



# FARNHAM TOWN COUNCIL

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## Notes

### Strategy & Finance Working Group

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#### Time and date

9.30 am on Tuesday 16th June, 2020

#### Place

Held remotely via Zoom

#### Attendees:

Members: Councillors John Neale (Lead Member), David Attfield, David Beaman, Roger Blishen, Brian Edmonds, Mark Merryweather and Pat Evans (ex-Officio)

Additional Lead Members: Councillors Carole Cockburn, Sally Dickson and Alan Earwaker

Officers: Iain Lynch (Town Clerk), Sara Jones (Assistant Town Clerk) and Iain McCready (Business and Facilities Manager)

#### 1. Apologies

POINTS	ACTION
There were no apologies received.	

#### 2. Declarations of interest

POINTS	ACTION
Cllr Merryweather declared an interest in item 5.1 Asset Task Group regarding the transfer of assets.	

#### 3. Minutes of the last meeting held on 5th May 2020

POINTS	ACTION
The notes from the previous meeting were agreed.	

#### 4. Finance report

POINTS	ACTION
The Town Clerk confirmed the annual budget would be reviewed at the next Strategy & Finance meeting to coincide with the first financial quarter.  I. Direct debits for 2020/21 at Appendix B	<b>Recommendation to Council: The Direct Debit List at Annex I be agreed.</b>

<p>The Town Clerk informed Members of the direct debit payment process system whereby direct debits were paid automatically before they were authorised. Members were asked to review the list to confirm that the direct debits listed could continue to be paid monthly.</p> <p>Cllr Attfield confirmed that he regularly reviewed the direct debit payments.</p> <p>Cllr Beaman noted the Public Works Loan Board was being listed and queried the payment of the business rates on the public toilets. The Town Clerk confirmed the removal of the Public Works Loan Board payment from the list and that the toilet rates were still due.</p> <p>II. Financial Regulations Review at Appendix C Review of the Financial Regulations deferred to the July Strategy &amp; Finance meeting.</p> <p>III. Grants Update. At appendix D The Town Clerk introduced the Grants Update reminding the Working Group that the grant awards had been agreed previously at Full Council but due to Coronavirus some events and services the awards funded had been suspended. Members reviewed the Grant Update to confirm grant awards were still applicable.</p> <p>Members were encouraged to hear that many activities were still taking place, albeit slightly differently due to Coronavirus and social distancing guidelines.</p> <p>The change of use of the grant for Space2Grow was agreed.</p> <p>Members considered the request from four grant recipients to defer the payment of the grant for their annual events as they had been cancelled and could not be postponed for later in the year. The Town Clerk suggested the deferred payment would be for the annual events planned for 2021 but could be paid in March 2021 as the money had already been allocated from the current FTC budget.</p> <p>Members discussed the Service Level Agreements (SLA) previously agreed and confirmed payment could be made for all SLAs apart from Hoppa. Members requested more detail to be obtained from Hoppa regarding the Dial-a-Ride and Demand Responsive Transport services for the Farnham Community.</p> <p>IV. Wrecclesham Community Centre The Town Clerk reminded Members that Wrecclesham Community Centre was managed by the Wrecclesham Community Centre Trust on behalf of the Town Council and paid rent monthly to FTC for use of the centre. During the Coronavirus lockdown all activities and events held at the community centre had been cancelled, and a request for a rent waiver had been received from the Trustees.</p>	<p>Action: Town Clerk to remove the Public Works Loan Board.</p> <p>Action: Asst Town Clerk to administer agreed grant payments.</p> <p>Action: Asst Town Clerk to contact Hoppa for more information regarding the restart of the Farnham services.</p> <p>Action: Asst Town Clerk to contact the Wrecclesham Community Centre.</p> <p><b>Recommendation to Council: FTC to waive the rent paid by</b></p>
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<p>Members agreed for a recommendation to be made to Council. It was suggested for Sara Jones contact Christopher Ellis to check they had applied for all potential grants.</p> <p>V. Other financial matters The Town Clerk informed the Working Group of the recent Government Guidance regarding the 'Reopening High Streets Safely Fund' which stated the fund could not be used to pay for planters being used to help define the new widened footpaths in the town centre. As it had been agreed for FTC to purchase new planters, the order had already been placed and officers were looking at other funds that could be used to pay for them. Cllr Attfield suggested the Community Initiatives Fund could be used if required, or CIL or alternatively the Surrey Carparking Fund.</p>	<p><b>Wrecclesham Community Centre until September 2020 amounting to £3750</b></p>
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## 5. Reports from Task Groups

