



# FARNHAM TOWN COUNCIL

Mr Roland Potter  
Town Clerk

8<sup>th</sup> December, 2006

To: All members of the Policy and Resources Committee

You are hereby summoned to attend a meeting of the **POLICY AND RESOURCES COMMITTEE** which will be held in the Council Chamber, South Street, Farnham on **THURSDAY 14<sup>th</sup> DECEMBER, 2006 at 7 pm.**

Yours faithfully

A handwritten signature in black ink that reads 'R. Potter'.

MR R POTTER  
Town Clerk

Cllr M W Norris (Chairman)  
Cllr C H Mansell (Vice Chairman)  
Cllr D J Attfield (Town Mayor) *ex officio*  
Cllr P G Burden OBE  
Cllr M A Clark  
Cllr C A Cockburn  
Cllr S Farrow  
Cllr (Mrs) P M Frost  
Cllr Genziani (Deputy Town Mayor) *ex officio*  
Cllr (Mrs) A E Mansell MBE  
Cllr P G Marriott  
Cllr (Mrs) P M Marriott  
Cllr (Mrs) S Scrivens  
Cllr V K Scrivens

## Other members of the Council for information

A copy of this agenda and accompanying papers will be available on the Town Council Website: [www.farnham.gov.uk](http://www.farnham.gov.uk)



## **AGENDA**

### 1 **APOLOGIES FOR ABSENCE**

### 2 **MINUTES**

To sign as a correct record the minutes of the meeting held on 12<sup>th</sup> October, 2006, previously distributed.

### 3 **DISCLOSURE OF INTERESTS**

To receive from members, in respect of any items included on the agenda for this meeting, disclosure of any personal or prejudicial interests in line with the Parish Council's Code of Conduct and gifts and hospitality in line with Government Legislation.

#### **NOTES:**

- (i) Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to [wendy.coulter@farnham.gov.uk](mailto:wendy.coulter@farnham.gov.uk) by 12 noon on the day before the meeting. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to hand to the clerk before the start of the meeting.
- (ii) Members are reminded that any member of the Committee declaring a prejudicial interest is required to withdraw from the meeting unless he/she has obtained dispensation from the Standards Committee.

### 4 **STATEMENTS BY THE PUBLIC**

The Chairman will invite members of the public present to indicate on which item if any, they would like to speak. At the discretion of the Chairman, those members of the public, residing or working within the Council's boundary, will be invited to speak forthwith in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

## **Part 1 – ITEMS FOR DECISION**

### 5 **COUNCIL BUDGET 2007/2008**

To RECOMMEND to Full Council

1. The Revenue Budget for 2007/2008
2. The Proposed Capital Budget for 2007/2008
3. The Precept for 2007/2008

Report attached at Appendix A.

6 REVENUE GRANTS

To CONSIDER and RECOMMEND to Full Council an interim policy for larger Revenue Grants referred by Council.

Report attached at Appendix B.

7 COMMITTEE TIMETABLE

TO CONSIDER AND RECOMMEND to Council the Committee Timetable for the Local Government Year 2007/2008.

Report attached at Appendix C.

8 SCAPTC FEES

To CONSIDER a report on the current position with SCAPTC and proposed fees.

9 INTERNAL AUDIT REPORT

To RECEIVE and RECOMMEND to Full Council the Internal Auditors Report and the Councils Reports.

Report attached at Appendix D.

10 BANKING ADMINISTRATION & CHARGE CARD APPLICATION

To NOTE the changes in bank procedures and to approve a charge card application for officers.

Report attached at Appendix E.

**Part 2 – ITEMS FOR INFORMATION**

11 PAYMENT OF ACCOUNTS

The Bank Reconciliation Statement, together with details of payments for November and the file of invoices, are available in the Council Chamber for inspection by members from 6.45pm, and will be signed by the Chairman at the meeting.

12 GRANT THANK YOU LETTERS

TO NOTE letters of thanks have been received from the following organisations:

40 Degreez  
Vivaldi Singers  
Farnham Citizens Advice Bureau

13 ITEMS TO BE TABLED

None

14 PUBLICITY

To decide whether to issue a press release in relation to any item on the agenda and, if not the Chairman, which member should be quoted

**Part 3 – CONFIDENTIAL ITEMS**

There are no confidential items in part 3.

The Chairman will close the meeting.

## FARNHAM TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S81 Local Government Act 2000 and the Parish Councils Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> the following matter:-

**COMMITTEE:** POLICY & RESOURCES

**DATE:** 14<sup>th</sup> DECEMBER, 2006

**NAME (Please Print):** \_\_\_\_\_

Agenda Item / Minute Number	Subject	Personal	Prejudicial	Interest based on	Time of Disclosure

(Please continue on the following page)

Signed  
Dated

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

<sup>2</sup> A personal interest includes:

Any matter registered in the register of interests

Any decision which affects the well-being or financial position of a member or a friend or relative to a greater extent than others.

<sup>3</sup> A prejudicial interest is a personal interest so significant that it is likely to prejudice the member's judgement of the public interest.

<sup>4</sup> State item under consideration.

Agenda Item / Minute Number	Subject	Personal	Prejudicial	Interest based on	Time of Disclosure

**ITEM 5  
APPENDIX A**

**FARNHAM TOWN COUNCIL  
POLICY & RESOURCES COMMITTEE  
14<sup>th</sup> DECEMBER, 2006  
COUNCIL REVENUE BUDGET FOR THE FINANCIAL YEAR 2007/08.**

05.01 **PURPOSE**

To approve the Council Revenue Budget for 2007/08.

05.02 **SUPPORTING INFORMATION**

The report below is produced to conform to the budget template approved by Full Council and the attached annexe (A) sets out the summary of the estimated budget for each of the Councils Committees for 2007/08

05.03 **Operational Revenue Budget (Current)**

Annexe (B) sets out the summary of the estimated budget for each of the Councils Committees for 2007/08 to continue to provide its current services:

<b>Committee</b>	<b>£</b>
Policy and Resources	509,495
Public Services	259,565
Environmental Services	<u>13,825</u>
<b>NET COST OF SERVICES</b>	<b><u>782,885</u></b>

05.04 **Budget Variances (Annexe A)**

The Officers have adopted a principle of only allowing for unavoidable growth in expenditure within the draft budget and a general increase of approximately 2.5% for inflation if appropriate.

05.05 **Bank Charges**

**Cost Code 101/1151(increase of £450)**

The Council are changing their banking procedures to allow for electronic banking. There is an additional cost for this service, however it is anticipated that there will eventually be savings in postage and stationary.

