



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

Thursday 16<sup>th</sup> April 2015 at 7.00pm

### Place

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

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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 16<sup>th</sup> April 2015, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached.

Yours sincerely

**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. Members of the public may be recorded or photographed during the meeting and should advise the Clerk *prior to the meeting* if there are any concerns about this.

### Questions by the Public

During 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, or make a statement relating to any agenda item. An immediate answer may be given or a written reply may follow or the questioner will be informed of the appropriate contact details. A maximum of 20 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:                      Date 16<sup>th</sup> April 2015

Name of Councillor .....

Agenda Item No	Nature of interest (please tick/state as appropriate)		Type of interest (disclosable pecuniary or Other) and reason
	I am a Waverley Borough Councillor/Surrey County Councillor*	Other	

\* Delete as appropriate



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 16<sup>th</sup> April 2015

### Place

The Council Chamber, South Street, Farnham

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### Prayers

Prior to the meeting, at 7pm, prayers will be said in the Council Chamber by Rev Michael Hall from Farnham Pentecostal Church.

### 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, disclosure of any disclosable pecuniary or other interests, or of any gifts and hospitality, in line with the Town Council's Code of Conduct.

#### NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Blagden, Cockburn, Frost, Hargreaves, Hill, J O'Grady, S O'Grady, Potts, Steel and Ward.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to her being a councillor of Surrey County Council: Cllr Frost.*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to [ginny.gordon@farnham.gov.uk](mailto:ginny.gordon@farnham.gov.uk) by 5pm on the day before the meeting.*
- (iv) *Members are reminded that if they declare a pecuniary interest they must leave before any debate starts unless dispensation has been obtained.*

### 3 Minutes

### Appendix A

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 12<sup>th</sup> March 2015.

### 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.

## **Part 1 – Items for Decision**

- 6 Working Group Notes**  
To receive the notes and any recommendations of the following Working Groups:
- i) Community Enhancement held on 18<sup>th</sup> March 2015 **Appendix B**
  - ii) Strategy and Finance held on 7<sup>th</sup> April 2015 **Appendix C**
- 7 Planning & Licensing Applications** **Appendix D & E**  
To receive the minutes of the Planning & Licensing Consultative Group held on 23<sup>rd</sup> March and 13<sup>th</sup> April 2015.

## **Part 2 – Items to Note**

- 9 Actions taken under Scheme of Delegation**
- 10 Reports from other Councils**  
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council
- 11 Reports from Outside Bodies**  
To receive from Members any verbal reports on Outside Bodies.
- 12 Date of next Meetings**  
To note the dates of the following, all at 7.00pm:
- 1) Councillor briefing on Thursday 14<sup>th</sup> May 2015
  - 2) Annual Meeting of Farnham Town Council on Thursday 21<sup>st</sup> May 2015
  - 3) Appointment of Working Groups and Councillor Training on Thursday 4<sup>th</sup> June 2015
- 13 Exclusion of the Press and Public (if required)**  
TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3 of the agenda in view of any confidential items under discussion

## **Part 3 – Confidential Items**

- 14 Contractual matters**
- 15 Cemetery matters**

Membership:

Councillors: Jeremy Ricketts (Mayor), Jill Hargreaves, (Deputy Mayor), David Attfield, David Beaman, Patrick Blagden CBE, Carole Cockburn, Pat Frost, Carlo Genziani, Stephen Hill, Sam Hollins-Owen, Graham Parlett, Dr Jessica Parry, Julia Potts, Jennifer O'Grady, Stephen O'Grady, Susan Redfern, Roger Steel, John Ward

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

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



# FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### Time and date

7.00pm on Thursday 13<sup>th</sup> March 2015

### Place

The Council Chamber, South Street, Farnham

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#### Councillors

- \* Jeremy Ricketts (Mayor of Farnham)
- \* Jill Hargreaves (Deputy Mayor)
- \* David Attfield
- \* David Beaman
- \* Patrick Blagden CBE
- \* Carole Cockburn
- \* Pat Frost
- A Carlo Genziani
- \* Stephen Hill
- A Jennifer O'Grady
- A Stephen O'Grady
- A Sam Hollins-Owen
- Graham Parlett
- \* Dr Jessica Parry
- \* Julia Potts
- \* Susan Redfern
- A Roger Steel
- \* John Ward
  
- \* Present
- A Not present

#### Officers Present:

Iain Lynch (Town Clerk)

Rachel Aves (Team Leader Corporate Governance)

13 members of the public were in attendance

Prior to the meeting, prayers were said by the Rev Lesley Crawley from the Parish of Badshot Lea with Hale.

**CI61/14      Apologies for Absence**

Apologies were received from Councillors Genziani, Hollins-Owen, J O’Grady, S O’Grady, and Steel.

**CI62/14      Minutes**

The Minutes of the Farnham Town Council Meeting held on Thursday 22<sup>nd</sup> January were agreed for signature by the Mayor as a correct record.

Members noted that there were some minor discrepancies relating to the Standing Orders and Financial Regulations as a result of comment from the Internal Auditor. As a result it was RESOLVED to make the following amendments to the two documents agreed at Council:

- i) Financial Regulations: 9.4. Insert word “normally” to read “Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall normally be written off in the year”
- ii) Financial Regulations: 6.8 Should read ‘Commercial cards or procurement cards’. “Designated Officers may make official purchases on commercial cards or procurement cards, subject to agreed limits and each statement being reviewed by the required number of Councillors set out in Regulation 5.2.”
- iii) Financial limit on Commercial Cards between all users set at £10,000 (up from £5,000)
- iv) Financial Regulation 3.3 insert “Income and expenditure based on” to read “The RFO shall regularly provide the Council with a statement of income and expenditure, based on receipts and payments to date, under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.”
- v) Standing Order 16.3 to add: “All transactions for the previous period will be available at Council meetings for inspection and review for by councillors for compliance” to read “All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations. The Strategy and Finance Working Group will regularly monitor and review all transactions made and report to Council. All transactions for the previous period will be available at Council meetings for inspection and review by councillors for compliance”.

**CI63/14      Declarations of interests**

Apart from the standard declarations of personal interest by councillors who were dual or triple hatted by virtue of being elected to Waverley Borough Council or Surrey County Council, there were no declarations of interest:

CI64/14      **Questions and Statements by the Public**

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

CI65/14      **Town Mayor's Announcements.**

- i) The Mayor announced that he had attended the 2015 Surrey Rock Challenge and that Farnham schools Heath end and The Ridgeway did fantastically well.
- ii) The Mayor's charity concert at Frensham Heights had been a great success with over £3,000 raised for Post 19. The Mayor particularly thanked the student photographers from UCA who were excellent

CI66/14      **Questions by Members**

No questions had been received.

**Part I – Items for Decision**

CI67/14      **Cemeteries and Appeals Working Group**

It was noted that Cllr Redfern had been omitted from the list of attendees at the meeting. Cllr Cockburn introduced the notes of the Cemeteries and Appeals Working Group held on 19<sup>th</sup> February, at Appendix B to the agenda. Two appeals had been heard, one of which had been upheld. A second appeal which would have set a precedent and required a change in Regulations was not upheld. It was noted that a periodic review of Regulations would be undertaken in the new Council year.

The Working Group had received a report on Memorial testing and fixing and made recommendations to Council for the next phase of works.

**It was RESOLVED *nem con* that:**

- i)                                      **the fixing contract for fixing in Green Lane Cemetery be extended to Hale and Badshot Lea Cemeteries, subject to retention of the current rate and that this be funded from within existing budgets.**
- ii) **any unspent budget in the 2014/15 programme be moved in to the budget for the 2015/16 programme, as slippage, with the balance of costs to be funded from cemetery earmarked reserves.**
- iii)                                      **The contract for testing at West Street Cemetery be awarded to the most economically advantageous tenderer and that this decision be delegated to the Town Clerk.**

Cllr Cockburn reported on the programmed work on War Memorials and that in 2014/15 Hale Memorial had been refurbished. A request for a contribution to the refurbishment of the Memorial outside St Thomas on the Bourne had been received and it was proposed by Cllr Cockburn, seconded by Cllr Ward and **Resolved *nem con*** that a contribution of £750 be made from the War Memorials budget.

**Tourism and Events Working Group**

CI68/14      Cllr Hargreaves introduced the notes of the Tourism and Events Working Group, held on 24<sup>th</sup> February 2015, at Appendix C to the agenda.

Cllr Hargreaves provided an update on events planned for 2015, and on the 2015 Residents' Guide and the new Invest in Farnham 2015 brochure. Cllr Ward noted that the Residents' Guide had some small errors and omissions which had been corrected for the on-line version and that additional publicity would incorporate items such as the Rowledge Village Fayre and Hale Carnival to give additional publicity to community events.

### **Strategy and Finance Working Group**

C169/14

Cllr Ward introduced the notes of the Strategy and Finance Working Group meeting held on 3<sup>rd</sup> March 2015, at Appendix D to the Agenda.