POINTS	ACTION
<p><b>I) Assets Task Group</b> Iain McCready reported to Members on the following initiatives:</p> <p>I. Electric Supply to Gostrey Meadow. It was previously agreed by Members to increase the electric supply to Gostrey Meadow. The quote received to upgrade the supply to 400amp was for £15,000. This quote included SSE to provide a 400amp power point next to the substation located in Gostrey Meadow, for a separate company to install electric supply points around the park and for the Outdoor Workforce to prepare the groundworks for this. Members agreed to recommend to Council to agree to this expenditure.</p> <p>II. Decoration of Council Chamber due to start in July. It was confirmed the Chamber would be redecorated in July and August. It was also reported that research was being undertaken to upgrade the sound and vision provision in the Chamber to enable remote access to face to face meetings held in the Chamber. This would upgrade the hearing loop and audio system that had been in situ for over ten years.</p> <p>III. Maltings Railings. It was confirmed the coping stones for the Maltings railings were in the process of being replaced.</p> <p>IV. Public Toilets. It was confirmed new hand sanitisers had been ordered to be fitted in the public toilets.</p> <p>V. Council Offices. It was confirmed the repair to the cracking of the walls on council building had been completed and the walls would be redecorated to make good.</p>	<p><b>Recommendation to Council: FTC agree to spend £15,000 on the new and improved electric supply to Gostrey Meadow to be met from the Tourism and Events Budget.</b></p>

<p><b>2) Community Infrastructure Levy Task Group</b>  Members noted another reminder to Councillors should be made to remind Councillors to submit CIL projects for their Wards.</p> <p>It was noted a new meeting date would need to be set ahead of the date for submission of comments to Waverley (18<sup>th</sup> September).</p> <p><b>3) Infrastructure Planning Group</b></p> <p>I. Farnham Design Statement (FDS)  Cllr Cockburn confirmed a process and date was being sought to involve all resident and community groups to review the slightly adjusted version 4 of the FDS. A survey would be circulated.</p> <p>II. Farnham Programme Board  Farnham Local Liaison Forum (LLF)  The Working Group discussed the composition of the LLF and the appointment of the Joint Chairs and Vice Chair. Members expressed reservations about the way in which the appointments were announced and agreed and looked forward to being more engaged as the LLF progressed.  It was noted the LLF would be holding a meeting for all Councillors to hear the scope of the LLF on 29<sup>th</sup> June and that a public meeting was planned for July.</p> <p>11.15am Cllr Dickson left the meeting.</p> <p><b>4) Trees and Hedgerows Group</b>  The town Clerk noted the group had not met recently and a date would be planned to meet soon. The ongoing work by Cllr Fraser was noted and would be shared at the next meeting. It was confirmed this work would inform the FTC response to planning applications.</p> <p><b>5) Wellbeing Task Group</b>  It was confirmed the task group had not met. It was noted Cllr Dickson would not be continuing as Lead Member for the group.</p> <p>The Town Clerk advised Members that there would be an agenda item at the next Council Meeting in June asking Councillors to consider vacancies.</p> <p><b>6) HR Panel</b>  Cllr Attfield reported the Members of the Panel had not met since the last Working Group.</p> <p>The Town Clerk updated Members on the current staffing situation.</p> <p><b>7) Recovery Task Group</b>  The Town Clerk updated Members on the current footpath widening initiative. It was noted the success of the Task Group to persuade SCC to make Park Row a no entry from Castle Street and other amendments including the use of the planters.  It was noted that signage on the approach to Farnham requesting</p>	<p>Action: Asst Town Clerk to arrange date for the next CIL Task Group.</p> <p>Action: Planning and Civic Administrator to conclude survey and distribute.</p> <p>Action: Asst Town Clerk to set a date for the next meeting of the Trees and Hedgerows Group.</p>
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<p>HGV lorries to avoid the town centre had been ordered by SCC, and that Farnham was the first town in Surrey to adopt the new initiatives. Discussion was still ongoing regarding the use of the barriers and planters.</p> <p>It was noted that FTC had recruited volunteer Town Centre Ambassadors to help customers and retailers in the first weeks of the scheme.</p> <p>Members proposed using flags to signpost pedestrians and alert car drivers of the pedestrian crossing points and this would be raised with SCC.</p> <p>Cllr Neale thanked the work of the officers on this project and thanked Oliver Cluskey for producing the information leaflet for businesses and the Outdoor Workforce and volunteers for planning up the new planters.</p> <p>The Town Clerk advised a discussion was underway on using CCTV to monitor the trial and that this could have wider benefits for the Farnham Infrastructure Project with vehicle counting software. SCC had indicated they could fund a large proportion of the cost.</p>	
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**6. Town Clerk update**