05.06 **Audit Fees**

**Cost Code 101/1157 (decrease £3,500)**

The Council are no longer required to produce accounts to SORP standards and are therefore no longer subject to an external audit. This has resulted in a substantial saving on audit fees.

05.07 **Web Site Management and Development  
(increase £6,850)**

The Council is due to launch a new web site in January 2007. This site has a high specification and is central to the Councils communication. Funding has been identified for the continuing day to day management by the web site builder of £3,850 per annum and an additional £3,000 has been identified for further technological improvements.

## ITEM 5 APPENDIX A

### 05.08 **Public Hire of Buildings**

#### **Cost Code 102/1235 (increase £350)**

The Council will be experimenting by providing a larger community event around the Towns Annual Meeting of Electors. The Council receives no discounted hire services from the Maltings where this event is scheduled to take place.

### 05.09 **Salaries/NI/Pension**

#### **Cost Code 102/1235 (increase £14,500)**

The increase in salaries is based on an estimated cost of living rise which is anticipated to be between 2.5 and 2.75%. In addition a number of staff are entitled to incremental salary rises. After this year 4 members of staff will have reached the ceiling for their salary band and it is not anticipated that these will require reviewing in the near future.

In addition the salary provision in 2006/07 included a salary for an office junior, unfortunately a few trials at recruiting an appropriate person at this level has proved to be unsuccessful.

There is an increasing demand on staff to answer telephones and to answer general enquiries from the public. This detracts staff from their current work commitments and therefore an additional sum has been provided within the budget to increase the earlier provision for an office junior to employ a full time receptionist who will also be able to provide administrative support in other areas of work.

**Members are requested to approve the recruitment of a receptionist/admin person and that the recruitment is delegated to the Town Clerk.**

### **Rent, Electricity and heating**

#### **Cost Code 105/1113 &1114**

These charges are passed on by Waverley Borough Council, although there is a variance between past charges and the estimated costs, funding has been unchanged in order to allow the Council the opportunity to acquire additional space within the building if the opportunity arises.

### 05.10 **Grant Aid**

#### **Cost Code 110/ (decrease £16,965)**

In line with the Councils recommendation Grant Aid has been amended to reflect the Councils decision.

### 05.11 **Revenue Support Grants**

An estimate has been made for Revenue Grants based on a possible application from Hoppa.

### 05.12 **Elections**

#### **Cost Code 120/1261 (increase £16,100)**

The anticipated cost of the Councils elections in 2007 is £28,820. The Council has already £14,500 in reserves towards the cost. Therefore a budget provision has

## ITEM 5 APPENDIX A

been made to cover the shortfall in the elections and to start the provision for any by-election which may be called during the year.

### **Public Conveniences (increase £17,440).**

Members are requested to consider employing two full time members of staff to clean and operate the public conveniences. In addition these members of staff can be used in other areas of work including;

Removing fly posting

Litter picking footpaths

Graffiti removal

Update notice boards

Cleaning bus shelters

Cleaning Road signs

Locking and unlocking Victoria and Library Gardens

Members may also wish to consider if there are other areas of work this staff could be involved in including footpath clearance and minor maintenance e.g. painting railings etc.

To provide these service members may wish to consider the purchase of a small pick up vehicle as identified in annex D of this report.

There is always an opportunity to employ these proposed members of staff to support the current work plan for the Outside workforce.

### 05.13 **Consolidated Budget (Annexe B)**

The consolidated budget is identified in Annexe B and is the basis of the anticipated budget options identified in Annex C.

### 05.14 **Capital/ Project Budget (Annexe C)**

As in the previous year each committee has identified its list of capital and projects to be considered for implementation in 2007/08. The priority of the implementation of these projects is decided by each individual committee once the Council has agreed the appropriate funding

The current suggested programmes are:

Policy & Resources Committee      £ 10,000

Public Services Committee      £114,500

Environmental Services Committee      £ 33,500

### 05.15 **LEGAL AND POLICY IMPLICATIONS**

The draft budget for 2007/08 allows for the continuing maintenance of services already provided by the Town Council, which are required to ensure that the Council complies with Health and Safety legislation and public liability responsibilities.

**ITEM 5**  
**APPENDIX A**

05.16 **FINANCIAL IMPLICATIONS**

The estimated financial implications are identified within the report.

05.17 **TIME LIMITS**

Members are requested to make a recommendation at this meeting in order to allow Full Council to set a Precept in January 2006.

05.18 **SUGGESTED RECOMMENDATIONS**

1. To agree to the recruitment of an additional member of staff to the position of a receptionist and this recruitment is delegated to the Town Clerk
2. To agree to the recruitment of an two additional members of staff cleaning of public conveniences and general duties and this recruitment is delegated to the Town Clerk
3. To agree the purchase of a small pick up vehicle for general duties
4. To recommend to Full Council the Capital / Project programme for 2007/08.
5. To recommend to Full Council the draft operating budget for 2007/08 of £782,885.
6. To recommend to Full Council a precept for 2007/08.

Author R Potter Supporting Papers: Attached
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FARNHAM TOWN COUNCIL  
DRAFT BUDGET 2007/08

ANNEXE A

<i>Codes</i>	<i>Details</i>	<u>2005/06</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
		<u>Estimate</u>	<u>Actual</u>	<u>Budget</u>	<u>Draft</u>
		£	£	£	£
<b>CORPORATE MANAGEMENT</b>					
		£	£		
<u>101</u>	<b>Corporate Management</b>				
1104	Accounts Support	6,000	3,765	3,000	3,100
1151	Bank Charges	750	733	750	1,200
1156	Legal & Professional Expenses	1,000	8,287	1,500	1,500
1157	Audit Fees	5,000	8,001	8,750	5,000
1158	Information Technology	8,500	6,761	9,000	9,000
	Web Site Management	0	0	2,500	3,850
	Web Site Development	0	0	0	3,000
	<b>GROSS EXPENDITURE</b>	<b>21,250</b>	<b>27,547</b>	<b>25,500</b>	<b>26,650</b>
1195	<b>Income</b>	0	-2,423	0	0
	<b>TOTAL INCOME</b>	0	-2,423	0	0
	<b>NET EXPENDITURE</b>	<b>21,250</b>	<b>25,124</b>	<b>25,500</b>	<b>26,650</b>
<b>DEMOCRATIC REPRESENTATION</b>					
<u>102</u>	<b>Democratic Representation</b>				
1201	Mayoral Allowance	2,500	3,221	2,500	2,600
1208	Members Courses	900	810	945	1,000
1209	Members Travel	200	0	200	200
1233	Civic Functions	2,080	1,807	2,100	2,250
1234	Civic Visits	420	193	450	475
1235	Public Building Hire	100	110	150	500
	<b>GROSS EXPENDITURE</b>	<b>6,200</b>	<b>6,141</b>	<b>6,345</b>	<b>7,025</b>