Cllr Ward noted that the Residents' Guide advised that in accordance with the scheme of delegation to the Town Clerk and the Financial Regulations, the Working Group had reviewed four proposed write-offs that were uneconomical to pursue totalling £504 net of VAT. He advised that the debts would not be forgotten and would need to be paid before debtors received services from the Council in future and as such was pleased to advise that one of the debts relating to 2013 had just been paid.

Cllr Ward advised that the main item of discussion at the Working Group was the Neighbourhood Plan which would be discussed as a separate agenda item for Council.

Cllr Parlett arrived at this point.

Cllr Ward said that the Working Group had discussed a paper prepared by Cllr Parry on the work of the Farnham River Management Committee (FRMC). The Working Group noted how well relationships had improved with Cllr Parry's involvement and agreed to recommend to Council that the FRMC is recognised as a liaison group to the Community Enhancement Working Group with the Council's nominated representative to FRMC being a member of the Community Enhancement Working Group for effective liaison.

**It was RESOLVED *nem con* that:**

- 1) Farnham River Management Committee is recognised in the Council's Committee Structure as an advisory Group to the Community Enhancement Working Group;**
- 2) A member of the Community Enhancement Working Group be the Council's nominated representative on the Farnham River Management Committee**
- 3) Farnham Town Council provides the secretariat for the biannual Farnham River Management Committee meetings.**

Cllr Frost proposed a vote of thanks to Cllr Parry for her excellent work on River Management. This was agreed.

C170/14

Cllr Ward updated Council on a number of contractual matters including the replacement vehicle for the Outside Workforce. The Working group had received further information on the use of the Goupil G5 hybrid vehicle in the UK and noted that there were still relatively few in operation. Despite this the Working Group, having evaluated the risks and benefits, confirmed that officers should implement the Council decision to purchase the vehicle at a cost (including the tipper function, cage, the watering system, a five year battery top up arrangement and a service plan) of £33,256 with the costs met from the earmarked reserves.



### **Community Enhancement Working Group**

C171/14

Cllr Hill advised that there had been no meeting of the Community Enhancement Working Group but that work continued. He drew attention to the Big Pick Week that started on 21<sup>st</sup> March, and advised that the Town Council had cleared the litter near the Railway Station that had been the cause of much complaint, although it was the responsibility of Network Rail to keep the area in question clean.

Cllr Hill also asked that thanks be recorded to Amy Dawson, who had moved to a new job, for what she had contributed in her time at Farnham.

### **Planning & Licensing Consultative Group**

C172/14

Cllr Cockburn introduced the minutes of the Planning & Licensing Consultative Group meetings held on 26<sup>th</sup> January, 9<sup>th</sup> February, 23<sup>rd</sup> February and 9<sup>th</sup> March 2015.

Cllr Cockburn advised that there was an increasing number of applications and inappropriate development in conservation areas. She noted that the Ford Lane property had been submitted for national listing.

Cllr Cockburn reminded councillors of the need to monitor applications in individual wards.

The Town Clerk advised that the owners of the Woolmead were holding an exhibition of their latest proposals and had invited councillors to a pre briefing on 2<sup>nd</sup> April.

### **Neighbourhood Plan**

C173/14

Cllr Cockburn introduced the report at Appendix I to the agenda. She advised that since the Regulation 14 Draft Neighbourhood Plan (NP) consultation ended on 15<sup>th</sup> December 2015, the Infrastructure Planning Group and the Town Council's consultant had been reviewing the free form comments made and drafting responses to them. The Town Council had also further consulted with statutory consultees such as Natural England, Surrey Highways, Surrey Education, Waverley Borough Council, Thames Water and South East Water and with all the developers, landowners and planning agents who had made representations to the Regulation 14 consultation.

It had been hoped to submit a full Neighbourhood Plan at this meeting but Council heard that the advice from Natural England was that in order for the Neighbourhood Plan to be acceptable and deliverable at submission stage, the plan needed to ensure SANG availability for all the allocated sites in the plan and describe where this was to be provided. Although Waverley Borough Council had commissioned a report on SANG provision in Farnham as part of its ongoing work on the Local Plan this had not yet been made public.

Cllr Cockburn advised that the net result of this was a delay in the ambitious timetable agreed by the Town Council but the Strategy and Finance Working Group was making a number of recommendations to ensure that the Neighbourhood Plan could progress as speedily as possible to minimise potentially harmful speculative developments. This included the Town Council trying to facilitate the assembly of SANG in conjunction with other relevant bodies.

Cllr Cockburn was concerned that without SANG, as had been said before, there would be no opportunity to build on brownfield land, and developments such as that at the Woolmead would not be able to progress.

**It was RESOLVED *nem con* that Council:**

- 1) Welcomes the good response to the Regulation 14 consultation and notes the comments received;**
- 2) Notes the progress of meetings with developers and consultees to date;**
- 3) Notes the impact of the advice from Natural England and the difficulty of progressing the Neighbourhood Plan without allocated SANG;**
- 4) Agrees that the Town Council should actively seek to facilitate discussion with landowners who could provide land for SANG in Farnham to meet the requirements of the Neighbourhood Plan working in conjunction with Waverley Borough Council and Natural England, as appropriate; and**
- 5) Agrees that the Town Council continues to progress the Neighbourhood Plan as speedily as possible.**

Cllr Attfield wondered what the problem was. If there was no SANG, there could be no development. Some might think this was an ideal situation. Cllr Cockburn responded by saying that without site allocations, a new Neighbourhood Plan would need to be developed, and this was not realistic for Farnham's longer term needs.

Cllr Beaman asked whether Cllr Steel, who had been an integral part of the Infrastructure Planning Group might be able to continue after the elections. Cllr Cockburn reminded Council that the content of the Plan had evolved from a series of community workshops, and that anyone could join in whether or not they were councillors.

## **Part 2 – Items Noted**

### **C174/14      Actions under the Scheme of Delegation**

None reported.

### **C175/14      Reports from Other Councils**

There were no reports from other Councils.

### **C176/14      Reports from Outside Bodies**

- i) Council heard that the Farnborough Airspace Consultation issue was still 'up in the air', and would be subject to further work
- ii) It was noted that Farnham was well-represented on the Disability Network, and issues raised by its work could be useful on Farnham's website.
- iii) Council noted that the Farnham Maltings had received a substantial grant of £455,000 for renovations to the Great Hall which would take place later in the year.

### **C177/14      Date of next meeting**

Members noted that the next Council Meeting would take place on Thursday 16<sup>th</sup> April 2015 at 7.00pm.

The Town Mayor closed the meeting at 7.46pm

Date

Chairman



# FARNHAM TOWN COUNCIL

# B

## Notes

Community Enhancement Working Group

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**Time and date**

10.00am on Wednesday 18 March 2015

**Place**

Council Chamber, South Street, Farnham

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Notes by Kevin Taitt

# TO FOLLOW



# FARNHAM TOWN COUNCIL

# A

## Notes

### Strategy and Finance Working Group

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#### Time and date

9.30am Tuesday 6<sup>th</sup> April 2015

#### Place

Town Clerk's Office, South Street, Farnham

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#### Attendees:

Members: Councillors David Attfield, Carole Cockburn, Jill Hargreaves, Jeremy Ricketts, John Ward,  
In attendance: David Beaman, Julia Potts (for Hale Chapels item)

#### Officers present:

Iain Lynch (Town Clerk), Rachel Hammond (Team Leader Corporate Governance) - part

In attendance: Mr Mark Davies CCLA (Notes Item 4), Marion Lawrence, Harry Lawrence, Pat Heather, Peter Minett (Notes Item 8), Mr Paul Hartley, Internal Auditor (Notes Item 9).

#### 1. Apologies

Apologies were received from Councillors Paddy Blagden, Stephen Hill, Roger Steel.

#### 2. Declarations of Interest

There were no declarations of interest

#### 3. Notes of Meeting held on 3<sup>rd</sup> March 2014

POINTS	ACTION
The Notes of the previous meeting were agreed.	

