



FARNHAM TOWN COUNCIL

B

Notes Strategy & Finance Working Group

Time and date

9.30 am on Tuesday 10th December, 2019

Place

Town Clerk's Office - Town Offices

Attendees:

Members: Councillors John Neale (Lead Member), David Attfield, David Beaman, Roger Blishen, Carole Cockburn, Alan Earwaker, Brian Edmonds, Mark Merryweather and Pat Evans (ex-officio).

Officers: Iain Lynch (Town Clerk)) and Iain McCready (Business & Contracts Manager).

1. Apologies

POINTS	ACTION
None received.	

2. Declarations of Interest

POINTS	ACTION
Cllr Merryweather and Cllr Beaman declared pecuniary interest as Portfolio Holders (Assets, and Health Wellbeing and Culture) at Waverley Borough Council.	

3. Minutes of the Meeting held on 29th October 2019

POINTS	ACTION
The minutes of the meeting held on 10 th September were agreed.	
Members noted actions taken since the last meeting.	

4. Finance Reports

POINTS	ACTION
<ol style="list-style-type: none"> 1) The Town Clerk went through the draft budget in detail, explaining that the budget had been draft following a review of the expenditure outturn in 2018/19 and the expenditure to date in 2019/20. These figures were set out in the draft budget. The Working Group examined the detail of expenditure by individual code and also by individual committee. The individual codes were supported by detailed budget notes at Annex 3. 2) The Town Clerk drew attention to the elements set out in the covering report at Appendix B and that there was an additional sum added for the Council's decision to take on the freehold of Gostrey Meadow and other sites within the town. No specific provision had been made for a cost of living pay increase but this could be absorbed (as a result of vacancy management) once the national agreement was concluded. 3) Cllr Attfield proposed that a sum of money should be added for ongoing equipment purchase with the new responsibilities and it was agreed that £15,000 should be included. 4) It was agreed that the Community Initiatives Fund be renamed to incorporate Environmental Projects arising as a result of the Council Decision on the Climate Emergency. 5) The Town Clerk advised that the earmarked reserves included sums for various projects and areas of expenditure and the overall budget had been restrained as a result. When the precept discussion took place in January the reserves was one of the areas to be considered further prior to agreeing whether there should be a precept increase. 6) In terms of fees and charges, no increases were proposed for allotments as the renewal letters had been sent out already or Farmers' Markets in 2020/21 but there was an intention to increase allotment fees to £60 plus the insurance fee from 2021. A review would be undertaken on cemetery fees during the coming year, and apart from event income which was dynamically priced, no main increase in charges was proposed at this stage. There were some new targets for income and sponsorship, and the new Invest in Farnham brochure was ready. Cllr Cockburn complimented officers on their tenacity and talent in raising sponsorship and other income. 7) The Working Group noted that as a result of the budget adjustments there was a gross expenditure budget of £1,400,327 and with an increase in Band D numbers a gross income of £1,372,634 leaving a shortfall of £27,693. It was noted that subject to the budget being agreed at Council in December, the next meeting would consider how the shortfall would be met and whether this was from reserves, increased fees or income, or by a small increase in the precept. 8) It was agreed to recommend to Council that a budget of £1,400,327 be set for 2020/21. 	<p>Recommendation to Council that:</p> <ol style="list-style-type: none"> 1) The budget report at Annex I to the minutes be agreed and that the budget for 2020/21 be set at £1,400,327. 2) The standard Allotment Fee be increased to £60 with effect from 1st January 2021.

5. Task Group Reports

POINTS	ACTION
<p>i) The Community Infrastructure Projects Task Group held on 1st November 2019 had revised the process diagramme and a more detailed update would be provided at the next meeting.</p> <p>ii) The Farnham Conservation Area Management Plan meeting met on 28th November 2019. Cllr Cockburn provided an update on the monitoring group's discussions.</p> <p>iii) The Infrastructure Planning Group met on 29th November 2019. The Working Group noted that the Design Statement was being updated. The Working Group discussed the report of the Independent Examiner which had just been published and welcomed the minor modifications proposed and the overall conclusion which said that "It is clear that the Farnham Neighbourhood Review Plan is the product of much hard work undertaken since early 2018 by the Town Council, the Neighbourhood Planning Team and by the many individuals and stakeholders who have contributed to the preparation and development of the Review Plan. In my assessment, the Review Plan reflects the aspirations and objectives of the Farnham community for the future development of their community up to 2032. The output is a Review Plan which should help guide the area's development over that period, making a positive contribution to informing decision-making on planning applications by Waverley Borough Council."</p> <p>iv) The Working Group agreed that Council should adopt the changes and that the Referendum should progress as soon as possible.</p>	<p>Recommendation to Council that:</p> <p>i) The minor changes proposed by the Independent Examiner of the Review of the Farnham Neighbourhood Plan be adopted;</p> <p>ii) Waverley Borough Council expedite the Referendum.</p>