FARNHAM TOWN COUNCIL  
DRAFT BUDGET 2007/08

ANNEXE A

<i>Codes</i>	<i>Details</i>	<u>2005/06</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
		<u>Estimate</u>	<u>Actual</u>	<u>Budget</u>	<u>Draft</u>
		£	£	£	Budget
					£
<b>ADMINISTRATION RECHARGEABLE</b>					
<u>105</u>	<b>Administration Rechargeable</b>				
1101	Salaries/NI/Pension	236,250	223,638	251,500	266,000
1108	Staff Training	2,120	2,017	2,120	2,750
1109	Staff Travel	1,545	848	1,600	1,640
1110	Office Costs/Hospitality	2,000	1,513	2,000	2,000
1111	Rates	5,410	4,320	5,680	5,850
1112	Water rates	103	10	110	110
1113	Rent	16,000	5,000	16,800	16,800
1114	Electricity and Heating	4,300	880	4,500	1,500
1115	Car Park Charges	3,660	4,100	4,500	4,500
1116	Security Charges	1,000	726	1,000	1,000
1121	Telephone	2,500	2,219	2,600	2,665
1122	Postage	3,000	4,232	3,000	3,000
1123	Stationery	2,500	4,549	3,000	3,100
1124	Subscriptions	3,100	3,344	3,225	3,500
1125	Insurance	7,500	8,021	8,500	8,750
1126	Publications	300	480	325	500
1127	Photocopying Charges	1,800	1,322	1,890	1,890
1130	Staff Advertising	1,000	121	1,000	1,000
1131	Other Advertising	500	873	500	500
1132	Office Equipment Maintenance	1,000	1,826	2,000	2,000
	<b>GROSS EXPENDITURE</b>	<b>295,588</b>	<b>270,039</b>	<b>315,850</b>	<b>329,055</b>
	<b>Community Centres</b>				
	Wrecclesham Community Centre	0	6,484	0	3,500
	<b>GROSS EXPENDITURE</b>	<b>0</b>	<b>6,484</b>	<b>0</b>	<b>3,500</b>
<b>GRANT AID</b>					
<u>110</u>	<b>Grant Aid</b>				
1764	Grant Aid Projects	35,000	27,556		
1767	Youth Forum Administration	1,000	0		
1771	Theatre Support Grant	0	4,250		
1772	Sandy Hill Community Centre	5,000	0		
	<b>GROSS EXPENDITURE</b>	<b>41,000</b>	<b>31,806</b>	<b>41,000</b>	<b>24,035</b>
<b>CAPITAL AID</b>					
	The Maltings		65,000	0	0
	Disabled Access		4,225	0	0
	<b>GROSS EXPENDITURE</b>		<b>69,225</b>	<b>0</b>	<b>0</b>

FARNHAM TOWN COUNCIL  
DRAFT BUDGET 2007/08

ANNEXE A

<i>Codes</i>	<i>Details</i>	<u>2005/06</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
		<u>Estimate</u>	<u>Actual</u>	<u>Budget</u>	<u>Draft</u>
		£	£	£	Budget
					£
<b>REVENUE SUPPORT GRANTS</b>					
<u>111</u>	<b>Revenue Support Grants</b>				
1761	Citizens Advice Bureau	29,840	29,840		
1762	Neighbourhood watch	3,000	3,000		
1768	Farnham Voluntary Service Council	1,000	1,000		
1770	Community Task Force	1,250	1,250		
1772	Farnham Youth project	3,000	3,000		
2365	Maltings Revenue Grant	25,750	25,750		
2369	Maltings Development Officer	5,000	5,000		
	<b>GROSS EXPENDITURE</b>	<b>68,840</b>	<b>68,840</b>	<b>68,840</b>	<b>81,600</b>
<b>OTHER SERVICES TO THE PUBLIC</b>					
<u>120</u>	<b>Other Services to the public</b>				
1261	Elections	4,000	0	5,000	21,100
1263	Newsletter	10,000	0	6,000	6,000
	<b>GROSS EXPENDITURE</b>	<b>14,000</b>	<b>0</b>	<b>11,000</b>	<b>27,100</b>
<b>NON DISTRIBUTED COSTS</b>					
<u>125</u>	<b>Non Distributed costs</b>				
1102	Pension Additional payments	8,250	9,661	9,661	10,530
	<b>GROSS EXPENDITURE</b>	<b>8,250</b>	<b>9,661</b>	<b>9,661</b>	<b>10,530</b>
<b>OTHER OPERATING EXPENDITURE</b>					
<u>130</u>	<b>Other operating Expenditure</b>				
1153	Loan Charges	10,200	10,227	10,200	10,200
	<b>GROSS EXPENDITURE</b>	<b>10,200</b>	<b>10,227</b>	<b>10,200</b>	<b>10,200</b>
<b>OTHER INCOME</b>					
<u>130</u>	<b>Other Income</b>				
1176	Precept	766,667	766,667	801,167	801,167
1196	Interest Received	25,000	36,429	27,500	34,000
	<b>GROSS INCOME</b>	<b>791,667</b>	<b>803,096</b>	<b>828,667</b>	<b>835,167</b>