#### 4. Presentation on the CCLA Property Fund

POINTS	ACTION
Mr Mark Davies of CCLA (Churches, Charities and Local Authorities) gave an overview to the background of CCLA which included as part of its structure the Local Authorities' Mutual Investment Trust. CCLA had a property fund in its portfolio since the 1970s, but with a restrictive high entry level for investment of £250k until recently. This entry level had now reduced to £25k made it more accessible to Town and Parish Councils as well as larger councils. 40 Town and Parish	

<p>Councils were now investing including Petersfield, Littlehampton and Blandford. Principal authorities investing include Winchester, Hampshire CC, Guildford, and Slough</p> <p>Mr Davies explained that unlike the Mutual Fund in which Farnham Town Council was already investing, the Property Fund was intended for a longer term view (typically five years) as there was a bid-offer spread of 7.3% to cover stamp duty at 4% and management costs. The fund was specifically exempt under legislation and is not treated as capital expenditure (which would normally be expected of longer term investments).</p> <p>The Working Group heard that BNP Paribas provided market intelligence and that CCLA had its own in house property surveyors who managed the portfolio.</p> <p>Cllr Frost noted that although the dividends had been performing strongly with double digit growth they seemed to be showing a downward trend. Mr Davies advised that this was in part due to the influx of funds which meant there had been a relatively large amount of cash at the end of 2014 not yet invested.</p> <p>It was agreed that some further work should be done in comparing the performance of the Local authorities property fund against the performance of other open funds, prior to reviewing whether to invest.</p> <p>The Town Clerk advised that further to the previous decisions of Council, investments were being considered for Metrobank and Santander, and that a report would be brought back in the new Council term.</p>	<p>Town Clerk to investigate</p> <p>Town Clerk</p>
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## 5. Annual Governance Statement

POINTS	ACTION
<p>The Working Group reviewed the proposed Annual Governance Statement for recommendation to Council. The Statement amplifies how the Council works and is produced to support the statement in the Annual Return.</p> <p>Additional points were agreed to add to section 6 (Engaging with the Community and Section 8.2.1 (community focus); and to section 9.2 to show appeals were delegated to the Cemeteries and Appeals Working Group.</p>	<p><b>Recommendation to Council: The Annual Governance Statement at Annex I be approved.</b></p>

## 6. Members' Handbook

POINTS	ACTION
<p>The Working Group reviewed content for the Members' Handbook which would be distributed to councillors after the election. The sections relating to the Member Officer Working</p>	<p><b>Recommendation to Council: The Member Officer Working protocol</b></p>

protocol and the Member Code of Conduct were reviewed for adoption by Council.	<b>and the Member Code of Conduct at Annexes 2 and 3 be approved.</b>
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## 7. Scheme of Delegation to the Town Clerk

POINTS	ACTION
The Working Group reviewed Scheme of Delegation to the Town Clerk. It was agreed that section 3.21 which read "Exercise the Town Council's powers to pay the Post Office, British Telecom or any other telecommunications operator any loss." Seemed anachronistic and should be deleted. It was agreed to recommend that the level of small grants which could be determined by the Town Clerk should be increased to £250. Other minor changes were agreed.	<b>Recommendation to Council: The Scheme of Delegation to the Town Clerk at Annex 4 be approved.</b>

**Cllrs Beaman and Potts arrived at this point**

## 8. Presentation on Hale Chapels

POINTS	ACTION
<p>The Working group received a briefing from representatives of the Hale Chapels Working Group that had been meeting regularly since December and discussing with Officers a possible solution for the restoration of the Hale Chapels. The group passed on the community's thanks for the work that had been undertaken in making the chapels weathertight.</p> <p>Members noted that the designs being considered were based on the proposals put forward by Robin Crane when the Cemetery Chapels Review had been undertaken.</p> <p>The Working Group was keen to see the restoration of the chapels and was looking at possible users if the restoration were deliverable. The cost was estimated as being in the region of £350k, and a number of funding solutions were being considered. The Group considered that an arrangement similar to that made with the Trustees of the Wrecclesham Community Centre might be appropriate (where the building remained in Town Council Ownership but was leased), and it was agreed that discussions would take place with the Wrecclesham Community Centre and with the Trustees of St Martin's Hall in the Bourne to gain ideas on the best model. It was agreed that generating income to cover running costs would be a key issue, and a business plan demonstrating viability and sustainability would be required for any potential funder.</p> <p>Members stressed the need for a formal structure to be in place to enable grants to be won from external organisations, and the representatives of Hale said that this would be pursued including possible charitable status, now it was clear that the community were keen to see the chapels brought back into active use.</p>	

<p>Members noted that initially the Farnham Buildings Preservation Trust thought demolition was the only viable option when the Chapels Review was commissioned.</p> <p>Cllr Potts advised that there had been a number of changes at the school over the past two years and the Governing body was more open to the idea of being involved in the project</p> <p>Cllr Ward reminded the group that the Council's policy was clear – it wished to get the buildings into use but it had to work.</p> <p>It was agreed that the Working Group would continue its work by:</p> <ol style="list-style-type: none"> <li>1) creating a constituted body</li> <li>2) Discussing with other relevant bodies on the best structure and lease arrangements</li> <li>3) Preparing a business plan for funding applications.</li> </ol> <p>In discussion, the Working noted that to prepare a project plan to apply for planning permission for the works and necessary funding for the 2016/17 financial year would require all preliminary tasks to be completed by the Summer of 2015.</p> <p>The Working Group reiterated the desire to find the best solution for Hale Cemetery and would continue to invest in the cemetery. There was concern that discussions had been taking place with the Hale History project for over two years and the earlier advice to be constituted into a formal body was still to be acted upon.</p>	<p>Officers to investigate potential funding sources.</p> <p>Officers to provide relevant support to the Working group in achieving its next steps.</p>
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**Cllrs Beaman and Potts left at this point**

**Mr Paul Hartley, Internal Auditor arrived at this point**

## 9. Internal Auditor's Report

POINTS	ACTION
<ol style="list-style-type: none"> <li>i) Mr Paul Hartley, the Internal Auditor arrived to discuss his interim Internal Audit report. He had made five visits during the year to date and his report and Internal Audit Work followed Section 4 of the Annual Return. He had looked at petty cash control, payroll, Financial Regulations, payments and income, risk management, cemetery income, income and expenditure processing and some other matters, following, as a guide, the Governance and Accountability Guidance manual. The latest report is attached at Annex 5.</li> <li>ii) The report was updated after each visit and the comments subsequently reflected any discussion by the Council. Officers had extracted the relevant comments from the last visit and provide a draft response to the points made.</li> <li>iii) Members' discussed the issue of apologies being accepted or received and noted the agreed with the Officers' comments that Farnham's approach which follows what</li> </ol>	<p>Register to be purchased.</p>



<p>happened in both Waverley and Surrey seemed to be the right approach. It was agreed that a register of attendance for signing by councillors should be introduced for each meeting from May. The Working Group felt that the proposal that specific reasons be given in every case of absence was unrealistic and unnecessary.</p> <p>iv) Members requested that some of the comments from the Internal Auditor be amplified so that for example, the use of the mower be specified as the untaxed vehicle being referred to in the latest report, otherwise the comment could be misunderstood.</p> <p>v) In relation to the petty cash procedures, the Working group felt the current practice of officers signing the petty cash sheet to confirm the money was used on council business with retrospective authorisation was proportionate given the amount of money involved.</p> <p>vi) In relation to Working Group procedures compared with Committee Procedures, Members felt that the current processes were more transparent since all decisions were made at Full Council with all councillors involved in the process. Day-to-day oversight by Working Groups with officers working within budgetary or policy decision made at Council is made without constant referring back to Council.</p> <p>vii) Mr Hartley advised that his role was to raise matters for consideration or review by Council but he was not telling the Council what it should do.</p> <p>viii) The Town Clerk said that there was a number of points as set out in the report where the Council benefits from a fresh pair of ideas, and a number of changes had been adopted as a result.</p>	<p>Team Leader Outside Workforce to review whether agricultural dispensation applies for the mower.</p> <p><b>Recommendation to Council: That the Internal Auditors' report and officers' comments be welcomed and noted.</b></p>
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**Mr Paul Hartley left at this point**

#### **10. Finance**

<b>POINTS</b>	<b>ACTION</b>
<p>i) The Working group reviewed the list of Direct Debits and Standing Orders attached at Annex 6 to these minutes.</p> <p>ii) Members noted the provisional year-end figures for 2014-15 which were tabled and that officers were proposing to complete the year end tasks before Council.</p> <p>iii) The Statement of Investments at 31<sup>st</sup> March 2015 was received and noted.</p> <p>iv) The latest BACS and cheque payments were available for inspection, and it was noted would be available at Council for scrutiny by members as required.</p> <p>v) The Draft Lease for West Street Chapel at Appendix F to the agenda was considered. A number of minor changes were proposed for the Town Clerk to discuss with the Council's solicitor prior to signing the lease. It was noted that the opening of the Chapel following refurbishment was planned for the end of April, and that the sculptor's lease would commence on the 1<sup>st</sup> May.</p> <p>vi) The draft lease for the Wrecclesham Community Centre at</p>	<p><b>Recommendation to Council: That the list of direct debits and standing orders be approved.</b></p> <p><b>Recommendation to Council: That the lease for West Street Chapel be signed and that the Common Seal of Council be affixed to the lease.</b></p>

<p>Appendix G to the agenda was considered. It was noted that the document, based on the heads of terms previously agreed by Council had been seen by the Trustees. Members also reviewed the valuation of the premises from Park Steele, the Council's appointer valuer, following the refurbishment and agreed that the valuer's proposed rent (at Exempt Annex 1) should be adopted. It was agreed that the Community Centre Trustees be asked for a revised business plan.</p>	<p><b>Recommendation to Council that:</b></p> <p><b>1) The rental value proposed (at Exempt Annex 1 by the Council's Valuer be agreed;</b></p> <p><b>2) The Town Clerk conclude the discussions for the lease of the Wrecclesham Community Centre, in consultation with the Mayor and Leader of the Council, and that the Common Seal of Council be affixed to the lease.</b></p>
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## 11. Contracts Update

