 Farnham Bourne Mr Chris Turner

Application under Section 73 to vary Condition 1 of WA/2017/1869 (approved plans) to allow changes to site layout.

LAND SOUTH OF 96 LODGE HILL ROAD, LOWER BOURNE

Farnham Town Council objects to the changes to the site layout and asks that a full application be submitted to fully clarify the proposed changes and its impact on the setting.

WA/2019/0387 Farnham Bourne Mr Chris Turner

Erection of a dwelling and garage following demolition of the existing dwelling, garage and outbuildings.
CHERSONESE, 25 GONG HILL DRIVE, LOWER BOURNE GU10 3HQ

Farnham Town Council has no objections to the replacement dwelling and garage subject to them being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI.

WA/2019/0408 Farnham Bourne Louise Fuller

Erection of extensions, alterations and associated works to existing chalet bungalow to provide a two storey dwelling following demolition of existing sun room and entrance porches.

JACARANDA, LATCHWOOD LANE, LOWER BOURNE GU10 3HA

Farnham Town Council objects to the negative impact on the neighbour's amenity not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 Building Extensions, with the bulk of the extension being close to the boundary with 55a Latchwood Lane.

CA/2019/0040 Farnham Bourne Mr A Clout

GREAT AUSTINS CONSERVATION AREA WORKS TO AND REMOVAL OF TREES

6 GREENHILL ROAD FARNHAM GU9 8JN

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees, especially in an area covered by Farnham Neighbourhood Plan Policy FNP5 Great Austins Conservation Area and its setting. If removal is necessary, an appropriate replacement should be planted.

TM/2019/0038 Farnham Bourne Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 28/03

10 ANNANDALE DRIVE, FARNHAM GU10 3JD

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.

Farnham Castle

Listed Building

WA/2019/0347 Farnham Castle Louise Fuller

Listed Building consent for use of redundant telephone box to house defibrillator and associated signage. TELEPHONE KIOSK, CASTLE STREET, FARNHAM

Farnham Town Council has no objections and welcomes the alternative use for the redundant telephone box on Castle Street.

WA/2019/0390 Farnham Castle Louise Fuller

Alterations to roof space including dormer extension to provide habitable accommodation.

57 RED LION LANE, FARNHAM GU9 7QW

Farnham Town Council requests the installation of character dormers in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan Policy FNP2 and the Farnham Design Statement.

NMA/2019/0039 Farnham Castle Amy Willson

Amendment to WA/2017/0137 for relocating the car port associated with unit 7 to the southern side of the dwelling, together with a revised design for car ports to serve units 8 and 9, now to be separated with pitched roofs

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

Farnham Town Council has no objections to the car port relocation at unit 7 and the resigned carports to serve unit 8 and 9.

Farnham Firgrove

WA/2019/0392 Farnham Firgrove Louise Fuller

Certificate of Lawfulness under Section 192 for erection of dormer extensions and alterations to roof space to provide habitable accommodation.

19 ST GEORGES ROAD, FARNHAM GU9 8NA

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 Building Extensions, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

Farnham Hale and Heath End

WA/2019/0346 Farnham Hale and Heath End Louise Fuller

Certificate of Lawfulness under Section 192 for erection of a single storey extension.

5 HIGHLANDS ROAD, FARNHAM GU9 0LX

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 Building Extensions, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2019/0381 Farnham Hale and Heath End Louise Fuller

Erection of a detached garage.

19C UPPER HALE ROAD, FARNHAM GU9 0NN

Farnham Town Council objects to the erection of a detached garage being too cramped on the shared driveway and impacting on the ability for vehicles to turn in the restrictive space to allow safe exiting on to a busy A-road.

WA/2019/0406 Farnham Hale and Heath End Louise Fuller

Certificate of Lawfulness under Section 192 for alterations to roofspace including dormer windows to provide habitable accommodation; external alterations to fenestration.

7 OAST HOUSE LANE, FARNHAM GU9 0NW

Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 Building Extensions, all materials be in keeping with existing and no negative impact on the neighbour's amenity OR users of the footpath immediately in front of the property in Farnham Park.