FARNHAM TOWN COUNCIL  
DRAFT BUDGET 2007/08

ANNEXE A

<i>Codes</i> Details	<u>2005/06</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
	<u>Estimate</u>	<u>Actual</u>	<u>Budget</u>	<u>Draft</u>
£	£	£	£	£
<b>EXTERNAL WORKS</b>				
<b><u>201 External Works</u></b>				
1101 Salaries, NI Pension	79,000	75,737	107,500	110,200
1111 Rates	2,000	3,770	2,115	3,500
1112 Water rates	300	0	300	300
1114 Electricity & Heating	250	187	695	250
1121 Telephone	850	1,118	1,185	1,215
1307 Protective clothing	1,200	1,059	1,250	1,275
1316 Refuse disposal	620	657	620	675
1336 Property maintenance	1,000	472	1,000	1,000
1342 Equipment maintenance	2,500	819	2,500	2,500
1343 Vehicle costs	3,000	3,377	3,000	3,000
2144 War memorial	1,500	113	1,500	1,500
<b>GROSS EXPENDITURE</b>	<b>92,220</b>	<b>87,309</b>	<b>121,665</b>	<b>125,415</b>
<b>PARKS AND PUBLIC SPACES</b>				
<b><u>202 Parks and Public Spaces</u></b>				
2138 Open Space Enhancement (FIB)	25,000	18,377	23,500	24,150
2140 Bus Shelter maintenance	1,000	0	1,000	1,000
2145 BVRCMS	1,000	837	1,000	1,000
2160 Bus Shelters	3,500	0	0	0
2161 Public seats maintenance costs	2,500	0	2,500	2,600
<b>GROSS EXPENDITURE</b>	<b>33,000</b>	<b>19,214</b>	<b>28,000</b>	<b>28,750</b>
<b>Income: FIB Sponsorship</b>	<b>0</b>	<b>0</b>	<b>-6,500</b>	<b>-6,500</b>
<b>NET EXPENDITURE</b>	<b>33,000</b>	<b>19,214</b>	<b>21,500</b>	<b>22,250</b>
<b>GARDENS AND OPEN SPACES</b>				
<b><u>207 Gardens and Open Spaces</u></b>				
2138 Library garden Upkeep	1,000	1,208	1,100	1,200
<b>GROSS EXPENDITURE</b>	<b>1,000</b>	<b>1,208</b>	<b>1,100</b>	<b>1,200</b>
2780 <b>Income: SCC Grant</b>	<b>-3,000</b>	<b>-3,000</b>	<b>-3,000</b>	<b>-3,000</b>
<b>NET SURPLUS</b>	<b>-2,000</b>	<b>-1,792</b>	<b>-1,900</b>	<b>-1,800</b>

## FARNHAM TOWN COUNCIL

ANNEXE A

## DRAFT BUDGET 2007/08

<i>Codes</i>	<i>Details</i>	<u>2005/06</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
		<u>Estimate</u>	<u>Actual</u>	<u>Budget</u>	<u>Draft Budget</u>
<i>£</i>		<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<b>ALLOTMENTS</b>					
	<u>212 Allotments</u>				
5136	Allotment maintenance	3,000	349	3,000	3,000
5137	Allotment Utilities	1,000	590	1,000	1,000
	<b>GROSS EXPENDITURE</b>	<b>4,000</b>	<b>939</b>	<b>4,000</b>	<b>4,000</b>
	Income - Allotments	-2,150	-2,931	-2,300	-2,800
	<b>NET EXPENDITURE</b>	<b>1,850</b>	<b>-1,992</b>	<b>1,700</b>	<b>1,200</b>
<b>CCTV</b>					
	<u>215 CCTV</u>				
1765	CCTV Provision and maintenance	10,000	2,612	18,500	18,500
	CCTV Capital replacement	5,000	0	0	0
	<b>GROSS EXPENDITURE</b>	<b>15,000</b>	<b>2,612</b>	<b>18,500</b>	<b>18,500</b>
<b>FARMERS MARKET</b>					
	<u>240 Farmers Market</u>				
21001	Farmers market Supervision	1,500	1,320	1,620	1,700
21025	Farmers Market Insurance	1,200	0	1,240	1,270
21030	Adverts/Publicity/Stationery	4,000	4,089	4,000	4,150
21040	Stall Hire	5,000	4,741	5,150	6,000
21041	Equipment Hire	4,000	3,961	4,400	4,400
21044	Enhancement Projects	1,250	492	1,250	1,280
	<b>GROSS EXPENDITURE</b>	<b>16,950</b>	<b>14,603</b>	<b>17,660</b>	<b>18,800</b>
	Income- farmers market	-17,150	-18,438	-17,660	-18,800
	<b>NET EXPENDITURE</b>	<b>-200</b>	<b>-3,835</b>	<b>0</b>	<b>0</b>
<b>PUBLIC CONVENIENCES</b>					
	Public Conveniences -operating costs	0	0	17,680	18,120
	Salaries			27,320	40,000
	WBC - Subsidy	0	0	-22,820	-18,500
	<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>22,180</b>	<b>39,620</b>

FARNHAM TOWN COUNCIL  
DRAFT BUDGET 2007/08

ANNEXE A

<i>Codes</i> Details	<u>2005/06</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
	<u>Estimate</u>	<u>Actual</u>	<u>Budget</u>	<u>Draft</u>
£	£	£	£	£
<b>TOURISM</b>				
<u>250</u> Tourism				
1121 Telephone	750	0	750	750
1122 Postage	1,500	0	1,500	1,500
2423 Stationery/Flyers	2,000	248	2,000	2,000
2431 Heritage Open days	300	252	310	310
2462 Farnham TIC	30,000	30,000	0	0
2463 Tourist Publications	4,000	2,262	6,000	4,110
2464 Christmas Lights	23,100	30,469	23,100	25,000
2467 Tourism Developments and Events	20,150	15,523	20,150	20,700
<b>GROSS EXPENDITURE</b>	<b>81,800</b>	<b>78,754</b>	<b>53,810</b>	<b>54,370</b>
2480 Income- Donations	-1,000	-1,615	-1,000	-1,000
2481 Income- Festival	-600	-409	0	0
<b>GROSS INCOME</b>	<b>-1,600</b>	<b>-2,024</b>	<b>-1,000</b>	<b>-1,000</b>
<b>NET EXPENDITURE</b>	<b>80,200</b>	<b>76,730</b>	<b>52,810</b>	<b>53,370</b>
<b>MARKET TOWN HEALTH CHECK</b>				
<u>260</u> Market Town health Check				
2662 Health Check	20,000	13,861	0	0
<b>GROSS EXPENDITURE</b>	<b>20,000</b>	<b>13,861</b>	<b>0</b>	<b>0</b>
<b>CEMETERY</b>				
<u>290</u> Cemetery				
Waste Disposal	0	0	1,800	1,850
1111 Rates	2,369	4,922	2,482	5,185
21213 Cemetery Energy Costs	1,000	622	681	700
21225 Miscellaneous Administration	1,000	450	500	500
21235 Cost of Burials	19,000	18,879	19,040	20,000
21236 Cemetery Upkeep	20,400	18,343	10,000	10,275
21 Cemetery Building maintenance	25,000	0	2,000	2,000
<b>GROSS EXPENDITURE</b>	<b>68,769</b>	<b>43,216</b>	<b>36,503</b>	<b>40,510</b>
21281 Income - Cemetery	-31900	-39516	-38,455	-39,500
<b>NET EXPENDITURE</b>	<b>36,869</b>	<b>3,700</b>	<b>-1,952</b>	<b>1,010</b>