POINTS	ACTION
<p>1) The Working Group noted that:</p> <ul style="list-style-type: none"> <li>a. the order had been placed for the Goupil G5 hybrid vehicle for the Outside Workforce</li> <li>b. The Cemetery Pathway repairs for 2014-15 had been completed.</li> <li>c. The painting of the council offices reception area and stairway was scheduled to be completed before the new Council year.</li> <li>d. The contractor appointed for the depot shower installation had withdrawn and a new quotation was being sought.</li> <li>e. The delivery of the replacement council tables had been delayed.</li> </ul>	

## 12. Town Clerk Update

POINTS	ACTION
<p>The Town Clerk advised:</p> <ul style="list-style-type: none"> <li>1) He would be writing to all councillors on arrangements for return of keys and council property at the end of their terms of office;</li> <li>2) He would be writing to all prospective councillors on dates for their diaries including councillor briefings and Council meetings in May and June;</li> <li>3) Further discussions had taken place with a complainant and the Council's insurer on a long standing cemetery complaint;</li> <li>4) Waverley Borough Council had received a complaint from a resident in Rowledge over the new noticeboard that had been installed in conjunction with the Rowledge Residents Association. Waverley had advised that if the notice board holds community notices rather than just Town Council</li> </ul>	<p>Town Clerk</p> <p>Town Clerk</p> <p>Team Leader Corporate Governance</p>

<p>notices then it requires Planning consent. Further clarification is being sought since other community noticeboards throughout the Borough, including those erected by the Borough Council itself, have been erected without similar consent.</p> <p>5) On the proposal to extend the role of the Ombudsman to larger Town and Parish Councils. The Working Group recommended that Farnham Town Council respond welcoming the extension of the Ombudsman's remit.</p> <p>6) On the latest position with staffing. A new staffing structure would be circulated with the Councillor Handbook.</p>	<p><b>Recommendation to Council: That the Town Clerk respond to the consultation welcoming the extension of the Ombudsman's remit to cover Town and Parish Councils.</b></p>
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### 13. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on <b>Tuesday 9<sup>th</sup> June 2015</b> at 9.30am	Town Clerk to circulate agenda

Meeting ended at 1.50pm

Notes written by Iain Lynch



# **Farnham Town Council Code of Corporate Governance Annual Governance Statement 2015**

## **I Introduction**

- 1.1 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.
- 1.2 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.
- 1.3 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.

## **2 What is Corporate Governance?**

- 2.1 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" .
- 2.2 In so far as it is appropriate for the Town and Parish tier of local government, Farnham Town Council follows the CIPFA/SOLACE Governance Framework Core Principles. The six core principles referred to in the Framework are:
  - Focussing on the purpose of the Authority and on outcomes for the Community and creating and implementing a vision for the local area – the Council's Vision and Key Objectives were agreed at Council on 1<sup>st</sup> December 2011 and can be found at [www.farnham.gov.uk](http://www.farnham.gov.uk);
  - Members and Officers working together to achieve a common purpose with clearly defined functions and roles;
  - Promoting values for the Council and demonstrating the values of good governance through upholding high standard of conduct and behaviour;
  - Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
  - Developing the capacity and capability of Members and Officers to be effective – the Council has a proactive attitude to training, promoting training for Councillor and

Officers to ensure that its business is conducted in the most efficient and effective manner; and

- Engaging with local people and other stakeholders and professionals where appropriate, to ensure robust accountability.

- 2.3 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.

### **3 The Principles**

- 3.1 Farnham Town Council positively recognises and accepts the following underlying principles of good governance:

- Transparency, openness and inclusivity
- Integrity
- Accountability
- Risk management
- Continuous improvement by developing the capacity of officers and members

- 3.2 In order to comply with these principles, the Council undertakes to ensure that systems and processes are continually monitored and reviewed.

- 3.3 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.

### **4 The Vision of the Council**

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

- 4.2 Farnham Town Council's vision for 2011-15, agreed in December 2011, 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.

- 4.3 Key objectives agreed for the Council term 2011-15 were 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.

4.4 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.

4.5 The Vision and objectives will be reviewed during 2015-16 as part of agreeing the objectives for the new Council following the May 2015 elections.

## 5 Farnham Town Council's 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

## 6 Engaging with the Community

Farnham Town Council will measure its effectiveness by:

- Reviewing services, contracts and risk on a regular basis;
- Undertaking regular resident and customer consultation through a range of processes including coffee mornings, the Annual Town Meeting, information stalls at events, the Farnham Town Council website and through satisfaction surveys;
- Members of the public are encouraged to attend Full Council and to ask questions or make statements about services provided by the Council;
- Reviewing performance and management of progress against targets and achievements; and
- Monitoring compliments and complaints as a measure of user satisfaction.

## 7 Functions and Activities:

Farnham Town Council recognises that:

- 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;
- 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

- The principles of strong and effective governance and community leadership will deliver the measurable benefits for Farnham and its citizens.

## **8 Corporate Governance at Farnham:**

8.1 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.

8.2 This Code of Corporate Governance specifically seeks to identify the action to be taken for each of these areas

8.2.1 **Community Focus** – Farnham Town Council will:

- Work for and with the community of Farnham;
- Exercise leadership in the community, where appropriate;
- Undertake an ambassadorial role to promote the well-being of Farnham where appropriate;
- 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.

8.2.2 **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.

8.2.3 **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.

8.2.4 **Risk Management and Internal Control** – Farnham Town Council will:

- Establish and maintain 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 independent Internal Auditors 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 a new Health and Safety Policy has been developed and implemented. 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.

**8.2.5 Standards of Conduct – Farnham Town Council's Members and Management Team will:**

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

**8.2.6 Code of Conduct for Councillors**

Farnham Town Council has adopted a new Model Code of Conduct following the implementation of the Localism Act 2011. Members of Council have made declarations in accordance with Code or the previous code and completed 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 Committee.

**8.2.7 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 annually;
- 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.



## **9 The facilitation of policy and decision-making.**

- 9.1 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
    - Offices Task Group
    - HR Panel
  - 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
- 9.2 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.
- 9.3 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 and its Financial Regulations in March 2015 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.
- 9.4 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.

### **Date of Code**

This Code of Governance was reviewed and approved by the Full Council on Thursday 16 April 2015.

Signed:

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Councillor Jeremy Ricketts  
Mayor

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Iain Lynch  
Clerk to the Council



## **Farnham Town Council Member and Officer Working Protocol**

**Reviewed and Adopted April 2015.**

### **1. Introduction:**

- 1.1 Copies of this Protocol are issued to all councillors (Members) on election, and to all employees (Officers) on appointment.
- 1.2 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.

### **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 2015, and as amended) and the seven principles of Public Life at Annex B to the Code.
  - 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 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 20.7)
- 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 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 should be in silent mode.
- 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 Spokesperson of the Council 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 Spokesperson may comment on behalf of the Town Council on any non-policy matter. Councillors can advise the spokesperson/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.

## **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.
- 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.
- 12.7 All Protocols, Standing Orders and Financial Regulations and the Power of General Competence will be reviewed at least once during each term of office of the Town Council to ensure continued compliance with statute and/or policy requirements.

### **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, 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 if necessary. The provisions of the Farnham Town Council Code of Conduct will be taken into account as appropriate, and the matter may be referred to the borough council's Standards Panel.

### **Date of Protocol**

This Protocol was approved by the Full Council on Thursday 11 April 2013 and reviewed and adopted on April 16<sup>th</sup> 2015.





## **Farnham Town Council Members' Code of Conduct 2015**

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 June 2015 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) This Code is based on and is consistent with the seven principles of public life set out in Section 28 Localism Act 2011 and attached at [Annex ii](#) which **Farnham Town Council** endorses: -
  - selflessness
  - integrity
  - objectivity
  - accountability
  - openness
  - honesty
  - leadership

**Farnham Town Council** is under a duty to promote and maintain high standards of conduct by Members.

- (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.

### **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** conduct yourself in a manner which is contrary to the Council’s duty to promote and maintain high standards of conduct by Members.
  - (3) **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.
  - (4) **You must not** prevent another person from gaining access to information to which that person is entitled by law.
  - (5) **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.
- 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 or hospitality with an estimated value of at least £50 within 28 days of its receipt.

## Registration of Interests

- 5. (1) **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. 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 Annex 1 to this Code.
- (2) **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.
- (3) **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.
- (4) **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 -
  - (i) bodies to which you have been appointed or nominated by the Council;
  - (ii) bodies exercising functions of a public nature;
  - (iii) bodies directed to charitable purposes;
  - (iv) bodies one of whose principal purposes include the influence of public opinion or policy.

