

# Council Governance

Farnham Town Council operates with powers and duties set out by legislation. The Council has also adopted the 'power of general competence', which means that it can do anything (unless restricted by other legislation) that a normal person can do.

## Publication of information

The Town Council publishes as much information as it can, including **financial policies and procedures** such as:

- operating procedures (**Standing orders and financial regulations**)
- **annual reports**
- accounts
- **budgets**
- **audit reports**
- **Payments for purchases**
- **details of staff employed**
- **staff organisational chart June 2018**
- **Farnham Town Council pay scales 2018/19**
- **councillors' declarations of interest**
- **working groups terms of reference**

Contact the **Town Clerk** if there is any further information you feel should be available.

## Financial regulations

By law, Farnham Town Council is responsible for making sure that its financial management is adequate and effective and that a strong system of financial control is in place.

This information is published in the town council's **financial regulations**. The regulations include arrangements for the:

- management of risk, and
- prevention and detection of fraud and corruption.

The financial management of the Council is reviewed by an independent internal auditor **Paul Hartley** and examined by our external auditor PKF Littlejohn LLP. Their contact details are:

SBA Team

1 Westferry Circus

Canary Wharf

London

E14 4HD

Email [sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com)

Telephone 020 7516 2200

## Responsible financial officer

The Town Clerk is the responsible financial officer. The clerk administers Farnham Town Council's financial affairs in line with the correct practices, keeps records of accounting practices and makes sure records are maintained and up-to-date.

## Standing orders

Farnham Town Council is governed by a set of rules and laws called [standing orders](#). The standing orders set out the way Farnham Town Council should conduct its business.

The standing orders include rules ranging from how to manage and conduct a meeting, to the way in which a council should deal with complaints.

## Annual report

An [annual report](#) is published once a year. It reports on Farnham Town Council's activities and achievements over the previous year.

## Freedom of information requests (FOI)

Freedom of information requests can be made to any publicly funded body. The [Freedom of Information Act \(FOIA\)](#) gives you the right to ask for any recorded information we hold on any subject.

We post our [responses to Freedom of Information requests](#) online.

Requests for information should be addressed to the Town Clerk using the contact details at the bottom of this page. Alternatively, you can make an FOI request to any public body via the website [what do they know](#).

## The Annual Audit

An audit of the Council's accounts for the previous year is carried out by the external auditor following approval of the accounts at the [June Council meeting](#). Farnham Town Council approved the annual governance and accountability return on 14 June 2018.

The public has a right to inspect the Council's Annual Governance and Accountability Return and supporting records. Electors also have a right to ask the external auditor formal questions or to raise objections to the accounts.

The dates for the period of this [exercise of public rights](#) were 18 to 30 July 2018.

You can see the [Notice of Conclusion of Audit](#).

## Insurance

You can see our [Certificate of Employer's Liability Insurance 2018/2019](#) and [Certificate of Public Liability Insurance 2018/2019](#) .

Farnham Town Council's insurer is:

Zurich Municipal

Zurich Town and Parish Team

P0 Box 726

Chichester

P019 9PS

Telephone: 0800 778 552

email: [enquiries@zurichtownandparish.co.uk](mailto:enquiries@zurichtownandparish.co.uk)

## Environmental Policy Statement

See a copy of Farnham Town Council's [Environmental Policy Statement](#).