FARNHAM TOWN COUNCIL  
DRAFT BUDGET 2007/08

ANNEXE A

<i>Codes</i>	<i>Details</i>	<u>2005/06</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
		<u>Estimate</u>	<u>Actual</u>	<u>Budget</u>	<u>Draft</u>
<i>£</i>		<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<b>HIGHWAYS</b>					
<i>301</i>	Highways				
<i>2146</i>	Graffiti Management	7000	5653	7,500	7,675
<i>3165</i>	Traffic Calming	50000	33561	0	0
<i>3167</i>	Community Transport	5000	342	0	0
<i>3168</i>	Footpaths/Cycle Paths	5000	0	0	0
<i>3169</i>	Litterbins	0	0	2,000	2,050
<i>3170</i>	Cycle Rack maintenance	0	0	1,000	1,025
<i>3171</i>	Signs maintenance	0	0	1,000	1,025
<i>3172</i>	Trees & Shrubs	0		1,000	1,025
<i>3173</i>	Street and General Lighting maintenance	0	0	1,000	1,025
<b>GROSS EXPENDITURE</b>		<b>67000</b>	<b>39556</b>	<b>13,500</b>	<b>13,825</b>
<b>CAPITAL EXPENDITURE</b>					
	Council Chamber Audio System		19829		
	Computer System & network		14662		
	Scagg Mower		6135		
	Trailer		1653		
	Water Bowser		2950		
	New hanging Baskets		5995		
<b>GROSS EXPENDITURE</b>			<b>51224</b>		

**Farnham Town Council**  
**Consolidated Draft Budget for 2007/08**

ANNEXE B

	<u>2006</u>	<u>2006</u>	<u>2006</u>	<u>2006/07</u>	<u>2007/08</u>
	£	£	£	£	£
	<u>Gross</u>		<u>Actual</u>	<u>Budget</u>	<u>Draft</u>
	<u>Expen'</u>	<u>Income</u>	<u>Net Expen'</u>		<u>Budget</u>
<b>Services</b>					
<b>Central Services</b>					
Corporate Management	27,547	2,423	25,124	25,500	26,650
Democratic Representation	6,141		6,141	6,345	7,025
Administration Rechargeable	270,039		270,039	315,850	329,055
Other Services to the Public	0		0	11,000	27,100
Non Distributed Costs	9,661		9,661	9,661	10,530
<b>Other Services</b>					
Grant Aid	31,806		31,806	41,000	24,035
Capital Aid	69,225		69,225	69,225	0
Revenue Support Grants	68,840		68,840	68,840	81,600
<b>Community centres</b>	6,484		6,484	0	3,500
<b>Cultural &amp; Related Services</b>					
External Works	87,309		87,309	121,665	125,415
Parks and Public Spaces	20,422	3,000	17,422	19,600	20,450
Allotments	939	2,931	-1,992	1,700	1,200
Tourism					
Town Events and Festivals	78,754	2,024	76,730	52,810	53,370
<b>Environment Services</b>					
Cemetery and Burials	43,216	39,516	3,700	-1,952	1,010
Community Safety	2,612		2,612	18,500	18,500
Public Conveniences			0	22,180	39,620
<b>Planning &amp; Development Services</b>					
Farmers Market	14,603	18,438	-3,835	0	0
Community Development	13,861		13,861	0	0
<b>Highways Roads &amp; Transport Services</b>					
Traffic calming, foot & cycle paths	39,556		39,556	13,500	13,825
Capital Expenditure	51,224		51,224	0	0
<b>NET COST OF SERVICES</b>	842,239	68,332	773,907	795,424	782,885
Interest and Investment Income			-36,429	-27,500	-34,000
Loan Charges			10,227	10,200	10,200
<b>NET OPERATING COST</b>			747,705	778,124	759,085
Town Precept			766,667	801,167	801,167
<b>EXPENDITURE</b>			18,962	23,043	42,082
<b>OPERATING COSTS 2007/08</b>			<b>747,705</b>	<b>778,124</b>	<b>759,085</b>

TABLE A: Possible Budget Options 2007/08

Precept percentagee	2007/08	1%	1.5%	2%	2.5%	3.0%
<b>Operating Cost 2007/08</b>	759,085	759,085	759,085	759,085	759,085	759,085
<b>New Services Revenue Costs:</b>						
Provision to maintain capital reserves	10,000	10,000	10,000	10,000	10,000	10,000
<b>Proposed Budget 2007/08</b>	<b>769,085</b>	<b>769,085</b>	<b>769,085</b>	<b>769,085</b>	<b>769,085</b>	<b>769,085</b>
Percentage increase in precept over 2006/07 £801,167		1%	1.5%	2%	2.5%	3.0%
<b>Precept 2006/07</b>	<b>801,167</b>	<b>809,180</b>	<b>813,185</b>	<b>817,190</b>	<b>821,195</b>	<b>825,205</b>
<b>Funding surplus</b>	<b>32,082</b>	<b>40,095</b>	<b>44,100</b>	<b>48,105</b>	<b>52,110</b>	<b>56,120</b>

TABLE B: Impact on average band D property in 2007/08: Cost per year

Precept percentagee	2007/08	1%	1.5%	2%	2.5%	3%
Council Tax base 2007/08 16,821	47.93	48.10	48.34	48.58	48.82	49.06
Rise in Town Council Precept pa		0.17	0.41	0.65	0.89	1.13
<b>Cost per monthly instalment</b>		<b>2p</b>	<b>4p</b>	<b>6.5p</b>	<b>9p</b>	<b>11p</b>

TABLE C: Impact on Project/ Capital Programme

Precept percentagee	2007/08	1%	1.5%	2%	2.5%	3%
<b>Project/capital funding available</b>						
P& S Committee (80%)		24,076	27,280	30,484	33,688	36,895
E S Committee (20%)		6,019	6,820	7,621	8,422	9,225
P & R Committee		10,000	10,000	10,000	10,000	10,000
<b>Total Project Funding Available</b>		<b>40,095</b>	<b>44,100</b>	<b>48,105</b>	<b>52,110</b>	<b>56,120</b>
<b>Project/capital funding identified 2007/08</b>						
P& S Committee (40%)		114,500	114,500	114,500	114,500	114,500
E S Committee (60%)		33,500	33,500	33,500	33,500	33,500
P & R Committee		10,000	10,000	10,000	10,000	10,000
Total project Funding		158,000	158,000	158,000	158,000	158,000
<b>Project/Capital funding shortfall 2007/08</b>		<b>117,905</b>	<b>113,900</b>	<b>109,895</b>	<b>105,890</b>	<b>101,880</b>

**POLICY RESOURCES COMMITTEE  
DRAFT CAPITAL PROGRAMME 2007 - 2008**

ANNEXE D

<b>Project</b>	<b>2007/08</b>	
<b>Policy &amp; Resources Committee</b>		
Pick Up Vehicle	10,000	
<b>Cost of Policy &amp; Resources Committee Projects</b>	<b>10,000</b>	