## 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.
- (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 (Annex 4 refers).
- 7 A Member need only declare the existence but not the details of any interest which the Town Clerk agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the Member or a person connected with the Member to be subject to violence or intimidation.
- 8. Where a matter arises at a meeting which relates to an interest in Annex A, 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.
- 9 Where a matter arises at a meeting which relates to an interest in Appendix A 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.

- 10 Where a matter arises at a meeting which relates to an interest in Annex B, 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 B 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 B 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.
- 11 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 A), 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.

### **Dispensations**

- 12 On a written request made to the Council's Proper Officer, the Council may grant a Member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Annexes A and B if the Council believes that the number of Members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the Member to take part or it is otherwise appropriate to grant a dispensation. A dispensation is in force to enable councillors to make decisions on the budget and precept.

### **Decision-making and Predetermination**

13. (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.

### **Date of Adoption**

This Code of Conduct was reviewed and adopted by Council on April 16<sup>th</sup> 2015.

## DISCLOSABLE PECUNIARY INTERESTS

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

Any employment, 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 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 (or a firm in which such person is a partner, or an incorporated body of which such person is a director\* or a body that such person has a beneficial interest in the securities\*\* of) 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.

'Land' excludes an easement, servitude, interest or right in or over land which does not give 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 (alone or jointly with another) a right to occupy or to receive income

### 5. **Licences**

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 or hospitality worth more than an estimated value of £50 which the Member has received by virtue of his or her office.

## THE SEVEN PRINCIPLES OF PUBLIC LIFE

### ***Selflessness***

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

### ***Integrity***

2. 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.

### ***Objectivity***

3. 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.

### ***Accountability***

4. 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.

### ***Openness***

5. 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.

### ***Honesty***

6. 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.

### ***Leadership***

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





## **Farnham Town Council Scheme of Delegation to the Town Clerk**

### **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 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.
- I.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
  - 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 by the Planning 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. Operate the Council's banking arrangements including arranging overdrafts.
  - 3.3. Incur expenditure up to a maximum of £7,500 on any 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.
  - 3.4. Pay all accounts properly incurred.
  - 3.5. Pay all subscriptions to organisations to which the Council belongs.
  - 3.6. Make all necessary arrangements for the provision of an internal and external audit service for the Council.
  - 3.7. Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
  - 3.8. Incur expenditure on revenue items within the approved estimates and budgets under their control.
  - 3.9. Incur expenditure on capital schemes within the Council's approved capital Programme.
  - 3.10. Use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment.
  - 3.11. Enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate.
  - 3.12. 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 lowest 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 being complied with.
  - 3.13. Compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
  - 3.14. Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
  - 3.15. 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.
  - 3.16. Authorise action for the recovery of debts.
  - 3.17. Write-off debts up to the level set by the Council.

- 3.18. Maintain a Register of Assets and Inventory of Equipment.
- 3.19. Determine the Town Council's insurance requirements on the Council's behalf.
- 3.20. Make all necessary arrangements for the Council's insurances.
- 3.21. Determine Community Grant applications up to a value of £2,000 subject to approval by Full Council.
- 3.22. Determine Small Grants up to a value of £250.

### **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**

#### **The Town Clerk is authorised to:**

- 7. 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**

The Town Clerk can:

8. Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- 8.1. Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
- 8.2. 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**

### **The Town Clerk is authorised to:**

10. Take and discontinue legal proceedings in any Court or at any Tribunal.
- 10.1. Take Counsel's advice or instruct Counsel to represent the Council.
- 10.2. 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.
- 10.3. Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 10.4. 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.
- 10.5. Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders.
- 10.6. Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- 10.7. Serve Requisitions for Information.
- 10.8. Prepare a draft budget for consideration by the Council.
- 10.9. Prepare the final accounts for each financial year.

## **Date of Adoption**

This Scheme of delegation was reviewed and adopted by Council on April 16<sup>th</sup> 2015.

## Annex 5 a

### Summarised Internal Auditor Recommendations 2014/15

Category	Internal Auditor's Comments	Internal Auditor's Recommendations	Officers' Comments
<b>Financial Regulations</b>	Financial Regulations have recently been reviewed and were adopted on 22 <sup>nd</sup> January 2015. The pattern broadly follows the latest NALC model, but differs considerably in respect of authorisation of payments -NALC 5.2 requires a schedule of payments to be authorised by Council, and NALC 6.3 requires all payments to be effected by resolution of Council, whereas Farnham's Financial Regulations allow for payment approval solely by Town Clerk/RFO.	<p><b>Council may wish to rationalize this decision as part of the annual Financial Risk Assessment.</b></p> <p><b>Council may also wish to consider the desirability of incorporating some or all of NALC sections 6.9 to 6.17 into Financial Regulations.</b></p>	<p><i>All payments have been approved by two/three councillors, in accordance with the Financial Regulations. The Strategy and Finance Working Group receives a copy of all payments made and this is reported to Council.</i></p> <p><i>At the last Council meeting (March 2015), it was agreed that a schedule of all payments would be tabled for Council scrutiny going forward. Council also made some further amendments to the Financial Regulations following further consideration of the NALC Model, sections 6.9 to 6.17. Most of the points were already reflected in the Financial Regulations and Standing Orders.</i></p>
<b>Financial Regulations</b>	Individual invoices paid by direct debit are not initialled by an Officer to show they have been checked for accuracy.	<b>It may be appropriate to introduce this procedure especially where direct debits are variable.</b>	<p><i>Agreed. Previously the accuracy of variable direct debits was checked by the relevant officer and the Town Clerk.</i></p> <p><i>The documents will be initialled from March 2015 to reflect the implementation of this change in February 2015.</i></p>
<b>Risk Management</b>	Good practice normally suggests that Members' apologies for absence should be minuted as "accepted", as well as received. The reason for absence can be recorded in a separate attendance register. This procedure would prevent abuse of, or confusion over, the "6 month rule".	<b>It may be appropriate to introduce this with New Councillor training after May 2015 election.</b>	<p><i>Officers have not found official guidance or legislation that requires the Council to accept apologies for absence.</i></p> <p><i>The law expressly provides that where a Council members fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the authority – unless failure</i></p>

			<p>was due to some reason approved before the expiry period.</p> <p>Officers are concerned that formal acceptance of an apology could create difficulties if such a debate were to take place. There could be the assumption that automatic approval should be given because the apologies have already been accepted. Similarly, there could be confrontation between councillors if Council chose not to accept an apology. Some councillors, for sensitivity, compassionate or safety reasons may prefer that their reasons for absence were not made public.</p> <p>The current practice makes no judgement on the validity of the apology received and officers recommend that the current practice continues.</p> <p>Officers accept, however, that the six month rule would be simplified if reasons for absence were recorded.</p> <p>It is proposed that an attendance register, with loose leaf reasons, to be kept in future. It is proposed that this be categorised as follows:</p> <ul style="list-style-type: none"> <li>i. Work commitments</li> <li>ii. Medical, family or compassionate</li> <li>iii. Holidays</li> <li>iv. Other</li> </ul>
<b>Risk Assessment</b>	Council's website is comprehensive, but in some aspects it is not easy to navigate. In particular the link to expenditure over £500 is not obvious, and Minutes of meetings are not indexed separately	<b>This is to receive attention.</b>	<p>Agreed. This was an oversight when setting up the new website.</p> <p>Links to expenditure over £500 have been made clearer and the missing document</p>



	from Agendas. Also the 2013/4 Annual Return and external audit report are not shown.		<p>has been added.</p> <p>The minutes of meetings were previously publish on the website, attached to the agenda of the following meeting and/or separately. All minutes are now provided separately to assist the public in accessing this information.</p>
<b>Risk Assessment</b>	<p>Satisfactory system exists for diarising vehicle tax, MOT and insurance, also for specific skill</p>	<p><b>A brief inspection of external sites indicated the following items requiring attention:-</b></p> <ul style="list-style-type: none"> <li>• <b>No Employers Liability Certificate was displayed at Depot.</b></li> <li>• <b>Fire extinguishers at Depot were blocked by ladders.</b></li> <li>• <b>Contractors Public Liability Insurance should be checked annually.</b></li> <li>• <b>An inspection regime for Bins, Bus Shelters and Benches should be drawn up following generic risk assessment.</b></li> <li>• <b>An inspection regime for Allotments should be instigated, coupled with improved monitoring of unworked plots.</b></li> </ul>	<p>Employer's liability certificate now on display at Depot.</p> <p>This was an unusual circumstance and has been rectified. Staff has also been reminded of best practice.</p> <p>Noted. This will be added to the shared calendar of annual reminders, in particular for contractors who work with the Council on a regular basis. Public liability is checked for all new contractors.</p> <p>Agreed, for those which are the responsibility of FTC</p> <p>The current informal arrangements are being formalised as part of a wider review of the allotment service, to include documentation, management, software</p>