6. Consultation

POINTS	ACTION
<p>Cllr Beaman drew attention to two consultations that were underway, neither of which had been sent to the Town Council. One was for the future of the Service and Contract for Surrey Highways and the second was the review of Surrey CC priorities.</p> <p>Cllr Beaman agreed to draw up some initial comments for consideration by Council.</p>	<p>Recommendation to Council:</p> <p>The draft response at Annex I be agreed subject to any comments.</p>

7. Contracts and Assets Update

POINTS	ACTION
<p>The Contracts and Assets report following the meeting of the Assets Task Group on 28th November was introduced and discussed.</p> <p>i) The Working Group noted the Task Group had reviewed photographs of the rotten windows on the first and second floors being dealt with by K Construction and complimented Radim Kavecka on the thoroughness of his approach and the quality of the</p>	<p>Action. Business and Facilities Manager to progress</p>

<p>work. It was agreed that the clock be refurbished whilst the scaffolding was in situ at an additional cost of £890.</p> <p>ii) The installation of a compostable/ chemical toilet at the Nursery was agreed from existing budgets for volunteers at the nursery. It was noted that the cost would be £1,500 plus installation.</p> <p>v) It was agreed to appoint Drake and Kannemeyer to investigate the worsening crack in the South Street wall, at an initial cost of £1,250.</p> <p>vi) The Working Group noted that that additional sites for transfer including the allotments were being discussed with Waverley Borough Council. The management of the original sites was being carried out under licence until the freehold transfer was completed with an April Target date. WBC had also raised the issue of Montrose House and further discussions were underway.</p> <p>vii) The Working Group were given an update on the works carried out after the recent burglary and that one of the the entrance gates/fence should be upgraded for additional. The Working Group agreed to recommend that an estimate of £10,000 from Jacksons Fencing (who had installed the new fencing within West Street Cemetery following a tender process) be progressed and that Standing Orders Contracts be waived to appoint Jacksons.</p> <p>viii) The Working Group noted that officers were researching a replacement green vehicle for the Council's old small vans and that a further report would be made.</p> <p>ix) The Working Group discussed plans for Gostrey Meadow noting that Drake and Kannemeyer had been commissioned to conduct a condition survey to better determine the spend needed for refurbishment works within the Meadow. The surveyors were also reviewing the Hart and Central Car Park Toilets within the same works at a cost of £4,000.</p>	<p>Action. Business and Facilities Manager to progress</p> <p>Action. Business and Facilities Manager to progress</p> <p>Recommend to Council: that Farnham Town Council waives Standing Orders to appoint Jackson Fencing to erect a new front fence and gate at the depot to improve security at an estimated cost of £10,000</p> <p>Business and Facilities Manager to progress</p> <p>Business and Facilities Manager to progress</p>
--	--

8. Town Clerk Update

POINTS	ACTION
<p>1 BT Phone boxes</p> <p>i) The Town Clerk advised that a number of BT phone boxes were proposed for removal. It was agreed that these boxes (particularly any red boxes) could be adopted by the Town Council and repurposed for community use such as defibrillators (heart restarters). It was noted that such boxes would have a small ongoing cost for maintenance and also an electricity supply.</p> <p>ii) It was felt that phone boxes in key locations where the mobile coverage was poor should be retained.</p> <p>2 The Town Clerk reported on staffing matters, some of which would be discussed at the forthcoming HR Panel meeting.</p>	<p>Recommendation to Council:</p> <p>1) Phone boxes in key areas with poor mobile coverage should be retained;</p> <p>2) The Town Clerk be authorised to progress phone boxes for community use.</p>

9. Date of Next Meeting

POINTS	ACTION
14 th January 2020, 9.30am.	

The meeting ended at 12.05pm

Notes written by Iain Lynch