TM/2019/0039 Farnham Hale and Heath End Steve Tester

APPLICATION FOR REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 01/19

1 WINTERBOURNE CLOSE FARNHAM GU9 0DP

Farnham Town Council cannot see a reason for the felling the two Sweet Chestnuts on the tree application. Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees. The application states suggested replacement trees are to be planted in October.

TM/2019/0043 Farnham Hale and Heath End Mr A Clout

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 01/19

1 WINTERBOURNE CLOSE FARNHAM GU9 0DP

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.

Farnham Moor Park

PRA/2019/0002 Farnham Moor Park Flo Taylor

General Permitted Development Order 2015, Schedule 2 Part 3 Class P - Prior Notification Application for change of use of buildings falling within (Class B8) storage or distribution buildings to 1 dwelling (Class C3).

BARN TO SOUTH EAST, WEST FARM, TONGHAM ROAD, RUNFOLD

Farnham Town Council strongly objects to the change of use from Class B8 (storage building) to C3 (dwelling). It is unsuitable for habitation, the location is isolated with no formal access road or provision for utilities and refuse collection. It is situated in Countryside beyond the Green Belt RE1 and the Farnham/Aldershot Strategic Gap RE3 and retained Policy C4, Outside the Built Up Area Boundary Farnham Neighbourhood Plan in an area covered by Policy FNPI0 and FNPI1.

WA/2019/0376 Farnham Moor Park Louise Fuller

Alterations to elevations and erection of detached outbuilding following demolition of existing detached garage.

21 STEPHENDALE ROAD, FARNHAM GU9 9QP

Farnham Town Council has no objections subject to the alterations and detached outbuilding being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 Building Extensions and no negative impact on the neighbours' amenity. The proposed outbuilding is against the rear boundary of 22 Park Road.

WA/2019/0369 Farnham Moor Park Louise Fuller

Erection of extensions and alterations following demolition of existing garages.

COMPTON ACRE, 10 COMPTON WAY, FARNHAM GU10 1QZ

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 Building Extensions and all materials be in keeping with existing.

WA/2019/0379 Farnham Moor Park Flo Taylor

Internal alteration to the area of floor space at first floor level.

SHOWROOM BUILDING, THE PACKHOUSE, TONGHAM ROAD, FARNHAM

Farnham Town Council has no objections to the internal alteration.

WA/2019/0391 Farnham Moor Park Louise Fuller

Erection of extensions and alterations following demolition of existing extensions; alterations to roof space to provide habitable accommodation including dormer windows.

MOOR COTTAGE, 19 OLD COMPTON LANE, FARNHAM GU9 8BS

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 Building Extensions and all materials be in keeping with existing.

NMA/2019/0046 Farnham Moor Park Amy Willson

Amendment to WA/2018/0974 for alterations to ridge height; as well as alterations to elevations.

LAND CENTRED COORDINATES 485591 146377 AT OVERWOOD HOUSE, OLD COMPTON LANE. FARNHAM

Farnham Town Council has no objections.

Farnham Shortheath and Boundstone

WA/2019/0350 Farnham Shortheath and Boundstone Mr Chris Turner

Certificate of Lawfulness under Section 192 for construction of an open air swimming pool.
8 BIRCH CLOSE, WRECCLESHAM GU10 4TJ

Farnham Town Council has no objections.

WA/2019/0371 Farnham Shortheath and Boundstone Mr Chris Turner

Erection of a dwelling with new access off Greenhill Close (revision of WA/2018/0238).

LAND TO THE REAR OF 44 & 46, LITTLE GREEN LANE, FARNHAM GU9 8TB

Farnham Town Council objects to the erection of a new dwelling with access off Greenhill Close not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI, the orientation not in keeping with the streetscene and garden-grabbing.

Farnham Weybourne and Badshot Lea

WA/2019/0353 Farnham Weybourne and Badshot Lea Mr Chris Turner

Erection of linked annex and associated works following demolition of existing detached store.