	certificates and training.	<ul style="list-style-type: none"> <li><b><i>Movement of untaxed vehicle along public highway should cease.</i></b></li> </ul> <p><b><i>A key events schedule could usefully be drawn up, perhaps using the shared calendar.</i></b></p>	<p><i>and policy and procedures.</i></p> <p><i>This comment refers to movement of the mower from the depot to West Street Cemetery and the maintenance of a small strip of grass outside of the cemetery. Officers are reviewing the best course of action.</i></p> <p><i>Online shared calendar to be utilised to consolidate all tasks and reminders such as renewal of subscriptions and expiry of certificates and services.</i></p>
<b>Petty Cash</b>	Expenditure is satisfactorily controlled by use of a record sheet, rather than vouchers. No income is taken into Petty Cash, and reimbursement takes place monthly.	<b>Council may wish to consider specific authorisation of each payment by a designated Officer.</b>	<p><i>Each weekly petty cash log form is reviewed and authorised by a Team Leader and the Town Clerk. Officers do not feel that an additional check or initialling is required for effective control. It should be noted that reimbursement does not take place monthly. Reimbursement of petty cash expenditure is made at the time of expense by the relevant person (i.e. the person who incurred the expense).</i></p>
<b>Payroll</b>	Council has not adopted the Members Allowances scheme, and very few Members expenses are claimed.	<b>Council should consider the need for more formal records of staff and member training.</b>	<p><i>Staff training is reviewed as part of the appraisal process and copies of relevant certificates are kept in personnel files. Staff are encouraged to report back verbally at team meetings on important learning points from courses. Additional records could be kept.</i></p>
<b>Bank Reconciliation</b>	Members are presented with reconciliations quarterly, but no physical check is made by	<b>The desirability of this should feature in the Financial Risk Assessment.</b>	<p><i>All councillors who authorise BACS payments have full access to view the</i></p>

	Members of bank statements.		<i>bank accounts online and can conduct regular or ad hoc checks. A copy of bank statements for all accounts could be presented with the quarterly financial documents, or more frequently, if required.</i>
<b>Other items</b>	Some areas of activity are covered by a Procedures Manual or procedural notes, and generally trained staff are available to cover key activities in the event of unexpected absence.	<b>A more comprehensive programme of guidance notes could usefully be compiled.</b>	<i>Noted. This is an ongoing process.</i>
<b>Other items</b>	Unusually for a Council of this size, it operates with a number of Working Parties, rather than Committees. As these do not have devolved powers, every action has to be approved by full Council. This precludes, for example, the authorisation of payments by Strategy and Finance. Also, Council could stand accused of a lack of transparency as Working Party meetings are not open to the public, and the impression is given that decisions based on their recommendations are “rubber stamped” by Council without public discussion.	<b>Retention of records and Publication Scheme was approved in April 2012 and should be checked against latest requirements of Legal Topic Note 40 and the 2015 Local Government Transparency Code (shortly to come into force).</b>	<i>Agreed.</i>

**FARNHAM TOWN COUNCIL**

**INTERNAL AUDIT 2014-2015 – INTERIM REPORT NO. 2**

I visited the Town Council Office on Wednesday 13<sup>th</sup> August 2014 to commence, and again on Thursday September 4<sup>th</sup> to continue, the Internal Audit process for 2014-2015. During the first visit I focussed on Petty Cash control and Payroll administration, and during the second, on Financial Regulations, payments and income. Further visits were made on 16<sup>th</sup> December, 12<sup>th</sup> February and 4<sup>th</sup> March 2015 to consider Risk Management, cemetery administration, income and expenditure processing and other matters.

A final visit is scheduled for 20<sup>th</sup> May 2015 to agree the Annual Return.

The comments below are in the order of the headings in Section 4 of the Annual Return, followed by any additional items specified in the Council's Audit plan.

This Interim Report covers the issues considered in the five visits listed above.

Recommendations are shown in **bold and underlined**, and any responses received from Council will be added to subsequent reports in *italics*.

**A. BOOKS OF ACCOUNT**

The Council uses RBS Omega system which works well for Councils of this size.

Entries are made onto the system at least weekly, and accounts are balanced monthly.

Council is registered for VAT and returns are submitted quarterly.

A PWLB Loan for Office extension and improvements is being repaid by half-yearly direct debit.

**B. FINANCIAL REGULATIONS**

Council has adopted the General Competence Power, and as such use of S.137 is no longer required.

Financial Regulations have recently been reviewed and were adopted on 22<sup>nd</sup> January 2015. The pattern broadly follows the latest NALC model, but differs considerably in respect of authorisation of payments -NALC 5.2 requires a schedule of payments to be authorised by Council, and NALC 6.3 requires all payments to be effected by resolution of Council, whereas Farnham's Financial Regulations allow for payment approval solely by Town Clerk/RFO. **Council may wish to rationalize this decision as part of the annual Financial Risk Assessment.**

**Council may also wish to consider the desirability of incorporating some or all of NALC sections 6.9 to 6.17 into Financial Regulations.**

Most payments are made by on-line banking, with two Members operating the release of funds on HSBC Net. Those payments still made by cheque have two Member signatures, as does the monthly sheet of payments by direct debit and standing order. However, individual invoices paid by direct debit are not initialled by an Officer to show they have been checked for accuracy. **It may be appropriate to introduce this procedure especially where direct debits are variable.**

Budget control relating to payments is exercised by the relevant Officer.

Most contracts are subject to the tender process, or multiple quotes, and Officers are aware of the multiple contract issue.

Standing Orders were reviewed and adopted in January 2015.

### C. RISK MANAGEMENT

**Good practice normally suggests that Members' apologies for absence should be minuted as "accepted", as well as received. The reason for absence can be recorded in a separate attendance register. This procedure would prevent abuse of, or confusion over, the "6 month rule". It may be appropriate to introduce this with New Councillor training after May 2015 election.**

Council's Working Groups consider Risk matters annually, and a full Council review is due January 2015.

Health and Safety matters are reviewed annually by an external contractor, and there has been a decreasing trend of actions required over the past 4 years.

Council has a 3 year deal with Zurich for insurance – Fidelity cover is for £750k, and cash in safe limit is adequate at £25k.

Council's website is comprehensive, but in some aspects it is not easy to navigate. In particular the link to expenditure over £500 is not obvious, and Minutes of meetings are not indexed separately from Agendas. Also the 2013/4 Annual Return and external audit report are not shown. **This is to receive attention.**

**A brief inspection of external sites indicated the following items requiring attention:-**

**No Employers Liability Certificate was displayed at Depot.**

**Fire extinguishers at Depot were blocked by ladders.**

**Contractors Public Liability Insurance should be checked annually.**

**An inspection regime for Bins, Bus Shelters and Benches should be drawn up following generic risk assessment.**

**An inspection regime for Allotments should be instigated, coupled with improved monitoring of unworked plots.**

**Movement of untaxed vehicle along public highway should cease.**

Satisfactory system exists for diarising vehicle tax, MOT and insurance, also for specific skill certificates and training.

PAT testing is done by annual external contract.

**A key events schedule could usefully be drawn up, perhaps using the shared calendar.**

#### D. BUDGET & PRECEPT

A detailed budget report was considered by Council in December 2014. Growth in expenditure is expected to be matched by increases in income, and in the overall tax base. Cost savings, and the continuation of CTSG payment by Waverley BC mean that there is unlikely to be a precept increase in 2015-2016.

Regular reviews of expenditure and income against budget take place, with virements made when appropriate.

Level and purpose of Reserves will be considered in conjunction with agreeing the Annual Return.

#### E. INCOME

All Tariffs were reviewed for 2014-2015 year.

Income streams are – Cemeteries, Allotments, Farmers Market, Facilities hire including bandstand and Council chamber; and events.

Events management system is comprehensive and effective for income control, as is that for Farmers Market.

Allotment rents are controlled through an Edge system, and income is bulked for entry onto Omega.

Receipt book control is satisfactory, and income is banked regularly. Office safe has a suitable cash insurance limit. BACS income is reported to relevant Officer for income control. An Internal Control process ensures receipt books are audited once they are complete.

Whilst there are some slow payers, especially on Market stalls, bad debt control is satisfactory.

VAT is charged on appropriate income, including some Cemetery services, and is passed on when charged by Banner installers. **One example of where this was not correctly processed is to be investigated.**

*FTC: An error occurred and has been rectified.*

#### F. PETTY CASH

An Office float of £300 and a depot float of £25 are maintained to cover small, unexpected expenditure

Expenditure is satisfactorily controlled by use of a record sheet, rather than vouchers, **although Council may wish to consider specific authorisation of each payment by a designated Officer.**

No income is taken into Petty Cash, and reimbursement takes place monthly.

**VAT is recognised and allocated on Petty Cash payments, but guidance is needed for Staff as several items in May and June this year have been incorrectly made as VAT entries, and a few have been omitted when VAT was paid. These items are to be corrected prior to the next VAT return.**

*FTC: Guidance has been reinforced. VAT receipts are to be obtained, and if no VAT receipt has been obtained it is not claimed. On some occasions non-vatable items were combined with vatable items and an incorrect vat total reached. These have been reviewed.*

## **G. PAYROLL**

Payroll is carried out externally by Moorepay. Satisfactory procedures are in place for ensuring base salaries are correct, and that additional payments are properly authorised and recorded.