<b>Project</b>	<b>2007/08</b>	<b>2008/09</b>
<b>Public Services Committee</b>		
Youth Shelter	10,000	
Self watering hanging baskets-continuation programme	1,500	1,500
Bus Shelter installation-continuation programme	10,000	10,000
Ashgate Gallery pedestrian finger signs	3,000	
Tourism Interpretation Boards		
Improvement to coach parking area at The Hart	10,000	
Information Touch screen implementation	10,000	10,000
Bandstand	45,000	
Contribution to installation of play equipment.-continuation programme	10,000	
Multi use games area-Sandy Hill	10,000	
Cemetery noticeboard installation	5,000	
<b>Cost of Public Service Committee Projects</b>	<b>114,500</b>	<b>21,500</b>

<b>Project</b>	<b>2007/08</b>	<b>2008/09</b>
<b>Environmental Services Committee</b>		
Replace damaged traffic barriers	3,000	
Install & replace litter bins	3,000	
Cycle Rack Programme	3,000	
River/footpath enhancements	6,000	
Mini environmental schemes	6,000	
Street light replacement/enhancement programme		5,000
USM projects		
Enhance footpath repair - standard	5,000	
Walking bus protective clothing	1,000	1,000
Installation of nature trail in woodland near Clifton Close	1,500	1,500
Riverside walk near A31		10,000
Restore footpath near Hatch Mill	5,000	
Wrecclesham Railway Bridge - proposed traffic signals		
Dropped kerb/crossing point St Georges Rd Badshot Lea		
Traffic calming measures St Georges Rd Badshot Lea		
Traffic signs and road markings near Badshot Lea		
Traffic survey/calming The Chantrys		
<b>Cost of Environmental Service Committee Projects</b>	<b>33,500</b>	<b>17,500</b>

FARNHAM TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE  
14<sup>th</sup> DECEMBER, 2006  
REVENUE GRANTS

06.01 Purpose

The purpose of this report is to consider and recommend to Full Council an interim policy for larger Revenue Grant referred by Council.

06.02 Supporting Information

06.021 Background

In March 2006 Farnham Town Council awarded Revenue Grants to the following organisations:

Farnham Maltings	£26,545
Surrey Police – Neighbourhood Watch	£3,000
Waverley Victim Support	£500
Farnham citizens Advice Bureau	£29,840
Farnham Voluntary Service Council	£2,000
Bourne Conservation Group	£355
Farnham Community Task Force	£250
Farnham Youth Project (40degreez)	£6,000
Vivaldi Singers	£1,000
<b>Total Awarded</b>	<b>£69,470</b>

The 'grants process' was referred back to the Corporate Development Task Group for review following a large amount of Project Grant applications received in 2005 totalling over £100,000 and only £37,000 being available.

When the Corporate Development Task Group discussed the Community Grants it was suggested that the inclusion of a reducing grant awarded over three years could include some of the applicants for Revenue Grants and encourage the organisations to become more independent.

Community grants made provision for Larger Grants over £15,000 to be funded with a proviso that reduced funding would be provided over 3 years and in the 4<sup>th</sup> year the organisation would become self sufficient.

During discussions with the Corporate development Task Group it was suggested that Revenue Grants and Project Grants be amalgamated together under 'Community Grants'. However, when the Community Grant proposals were brought back to Full Council and it was agreed that Community Grants would only be awarded up to a maximum value of £2,000, members requested that Revenue Grants be brought back to the Policy and Resources Committee for further discussion.

## ITEM 6 APPENDIX B

### 06.03 **Current Situation**

Town and Parish Council have a power; however they do not have a duty to award grants.

Revenue Grants are awarded for "ongoing costs" and are considered once a year, with a decision from Council in order to inform the Council's financial budget for the following year. The payment of any grants awarded irrespective of the size of grant is divided in to two equal payments payable in April and October.

There is a growing demand for large Revenue Grants with Farnham Hospital HOPPA expected to make a bid for £20,000.

As there was a review in progress provision has been made in the budget for 2007/2008 for Revenue Grants totalling £81,600.

### 06.04 **Issues to be Considered**

Inevitably some applicants will request funding over the Community Grant Limit of £2,000.

In order for an applicant organisation to qualify for funding over £2,000 a criterion that could be set would be; organisations must demonstrate that they are providing an essential service to the community of Farnham.

**What services do members wish organisations to provide?** The Healthcheck identified the need for better Community Transport. Farnham Hospital HOPPA now provides an essential service for Community Transport.

**Should there be a minimum and maximum limit on Revenue Grants?** Community Grants are primarily to encourage more organisations to become financially independent and enable the Town Council to provide improved or additional services. A minimum Revenue Grant would allow more organisations to be invited to apply for a Community Grant. A maximum grant would prevent applicants applying for monies that are outside the Farnham Town Council budget.

**Should Farnham Town Council be providing ongoing funding to organisations?** Many of the organisations that apply for funding year after year rely on or have become dependent on Farnham Town Council's contribution. However, the idea behind the Community Grants is to encourage more organisations to be self sufficient and allow the Council to fulfil its community role by enabling these organisations.

**Should applicants be accountable to Farnham Town Council for any money granted?** Grants are usually awarded under the empowerment of specific legislation or under Section 137 LGA which allows the Council to spend up to an equivalent of £5.40 per elector on services which benefit the immediate

## ITEM 6 APPENDIX B

community of Farnham. Farnham Town Council should ensure that any money granted is spent on services and provides 'Value for Money' for the people of Farnham.

**Should Farnham Town Council have any influence over how money is spent and services delivered?** Members may wish to ensure that any money awarded is spent by organisations to provide better services for the people of Farnham.

**Should applicants be funded up front or retrospectively having demonstrated that services have been delivered?** The services that organisations provide may not be completed if monies are not awarded up front. However, if funding is awarded retrospectively the Council can remain accountable to the money spent and ensure that the organisation has carried out the services.

**Which organisations should Farnham Town Council be funding and why?** Should Farnham Town Council award monies for salaried posts especially when it is fulfilling a shortfall from principle authorities who are tailoring their budgets? Do the organisations provide the services that Farnham Town Council wishes to be provided?

**How does Farnham Town Council guarantee that services are delivered locally?** If organisations were required to provide a breakdown of services provided and how a grant awarded was spent, it could assist Farnham Town Council in remaining accountable for public money spent.

### 06.05 Legal & Policy Implications

The Council are required to consider recommending a policy and procedure to allow the Revenue Grants to be awarded for 2007.