HALE FARM COTTAGE, MONKTON LANE, FARNHAM GU9 9AA

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 Building Extension and all materials be in keeping with existing.

WA/2019/0403 Farnham Weybourne and Badshot Lea Flo Taylor

Erection of porch.

108 BADSHOT PARK, BADSHOT LEA GU9 9NE

Farnham Town Council has no objections.

Farnham Wrecclesham and Rowledge

WA/2019/0388 Farnham Wrecclesham and Rowledge Mr Chris Turner

Erection of 2 buildings to provide 4 dwellings and associated parking and landscaping.

LAND AT 81 BOUNDSTONE ROAD, ROWLEDGE GU10 4AT

Farnham Town Council objects to the proposed 4 dwellings to the rear of 81 Boundstone Road not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI, the layout and density is out of keeping and destroys the character of the area and has a negative impact on the neighbours' amenity. Additional side roads and entrances will further reduce the distinctive green boundary of the Boundstone Road.

TM/2019/0040 Farnham Wrecclesham and Rowledge Mr A Clout

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 03/11

2 HOLLIS WOOD DRIVE FARNHAM GU10 4JT

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees. If removal is necessary, an appropriate replacement should be planted.

Meeting closed 10.42

Notes by Jenny de Quervain

Date of next meeting 15 April 2019


CALENDAR OF DATES: MUNICIPAL YEAR 2019 - 20

Meeting	Date	Time
TOWN AND BOROUGH ELECTIONS	Thu 02 May 2019	
Counting of votes for Town and Parish Councils	Saturday 04 May 2019	To be confirmed by the Returning Officer.
Early May Bank Holiday	Mon 06 May 2019	
2015-19 Councillors retire. 2019-23 Councillors take up office	Tue 07 May 2019	
New Councillor informal drop-in to sign declarations of office with Town Clerk and meet staff.	Tue 07 May 2019	0900 to 1830. Appointments can also be booked on other days as required.
New Council Induction(i) What we do and how we work	Wednesday 8 May 2019	Sandwich buffet 18:00 Training starts 18:30
Planning & Licensing Consultative Group	Mon 13 May 2019	09:30
New Council Induction (ii) Standard and code of conduct. Waverley Monitoring Officer	Tue 14 May 2019	Sandwich buffet 18:00 Training starts 18:30
Annual Meeting of Council and election of Mayor. Individual photographs of all councillors will be taken prior to Council (from 5pm).	Thu 16 May 2019	19:00
Farnham Walking Festival	Sun 19 May to Sun 2 Jun 2019	
New Council Induction (iii) Planning and the Farnham Neighbourhood Plan with Lindsay Frost, SSALC advisor	Mon 20 May 2019	Sandwich buffet 18:00 Training starts 18:30
Greenhouse Open Day	Wed 22 May 2019	
Council (Appointment of Working Groups)	Thu 23 May 2019	19:00
Farmers' Market	Sun 26 May 2019	10.00 - 13.30
Spring Festival	Sun 26 May 2019	
Late May Bank Holiday	Mon 27 May 2019	
Music in the Meadow	Sun 02 June 2019	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 03 June 2019	09:30
Music in the Meadow	Sun 09 June 2019	15:00 - 17:00
Tourism and Events Working Group	Tue 11 June 2019	14:30
Community Enhancement Working Group	Wed 12 June 2019	09:30
Cemeteries and Appeals Working Group	Thu 13 June 2019	09:30
Music in the Meadow	Sun 16 June 2019	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 17 June 2019	09:30
Strategy & Finance Working Group	Tue 18 June 2019	09:30
Farmers' Market	Sun 23 June 2019	10.00 - 13.30
Music in the Meadow	Sun 23 June 2019	12:00 - 17:00
Armed Forces Week - Flag Raising Ceremony TBC ???	Mon 24 June 2019	10.00 - 11.00
Wellbeing Task Group	Wed 26 June 2019	18.00 - 19.30
Council	Thu 27 June 2019	19:00
Picnic in the Park	Sun 30 June 2019	
Planning & Licensing Consultative Group	Mon 01 July 2019	09:30