<b>POINTS</b>	<b>ACTION</b>
There were no additional items to update.	

**7. Date of next meeting**

<b>POINTS</b>	<b>ACTION</b>
The date of the next meeting is Tuesday 21 <sup>st</sup> July at 9.30am.	

The meeting ended at 11.45 am

Notes written by sara.jones@farnham.gov.uk

# Annex I

## Direct Debit Payments

Set out below is a list of the direct debit payments for 20/21.

Company	Description	Date of DD	Frequency	Approx Amount (net)	Comments
BT	Phone lines, fax, broadband and Depot BT Internet lines	26th of month	Quarterly	£320	Previously invoiced separately
BT	Wrecclesham CC – Broadband (principally for CCTV) and telephone lines		Quarterly	£270	Previously invoiced separately
Calor	Depot, bulk gas delivery	variable	infrequently as necessary five or six times a year,	Up to £1,000.00 per annum	
Calor	Standing charge for gas	28th of month	Quarterly	£101	
Chambers	Special rubbish collection at West Street Cemetery	End of month	Monthly	Approx. £160 per month	
Chambers	Rubbish collection Council offices and after big events	End of month	Monthly	Approx. £76 per month	
Fuel Genie	Fuel for all OWF vehicles, paid on Fuel cards	variable, as card is used	variable	£500 average	Previously Direct Fuels
Focus -	Switchboard lines and calls	28 <sup>th</sup> of the month	Monthly	£153	Formerly Calibre
HSBC	Charge cards for designated staff	middle of month	monthly	variable	Supporting documentation reviewed by RFO and Members
HSBC	Charges for HSBCNet services and facilities, eg BACS payments, online statements	second week of month	monthly	Approx £170	
Kent County Council	Photocopier leases	second week of month	quarterly	Varies according to usage £800 to £1200	
Land Registry			Variable, when documents ordered	Variable (£3 per use)	
Neopost Crediton/Pitney Bowes	Franking of post and lease of franking machine	Whenever system is re-credited for franking	Monthly for franking/ quarterly lease payments	Currently £400 each re-credit. Average cost £250 a month. Lease of equipment £179	

Company	Description	Date of DD	Frequency	Approx Amount (net) per quarter	Comments
Lynx Digital formerly Plug & Play	Website hosting and support	10 <sup>th</sup> of month	Monthly	£300	
Net Technical Services	IT services	New	Monthly	NEW	Previously used ISS
PHS	Public toilets	August	Yearly	£1551	
Royal Mail	Prepaid envelopes	as used	on average once a year	£120.00	Will increase if more surveys undertaken
Southern Electric	multiple accounts	variable	each account quarterly, but dates differ	Approx £1400 each quarter	9 locations. Separate schedules available
TV Licence	TV Licence	October	Annually	£155	
Vodafone	Mobile telephones	Last day of month	Monthly	£200	Lone workers & Outside Workforce
WBC	Cemetery rates	1st	monthly, 1st	Approx. £540	
WBC	Depot rates	1st	monthly, 1st	Approx. £349	
WBC	Public toilets rates	1st	monthly, 1st	Approx. £260	
WBC	Town Hall rates	1st	monthly, 1st	Approx. £1,621	
Mailchimp	Newsletter mailing system	18th	Monthly	Approx £22	

Castle Water – now pay on invoice by cheque to ensure payment allocated to correct account after significant unauthorised direct debit taken.