### 06.06 Financial Implications

£81,600 is set aside in the 2007/2008 Budget for Revenue Grants. The financial implications for 2006/07 are constrained by the approved budget. Any decision to change the budget for funding will impact on the current draft budget for 2007/08.

06.07 **Recommendations**

**Issues for consideration and if approved for recommendation to Full Council:**

- 1) The Revenue Grant Process to remain the same for 2007 and the future of Revenue Grant Funding be referred back to the Corporate Development Task Group for further discussion and referred back to Full Council for approval by the new Council elected in May 2007.**
- 2) Adopting a "Major Grants" scheme, with smaller applications being invited to apply for Community Grants. To qualify for Major Grants applicants must demonstrate that they are providing an essential service for the people of Farnham.**



# FARNHAM TOWN COUNCIL

## COMMITTEE TIMETABLE FOR 2007/2008

**AUTHOR:**  
*Roland Potter*  
*Town Clerk*

**PRESENTED BY:**  
*Roland Potter*  
*Town Clerk*

**PRODUCED FOR:**  
**POLICY AND RESOURCES COMMITTEE**  
**14<sup>th</sup> DECEMBER, 2006**

**DATE OF REPORT:**  
**6<sup>th</sup> DECEMBER, 2006**

### SUMMARY OF KEY ISSUES

During the local government year 2005/2006 comments have been raised about the number of Committees and Committee Cycles on the following issues:

#### **Committee agendas have had few items for decision and too many meetings per cycle.**

The principle work of committees is for elected members to establish policy and strategy and overview the management of the Council. However, these can not be developed without research and report preparation which does not always fit into the cycle of committee meetings. A possible solution would be to reduce the committee cycles to 4 and at the same time allow sufficient time for a series of additional meetings, if the work load for a committee demanded this time. This would allow the decision making to lead the work of the committee as opposed to producing reports to fit a committee cycle.

#### **Insufficient time for planning consultation and the meeting is not held in public.**

There have been difficulties in obtaining a quorum for the Plans Panel and in order to retain the Councils Quality status the planning consultation should take place in public. Members are requested to recommend a review the role of the Plans Panel by the Corporate Development Task Group to include the following:

- ◆ Rename the panel the Planning Consultative Group (PCG) to reflect the true nature of the role of the Council in planning.
- ◆ To establish a criteria whereby officers can make recommended comments on particular planning applications for approval by the PCG. This will allow members to consider more strategic and important applications
- ◆ To establish a protocol whereby members can request a planning application to be considered by the PCG.
- ◆ The PCG will meet formally in public.

#### **A review of the work of committees and if there is a role for 4 committees**

The Corporate Development task Group recommended that this should be undertaken by the new Council after May 2007.

**ITEM 7**  
**APPENDIX C**

Attached at Annexe 1 & 2 are two revised committee timetables. Annexe 1 is a revised timetable for 2007/2008 as the committee cycle stands at the moment. Annexe 2 is a revised timetable with three committees and 4 cycles.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**RECOMMENDATION:**

**To consider recommending to Full Council a Committee Timetable for the Local Government Year 2007/2008.**  
**To instruct the Corporate Development Task Group to review the role of the Plans Panel.**

**FOR FURTHER INFORMATION CONTACT:**

**Roland Potter**  
**Town Clerk**

**Telephone number: 01252 712667**

**FARNHAM TOWN COUNCIL**  
**Timetable of Meetings Local Government Year 2006-2007**

	1 <sup>st</sup> Cycle	Recess	2 <sup>nd</sup> Cycle	3 <sup>rd</sup> Cycle	4 <sup>th</sup> Cycle	5 <sup>th</sup> Cycle
<b>Annual Council</b>	10 May					
<b>Plans Panel</b>	24 May		13 Sept	8 Nov	17 Jan	13 Mar
<b>Public Services</b>	24 May		13 Sept	8 Nov	17 Jan	13 Mar
<b>Plans Panel</b>	7 June		27 Sept	22 Nov	31 Jan	27 Mar
<b>Environmental Services</b>	7 June		27 Sept	22 Nov	31 Jan	27 Mar
<b>Plans Panel</b>	21 June		11 Oct	29 Nov	14 Feb	10 April
<b>Policy &amp; Resources</b>	21 June		11 Oct	29 Nov	14 Feb	10 April
<b>Plans Panel</b>	5 July		25 Oct	13 Dec	28 Feb	24 April
<b>Council</b>	5 July		25 Oct	13 Dec	28 Feb	24 April (A) 8 May
<b>Town Meeting of Electors</b>					6 Mar	
<b>Plans Panel</b>	19 July			3 Jan (Prov)		8 May
<b>Plans Panel</b>	2 Aug					
<b>Plans Panel</b>	16 Aug					
<b>Plans Panel</b>	30 Aug					

Note: Plans Panel will be held 6-7pm.

**FARNHAM TOWN COUNCIL**  
**Timetable of Meetings Local Government Year 2007-2008**

	1 <sup>st</sup> Cycle	Recess	2 <sup>nd</sup> Cycle	3 <sup>rd</sup> Cycle	4 <sup>th</sup> Cycle
Annual Council	<b>10 May</b>				
Plans Panel					
Public Services	31 May		06 Sept	15 Nov	14 Feb
Plans Panel					
Environmental Services	21 June		27 Sept	06 Dec	6 March
Plans Panel					
Policy & Resources	5 July		18 Oct	20 Dec	27 March
Plans Panel					
Council	<b>26 July</b> <b>(accounts)</b>		01 Nov	17 Jan <b>(precept)</b>	17 April <b>8 May</b>
Town Meeting of Electors					
Plans Panel					
Plans Panel					
Plans Panel					
Plans Panel					

Note: Plans Panel will be held 6-7pm.