Overtime is normally compensated by TOIL, but for some staff and functions, extra hours at basic rate or overtime at contractual rates, is paid.

Staff costs are allocated through the RBS system to specific cost centres on a detailed basis.

Salaries are paid on Spinal Column Points, but scales allocated to jobs do not always accord with NALC/SLCC bands. **Council may therefore wish to consider a further job evaluation review of all posts, or bringing scales into line with benchmarks, once the structure and establishment is finalised.**

*FTC: After the South East Employers' job evaluation review Council adopted a Farnham pay band system which did not accord exactly with the NALC/SLCC pay bands although all Farnham salary scales accord with the "Green Book" pay scales set out in the national agreement of pay and conditions of service. Members may wish to review the scale system in 2015/16 to ensure it remains fit for purpose.*

All staff are offered the opportunity to enrol in LGPS, and as such, new workplace pension legislation should present no problems.

The few expenses that are claimed by staff are correctly controlled. Mileage is paid at 40ppm, whereas the HMRC approved rate is now 45pp. **Staff contracts indicate the higher rate should be paid.**

*FTC: Staff mileage claims were reduced, by agreement in 2011 to accord with the HMRC approved rates. They had not been increased in line with the HMRC increase but the relevant adjustment has now been implemented.*

Council has not adopted the Members Allowances scheme, and very few Members expenses are claimed.

**Council should consider the need for more formal records of staff and member training.**

## **H. ASSETS AND INVESTMENTS**

A detailed asset register is maintained on a database, **but this could be enhanced to include date and cost of acquisition, and insured value.**

*FTC: This matter was considered by Strategy & Finance as part of the restating of assets for the Annual Return and is being implemented for 2014/15.*

**A separate inventory of small items could usefully be compiled. Minimum values for inclusion should be agreed.**

*FTC: Agreed. An inventory will be compiled in 2014/15. It is suggested that a minimum value be established of £250.*

**The new PIPS form is to be amended to include a reminder to include new items on the register or inventory.**

*FTC: Agreed.*

## **I. BANK RECONCILIATIONS**

Comprehensive reconciliations are carried out weekly for Current Accounts and quarterly for investment accounts.

Investment accounts include four HSBC accounts of varying terms, maximum 12 months, and a CCLA fund, the accounting treatment of which is to be checked.

Members are presented with reconciliations quarterly, but no physical check is made by Members of bank statements. **The desirability of this should feature in the Financial Risk Assessment.**

## **J. YEAR END ACCOUNTS**

To be considered.

## **K. TRUSTEESHIP**

Council is the sole (Corporate) Trustee of the South Street Trust, which has no property, but considerable accrued funds producing an income of around £25,000 p.a. This is distributed by means of grants and donations.

Separate accounts are maintained, and dedicated meetings and minutes are in place.

## **OTHER ITEMS**

Some areas of activity are covered by a Procedures Manual or procedural notes, and generally trained staff are available to cover key activities in the event of unexpected absence. **A more comprehensive programme of guidance notes could usefully be compiled.**

Unusually for a Council of this size, it operates with a number of Working Parties, rather than Committees. As these do not have devolved powers, every action has to be approved by full Council. This precludes, for example, the authorisation of payments by Strategy and Finance. Also, Council could stand accused of a lack of transparency as Working Party meetings are not open to the public, and the impression is given that decisions based on their recommendations are “rubber stamped” by Council without public discussion.



**Retention of records and Publication Scheme was approved in April 2012 and should be checked against latest requirements of Legal Topic Note 40 and the 2015 Local Government Transparency Code (shortly to come into force).**

Review of effectiveness of internal controls is carried out March annually.

A comprehensive Staff handbook including Disciplinary & Grievance procedures, Equal Opportunity policy, & Harassment policy is in place.

Paul Hartley  
Internal Auditor  
5<sup>th</sup> March 2015

### List of direct debits and Standing Orders for 2015-16

Company	Description	Date of DD	Frequency	Approx Amount (net)	Comments
BT	BT Internet lines	26th of month	Quarterly	£180.00	Two internet lines
BT	Fax	10th of month	Quarterly	£80.00	
BT	Depot phone	10th of Month	Quarterly	£80.00	
BT	Switchboard Lines	26th of month	Quarterly	£1,500.00	Ceased 2014/15 replaced by Calibre
Calibre	Switchbard lines	28 <sup>th</sup> of the month	Monthly	£180	
Calor	Depot, bulk gas delivery	variable	infrequently as necessary, (one transaction in 2014/15)	Up to £1,000.00 per annum	
Calor	Standing charge for gas	28th of month	Quarterly	£95.00	
Chambers	Rubbish collection at West Street Cemetery and Council offices	End of month	Monthly	Approx. £60 per month at each location	<b>NEW</b>
Direct Fuels	Fuel for all OWF vehicles, paid on Fuel cards	variable, as card is used	variable	£500 average	
HSBC	Charge cards for designated staff	last day 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 lease	second week of month	quarterly	£1500.00	Contract from Aug 2012 to Aug 2015
Land Registry			Variable, when documents ordered	Variable (£3 per use)	
Moorepay	Payroll processing	21st of month	Monthly	Around £60, depending on number of staff	

<b>Company</b>	<b>Description</b>	<b>Date of DD</b>	<b>Frequency</b>	<b>Approx Amount (net)</b>	<b>Comments</b>
Neopost Credifon	Franking of post	Whenever sytem is re-credited	variable, on average two or three times a month	Currently £150 each re-credit. Typically £450 a month	May change to Pitney Bowes subject to satisfactory trial
Plug & Play	Website hosting and support	10 <sup>th</sup> of month	monthly	£360	Replaced Wisetiger 2014-15
PWLB	Loan repayment	May and Oct	twice per year	£5,113.00	Fixed payment until October 2022
Royal Mail	Prepaid envelopes	as used	on average once a year	£100.00	Will increase if more surveys undertaken
South East Water	multiple accounts	1st of month	Monthly	Total in region of £500 pcm. More in summer months.	Separate schedules attached
Southern Electric	multiple accounts	variable	each account quarterly, but dates differ	Approx £1300 each quarter	Separate schedules attached
Vodafone	Mobile telephones	Last day of month	Monthly	£220.00	Lone workers & Outside Workforce
WBC	Cemetery rates	1st	monthly, 1st	Approx. £350	
WBC	Depot rates	1st	monthly, 1st	Approx. £310	
WBC	Public toilets rates	1st	monthly, 1st	Approx. £250	
WBC	Town Hall rates	1st	monthly, 1st	Approx. £1,700.00	



# FARNHAM TOWN COUNCIL

# D

## Notes

### Planning and Licensing Consultative Group

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#### Time and date

9.30 am on Monday 23 March 2015

#### Place

Byworth Room, South Street, Farnham

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#### Planning & Licensing Consultative Group Members Present

Cllr D Beaman  
Cllr P Blagden  
Cllr C Cockburn  
Cllr C Genziani

**Other Councillors in attendance:** None

**Officers in attendance:** Ginny Gordon

**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 received from Cllr R Steel

#### 2) Declarations of Interest

There were no declarations of Interest.

#### 3) Applications Considered by the Planning & Licensing Consultative Group on Monday 23 March 2015

##### **WA/2015/0425 Farnham Bourne**

Erection of a detached garage following the demolition of an existing garage and extension.  
22 LONGDOWN ROAD, LOWER BOURNE GU10 3JU

**Farnham Town Council has no objections provided the proposed garage and extension remains ancillary to the main dwelling.**

**WA/2015/0440 Farnham Upper Hale**

Erection of extensions

FOXHAVEN

OLD PARK LANE, FARNHAM GU10 5AA

**Farnham Town Council has no objections.**

**WA/2015/0486 Farnham Bourne**

Erection of extensions and alterations following demolition of existing conservatory and utility room.

22 CAMELLIA LODGE, LONGDOWN ROAD, FARNHAM GU10 3JU

**Farnham Town Council has no objections.**

**WA/2015/0463 Farnham Bourne**

Erection of a single storey side extension.

65 MIDDLE BOURNE LANE, FARNHAM GU10 3NJ

**Farnham Town Council has no objections.**

**WA/2015/0456 Farnham Shortheath and Boundstone**

Erection of a detached double garage.

2 SANDROCK HILL ROAD, WRECCLESHAM GU10 4NS

**Farnham Town Council has no objections provided the proposed garage remains as a garage and does not become habitable accommodation.**

**WA/2015/0481 Farnham Shortheath and Boundstone**

Erection of two storey extension and alterations following demolition of existing garage and lean-to.

47 SANDROCK HILL ROAD, FARNHAM GU10 4RJ

**Farnham Town Council has no objections.**

**WA/2015/0466 Farnham Shortheath and Boundstone**

Erections of extensions and alterations.