CALENDAR OF DATES: MUNICIPAL YEAR 2019 - 20

Civic Service (Provisional)	Sun 07 July 2019	15:00
Music in the Meadow	Sun 07 July 2019	15:00 - 17:00
Town Centre Litter Pick ahead of judging TBC	Sun 07 July 2019	15:00 - 17:00
Town Centre Litter Pick ahead of judging TBC	Mon 08 July 2019	18:30 - 19:30
S & SEIB Large Town Judging TBC	Mon 08 July 2019	
S & SEIB Town Centre Judging TBC	Tue 09 July 2019	
Music in the Meadow	Sun 14 July 2019	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 15 July 2019	09:30
Strategy & Finance Working Group	Tue 16 July 2019	09:30
Music in the Meadow	Sun 21 July 2019	15:00 - 17:00
Council	Thu 25 July 2019	19:00
Farmers' Market	Sun 28 July 2019	10.00 - 13.30
Music in the Meadow	Sun 28 July 2019	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 29 July 2019	09:30
Britain in Bloom Judging	Tue 30 July 2019	
Music in the Meadow	Sun 04 August 2019	15:00 - 17:00
Music in the Meadow	Sun 11 August 2019	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 12 August 2019	09:30
Music in the Meadow	Sun 18 August 2019	15:00 - 17:00
Farmers' Market	Sun 25 August 2019	10.00 - 13.30
Music in the Meadow	Sun 25 August 2019	15:00 - 17:00
Summer Bank Holiday	Mon 26 August 2019	
Music in the Meadow	Sun 01 September 2019	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 02 September 2019	09:30
Tourism and Events Working Group	Tue 03 September 2019	10:00
Community Enhancement Working Group	Wed 04 September 2019	09:30
Wellbeing Task Group	Wed 04 September 2019	18.00
Cemeteries and Appeals Working Group	Thu 05 September 2019	09:30
Strategy & Finance Working Group	Tue 10 September 2019	09:30
South & South East in Bloom Awards TBC	Fri 13 September 2019	
Gin Festival at The Maltings	Fri 13 & Sat 14 September 2019	19:00- 23:00
September Food & Drink Fortnight	Fri 13 September 2019	Sat 28 Sept
Planning & Licensing Consultative Group	Mon 16 September 2019	09:30
Council	Thu 19 September 2019	19:00
Heritage Open Days	Thu 19 September 2019	to Sun 22 September 2019 Council Offices open 10-4pm Thurs, Fri, Sat with an exhibition of old photographs and other records