# FARNHAM TOWN COUNCIL

INTERNAL AUDIT REPORT AND ACTIONS	
<b>AUTHOR:</b> <i>Roland Potter</i> <i>Town Clerk</i>	<b>PRESENTED BY:</b> <i>Roland Potter</i> <i>Town Clerk</i>
<b>PRODUCED FOR:</b> <b>POLICY AND RESOURCES COMMITTEE</b> <b>14<sup>th</sup> DECEMBER, 2006</b>	<b>DATE OF REPORT:</b> <b>6<sup>th</sup> DECEMBER, 2006</b>
<b>SUMMARY OF KEY ISSUES</b>  Members are requested to note the Internal Auditors report attached at Annexe A and the below Action Plan.  <b>Register of Interests.</b> The Officers will undertake a review of all registers of interest forms and arrange with individual members to update and review them by 30 January 2007.  <b>Property Deeds</b> The remaining property deeds will be copied and the originals will be transferred to the Councils solicitors for secure storage. Members are requested to note that the Councils officers will be reviewing the safety and security of its paper information in January 2007 and a further report will be brought to the Committee.  <b>South Street Trust</b> The Town Clerk is reviewing the operation of the Trust and this will be reported independently to the next meeting of the Trust.  <b>Minutes</b> With immediate effect all future minutes will include details of all officers who are officially attending each meeting.  <b>Risk Assessment</b> Members have already received a copy of the risk assessment and work has been allocated to individual officers to address all risks. The Outcome of these actions will be reported to the next meeting of the committee.  <b>Systems Controls and Review</b> Members are requested to note the comments and the recommendation of the internal auditor.	
<b>FINANCIAL IMPLICATIONS:</b>  There are no financial implications at this time	

**ITEM 9  
APPENDIX D**

**RECOMMENDATION:**

- 1. To note the report of the internal auditor**
- 2. To approve identified actions as a result of the report.**

**FOR FURTHER INFORMATION CONTACT:**

**Roland Potter  
Town Clerk**

**Telephone number: 01252 712667**



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1 November 2006

Our ref: PS/DS/F802

Dear *Mr Potter*

**Farnham Town Council**  
**Management Letter: Internal Audit 2005/06**

The Town Council's Internal Audit has been completed in accordance with the requirements of the audit regime and we have completed the Annual Report by the Internal Auditor for the financial year ended 31 March 2006. The Chair has yet to complete section 1 of the Annual Return and section 2 also needs to be completed before sending it to your external auditors, BDO Stoy Hayward LLP.

The Internal Audit process is an integral part of the audit regime which concerns itself with the principles of good governance, accountability and transparency. These are set out and considered in detail in the NALC publication entitled Governance and Accountability in Local Councils in England and Wales - A Practitioners Guide ("the Guide").

You may take comfort that your Council operates a system of internal controls which is adequate and effective, given the resources available to it, and for the most part adheres to the Guide and other accounting and control principles for the financial year 2005/06.

I need now to bring to your attention the findings of the internal audit process and you should report these findings to your Finance Committee and/or at full Council. The findings detailed below are reported on an exception basis for the sake of brevity and are in sufficient detail for you to take action as appropriate.

### **Register of Interests**

A review of the register identified that not all councillors had returned their forms declaring their interests.

It is understood that the position has since improved, but that full compliance has still not been achieved. This should be rectified as a matter of priority, especially as this has been highlighted by the Risk Assessment (see below) as having the highest risk factor for the Council.

### **Property Deeds**

At the time of the visits many of the original deeds were held in the Council's offices and the facilities for this were inadequate given the importance of these documents.

Some of these have since been transferred to the safe keeping of the Council's solicitors and it is understood the others will be transferred in the coming months.

### **Farnham South Street Trust**

The existence of this Trust had been identified, but the details of how it operated, the investments it held and the trustees were unclear.

This was under urgent investigation by the Clerk. We understand that although progress has been made in so far as the Trust has been identified as a registered Charity and that all councillors are trustees, the other details regarding it's operation are still to be determined.

### **Minutes**

A review of the meeting minutes did not show who had been responsible for taking the minutes.

This was being rectified by the minutes being amended to show the person responsible for taking the minutes at each meeting.

### **Risk Assessment**

Proprietary software was being used to compile a comprehensive document and this was in progress at the year end.

Once finalised the document needs to be acted upon to rectify the key areas of risk that have been identified.

### **Systems & Controls Review**

A detailed review was undertaken of several of the systems and controls in relation to income and expenditure. In the main this review demonstrated that robust systems were in place and that the controls adequately met the requirements of the Council. There were, however, a few aspects in relation to the systems for income and expenditure that had already been identified by the Clerk as requiring closer control. Changes to the systems were in progress to resolve these issues after the year end.

Consequently, the deficiencies in these areas are not detailed here as measures had already been put in place to resolve these aspects. At the time of our visits it was not possible to confirm that these changes had achieved the desired outcome. It is therefore proposed that prior to the visit for the year ending 31 March 2007 an interim audit visit is made to review these particular areas.

With kind regards.

Yours sincerely



David Smy  
Partners Assistant



# FARNHAM TOWN COUNCIL

<b>BANKING ADMINISTRATION AND CHARGE CARD</b>	
<b>AUTHOR:</b> <i>Roland Potter</i> <i>Town Clerk</i>	<b>PRESENTED BY:</b> <i>Roland Potter</i> <i>Town Clerk</i>
<b>PRODUCED FOR:</b> <b>POLICY AND RESOURCES COMMITTEE</b> <b>14<sup>th</sup> DECEMBER, 2006</b>	<b>DATE OF REPORT:</b> <b>6<sup>th</sup> DECEMBER, 2006</b>
<b>SUMMARY OF KEY ISSUES</b>  The Council banks with the HSBC  <b>Banking Services.</b>  The HSBC are removing a service used by the Council called fax pay which is the process by which the Council pays its salaries.  Currently the Council pays all other payments by cheque or direct debit.  Therefore, members are requested to note that from February 2007 the Council will be making all payments by electronic payment.  In order to maintain the independence of officers and members, the ability to make electronic payments are strictly separated and will maintain a clear audit trail. The Town Clerk, Mr N Goddard and Mrs J Stanton will be authorised to enter payments on to the banking system only. However, 4 councillors will be allocated specific security pass words, known only to them to authorise any payments. The system will still require two authorised passwords for payments up to £10K and three for payments over £10K.  All members will still be able to sign manual cheques.  <b>Charge Card</b> Currently the Council's officers are making payments for goods on their own personal credit cards for goods and services and reclaiming monies at a later date. On some occasions this can amount to £600.  Members are requested to approve the use of a corporate charge card with access by 4 officers only. The Charge Card account would be in the name of the Town Council and would be paid off each month. Although the card would not be regularly used it would be a useful resource at critical moments. The expenditure limits on each card for a payment are two at £500 and two at £750 and will be allocated to Mrs J Stanton, Mrs C Sydenham and Mr K Tait and Mr R Potter.	

**ITEM 10  
APPENDIX E**

**FINANCIAL IMPLICATIONS:**

The online banking charges are £60 per month, however there will be a reduction in postage charges and there will no longer be a need to purchase expensive pre printed cheques.

**RECOMMENDATION:**

- 1. To note the change in banking administration arrangements.**
- 2. To approve the use of corporate commercial charge card.**

**FOR FURTHER INFORMATION CONTACT:**

**Roland Potter  
Town Clerk**

**Telephone number: 01252 712667**