35 PIED COTTAGE, JUBILEE LANE, BOUNDSTONE GU10 4TA

**Farnham Town Council has no objections.**

**TM/2015/0036 Farnham Shortheath and Boundstone**

Application for works to a tree subject of Tree Preservation Order WA266.

10 OAKLEY LODGE, BURNT HILL ROAD, FARNHAM GU10 4RZ

**Farnham Town Council has no objections subject to the approval of the Arboricultural Officer.**

**NMA/2015/0033 Farnham Upper Hale**

Amendment to WA/2012/0286 for alterations to window. **Previous comments were as follows:**

**Approved after consideration on 08.03.2012.**

24 SHADY NOOK, FARNHAM GU9 0DT

**Farnham Town Council has no objections.**

**NMA/2015/0032 Farnham Weybourne and Badshot Lea**

Amendment to WA/2012/2002 for the addition of a window. **Previous comments were as follows:**

**Approved after consideration on 10.01.2013.**

21 PENFOLD CROFT, FARNHAM GU9 9JD

**Farnham Town Council has no objections.**

**WA/2015/0412 Farnham Castle**

Erection of extensions and porch; formation of vehicular access and parking area.

33 CRONDALL LANE, FARNHAM GU9 7BG

**Farnham Town Council has no objections.**

**WA/2015/0431 Farnham Castle**

Erection of replacement dwelling following demolition of existing dwelling (revision of WA/2014/2122).

**Previous comments on 08.12.2014 were as follows: Farnham Town Council strongly objects the proposed erection of dwelling; this is out of scale and over development and would be detrimental to the street scene.**

13 LONG GARDEN WALK WEST, FARNHAM GU9 7HX

**Farnham Town Council is concerned about the change to residential use especially accommodation designs as shown – should be referred to the Conservation Officer.**

**WA/2015/0422 Farnham Castle**

Consent to display non-illuminated signs.

THE MILLENNIUM CENTRE, CROSBY WAY, FARNHAM GU9 7XX

**Farnham Town Council has no objections.**

**WA/2015/0447 Farnham Castle**

Application under Section 73A to vary Condition 8 of WA/2012/1564 (approved plan numbers) to allow minor material amendments made during course of construction. **Previous comments on 25.10.2012 were as follows: Concerned about the change to residential use especially accommodation designs as shown – should be referred to the Conservation Officer.**

FARNHAM CASTLE STABLES, OLD PARK LANE, FARNHAM GU9 0AL

**Farnham Town Council strongly objects and feels that the agreed plans should be adhered to and built accordingly rather than flouting the planning regulations.**

**DW/2015/0013 Farnham Firgrove**

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 2.65m.

37 RYLE ROAD, FARNHAM GU9 8RN

**Farnham Town Council is concerned about the adverse effect on the residential amenities of the neighbours.**

**WA/2015/0424 Farnham Moor Park**

Erection of single storey side extension and alterations to roof to provide additional habitable accommodation.

15 SUMNER ROAD, FARNHAM GU9 7JU

**Farnham Town Council is concerned about the adverse effect on the residential amenities of the neighbours and the street scene.**

**DW/2015/0012 Farnham Moor Park**

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 3.5m, for which the height would be 4m, and for which the height of the eaves would be 3m.

2 WYKEHAM ROAD, FARNHAM GU9 7JR

**Farnham Town Council is concerned about the adverse effect on the residential amenities of the neighbours and the street scene.**

**WA/2015/0423 Farnham Moor Park**

Change of use from clinic (Class D1) to office (Class B1).

4A SOUTH STREET, FARNHAM GU9 7RP

**Farnham Town Council has no objections.**

**WA/2015/0409 Farnham Moor Park**

Certificate of Lawfulness under Section 192 for the construction of a tennis court.

THURLESTONE HOUSE, COBBETTS RIDGE, FARNHAM GU10 1RQ

**Farnham Town Council has no objections.**

**WA/2015/0429 Farnham Weybourne and Badshot Lea**

Application under Section 73 to vary Condition 2 (approved plans) of WA/2013/1559 (allowed on appeal) to allow changes to layout and configuration of building, car parking and materials. **Previous comments on 17.10.2013 were as follows: Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.**

LAND OFF WILKINSON WAY, MONKTON LANE, FARNHAM GU9 9ND

**Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.**

**WA/2015/0438 Farnham Weybourne and Badshot Lea**

Erection of single storey extension.

12 GLORNEY MEAD, BADSHOT LEA GU9 9NL

**Farnham Town Council is concerned about the adverse effect on the residential amenities of the neighbours and the street scene.**

**DW/2015/0011 Farnham Wrecclesham and Rowledge**

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.0m, for which the height would be 3.5m, and for which the height of the eaves would be 3m. LITTLEFIELD COTTAGE, 44 GARDENERS HILL ROAD, FRENHAM GU10 3AL

**Farnham Town Council has no objections.**

**WA/2015/0435 Farnham Wrecclesham and Rowledge**

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

20 FRENHAM COURT, GARDENERS HILL ROAD, LOWER BOURNE GU10 3JB

**Farnham Town Council objects to this application, which should be subject to full planning regulations on such a large application.**

**WA/2015/0497 Farnham Bourne**

Certificate of Lawfulness under Section 192 for alterations to existing elevations.

1 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

**Farnham Town Council has no objections.**

**WA/2015/0464 Farnham Castle**

Erection of detached dwelling and garage following demolition of existing garage together with associated works (revision of WA/2014/2275). **Previous comments on 22.12.2014 were as**

**follows: Farnham Town Council is concerned about the adverse effects on the setting of the listed building.**

39 WEST STREET, FARNHAM GU9 7DX

**Farnham Town Council is concerned about the adverse effects on the setting of the listed building.**

**WA/2015/0461 Farnham Castle**

Listed Building Consent for extensions and alterations at 33a Castle street, demolition and rebuild of existing garden wall.

33A CASTLE STREET, FARNHAM GU9 7JB

**Farnham Town Council would refer this to the Listed Buildings Officer.**

**WA/2015/0494 Farnham Castle**

Application under Section 73a to vary Condition 22 of WA/2014/0394 (safe removal and storage of clock tower and mural) to allow details to be submitted prior to occupation of the development rather than prior to demolition. **Previous comments on 24.03.2014 were as follows: The Town Council looks forward to the development of a site providing much needed sheltered accommodation in the town.**

FORMER POLICE STATION, LONG BRIDGE, FARNHAM GU9 7PZ

**Farnham Town Council looks forward to the restoration of the clock tower and mural being a central part of the new development.**

**WA/2015/0452 Farnham Firgrove**

Erection of extensions and alterations.

53 SOUTHERN WAY, FARNHAM GU9 8DF

**Farnham Town Council has no objections.**

**WA/2015/0454 Farnham Firgrove**

Erection of two storey extension.

51 GROVE END ROAD, FARNHAM GU9 8RB

**Farnham Town Council is concerned about the adverse effect on the residential amenities of the neighbours and the effect on the street scene with an inappropriate design for the extension.**

**WA/2015/0459 Farnham Hale and Heath End**

Erection of protective fencing to external wall.

LAND AT PERRY WAY, ST MARKS PLACE, FARNHAM GU9 0EY

**No objections but would suggest a more attractive objective could be found.**

**WA/2015/0479 Farnham Moor Park**

Erection of a detached dwelling with associated parking and landscaping.

LAND ON NORTH SIDE ADJACENT TO 20, MOOR PARK LANE, FARNHAM GU9 9JB

**Farnham Town Council objects – this is garden grabbing and over development of an already crowded area.**

**WA/2015/0493 Farnham Moor Park**

Erection of 4 dwellings following demolition of offices (revision of WA/2014/1412).

14A ABBOTT HOUSE, HALE ROAD, FARNHAM GU9 9QH

**Farnham Town Council has no objections.**



**WA/2015/0480 Farnham Moor Park**

Erection of a single storey extension and alterations.

11 ST JAMES TERRACE, FARNHAM GU9 7JT

**Farnham Town Council has no objections.**

**WA/2015/0460 Farnham Weybourne and Badshot Lea**

Erection of extension and alterations to bungalow following demolition of existing detached garage; conversion of loft space to create habitable accommodation.

42 UPPER WEYBOURNE LANE, FARNHAM GU9 9DF

**Farnham Town Council has no objections.**

**LICENSING**

An application has been received for a new premises licence. The application is for the On sale of alcohol and Opening hours 12:30-22:00 Tuesday to Saturday. The last date for representations is **7th April 2015**. All correspondence in relation to this application is via email to

[licensing@waverley.gov.uk](mailto:licensing@waverley.gov.uk).

**Premises****Address**

Sadza (African restaurant)

27 South Street

Farnham

**Application Type**

New

**Applicant**

Mrs M N Suter

**Farnham Town Council has no objections.**

**The meeting closed at 10.25 am**



# FARNHAM TOWN COUNCIL

# E

## Notes

Planning and Licensing Consultative Group

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### Time and date

9.30am on Monday 13 April 2015

### Place

Byworth Room, South Street, Farnham

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## TO FOLLOW