CALENDAR OF DATES: MUNICIPAL YEAR 2019 - 20

Farmers' Market	Sun 22 September 2019	10.00 - 13.30
Food Festival	Sun 29 September 2019	10.00 - 16.00
Planning & Licensing Consultative Group	Mon 30 September 2019	09:30
Farnham in Bloom Awards (Schools) TBC	Thu 10 October 2019	16:00
Farnham in Bloom Awards Evening TBC	Thu 10 October 2019	
Planning & Licensing Consultative Group	Mon 14 October 2019	09:30
All Councillor Strategy Workshop (Provisional date)	Sat 19 October 2019	09:00-13:00
Blooming Kids gardening workshops	Thu 24 October 2019	10:00
Community Enhancement Working Group	Thu 24 October 2019	09:30
Farmers' Market	Sun 27 October 2019	10.00 - 13.30
Planning & Licensing Consultative Group	Mon 28 October 2019	09:30
Strategy & Finance Working Group	Tue 29 October 2019	09:30
Cemeteries and Appeals Working Group	Thu 31 October 2019	09:30
Tourism and Events Working Group	Tue 05 November 2019	10:00
Council	Thu 07 November 2019	19:00
Schools Remembrance Service	Fri 08 November 2019	10:30
Remembrance Sunday (Gostrey Meadow War Memorial)	Sun 10 November 2019	10:45
Planning & Licensing Consultative Group	Mon 11 November 2019	09:30
Venison Dinner (Farnham Castle)	Thu 14 November 2019	19:00
Christmas Lights Switch-On (Gostrey Meadow)	Sat 16 November 2019	13.00 -18.00
Farmers' Market	Sun 24 November 2019	10:00 - 13:30
Planning & Licensing Consultative Group	Mon 25 November 2019	09:30
Christmas Market, Castle Street, The Borough, Bush Hotel, Central Car Park	Sun 08 December 2019	10:00 - 16:00
Planning & Licensing Consultative Group	Mon 09 December 2019	09:30
Strategy & Finance Working Group	Tue 10 December 2019	09:30
Christmas Civic Carol Service, St Andrew's Provisional	Thu 12 December 2019	19:00 for 19:30
Council (Budget) Provisional	Thu 19 December 2019	19:00
Farmers' Market	Sun 22 December 2019	10:00 - 13:30
Planning & Licensing Consultative Group	Mon 23 December 2019	09:30
OFFICES CLOSED BETWEEN CHRISTMAS AND NEW YEAR TBC	Tue 24 December 2019	14:00
OFFICES RE-OPEN	Thu 02 January 2020	09:00
Planning & Licensing Consultative Group	Mon 06 January 2020	09:30
Tourism and Events Working Group	Tue 07 January 2020	10:00
Community Enhancement Working Group	Wed 08 January 2020	09:30
Strategy & Finance Working Group	Tue 14 January 2020	09:30
Cemeteries and Appeals Working Group	Thu 16 January 2020	09:30
Planning & Licensing Consultative Group	Mon 20 January 2020	09:30
Council (Precept)	Thu 23 January 2020	19:00
Farmers' Market	Sun 26 January 2020	10.00 - 13.30
Music in The Vineyard	Sun 26 January 2020	15:00 - 17:00

CALENDAR OF DATES: MUNICIPAL YEAR 2019 - 20

HODS Thank you reception	Fri 31 January 2020	18:30
Planning & Licensing Consultative Group	Mon 03 February 2020	09:30
Allotment Liaison Group	Wed 05 February 2020	17:15
Planning & Licensing Consultative Group	Mon 17 February 2020	09:30
FCAMP quarterly meeting	Thu 20 February 2020	00:00
Farmers' Market	Sun 23 February 2020	10.00 - 13.30
Music in The Vineyard	Sun 23 February 2020	15:00 - 17:00
Services to Farnham Awards	Mon 24 February 2020	18:00
Annual Allotment Lecture (provisional)	Wed 26 February 2020	17:00
Planning & Licensing Consultative Group	Mon 02 March 2020	09:30
Strategy & Finance Working Group	Tue 03 March 2020	09:30
Community Enhancement Working Group	Wed 04 March 2020	09:30
Commonwealth Day Flag raising	Mon 09 March 2020	10:00
Council	Thu 12 March 2020	19:00
Planning & Licensing Consultative Group	Mon 16 March 2020	09:30
Farmers' Market	Sun 22 March 2020	10.00 - 13.30
Music in The Vineyard	Sun 22 March 2020	15:00 - 17:00
Tourism and Events Working Group	Tue 24 March 2020	10:00
Annual Town Meeting of Electors (Barley Room,	Thu 26 March 2020	19:00
Great British Spring Clean	Sat 28 March 2020	09:30
Planning & Licensing Consultative Group	Mon 30 March 2020	09:30
Cemeteries and Appeals Working Group	Thu 02 April 2020	09:30
Good Friday	Fri 10 April 2020	
Easter Monday	Mon 13 April 2020	
Strategy & Finance Working Group	Tue 14 April 2020	09:30
Planning & Licensing Consultative Group	Mon 20 April 2020	09:30
Council (appointment of Working Groups)	Thu 23 April 2020	19:00
Farmers' Market	Sun 26 April 2020	10.00 - 13.30
Early May Bank Holiday	Mon 04 May 2020	
Council (Annual)	Thu 07 May 2020	19:00