



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 11<sup>th</sup> April 2013

### 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 11<sup>th</sup> APRIL 2013, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY**. The Agenda for the meeting is attached

Yours sincerely

A handwritten signature in black ink, appearing to read 'Iain Lynch'.

**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.

### **Questions by the Public**

#### **Questions by the Public**

Prior to the commencement of 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, to which an answer will be given or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. A maximum of 15 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





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### Time and date

7.00pm on Thursday 11<sup>th</sup> April 2013.

### Place

The Council Chamber, South Street, Farnham

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### Prayers

Prior to the meeting, at 6.50pm, prayers will be said by Rev Alan Crawley of the Parish of Hale with Badshot Lea in the Council Chamber. Councillors and members of the public are welcome to attend.

### Questions by the Public

Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda. A maximum of 15 minutes will be allowed for the whole session.

#### 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:

*Members are requested to make declarations of interest, on the form attached to this agenda to be returned to [ginny.gordon@farnham.gov.uk](mailto:ginny.gordon@farnham.gov.uk) by 5pm on the day before the meeting, or handed to the Town Clerk at the start of the meeting*

#### 3 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 14<sup>th</sup> March 2013 –

**Appendix A**  
**Exempt Appendix Ai**

#### 4 Statements by the Public

The Town Mayor to invite members of the public present to make statements on any item on the agenda.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to speak forthwith, in relation to the business to

be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

**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 of:

- i) Community Enhancement held on 13<sup>th</sup> March 2013 **Appendix B**
- ii) Strategy and Finance Working Group held on 26<sup>th</sup> March 2013 **Appendix C**  
Including a) Revised Standing Orders (Annex1); b) Revised Financial Regulations (Annex 2); c) Revised Member – Officer Protocol (Annex 3); Code of Corporate Governance (annex 4).

**7 Planning Applications**

- i) To receive the minutes of the Planning & Licensing Consultative Group held on 28<sup>th</sup> March 2013. **Appendix D**
- ii) To consider options for the membership of the Planning & Licensing Consultative Group for 2013/14 **Appendix E**

The actions of the Planning & Licensing Consultative Group are taken under the scheme of delegation.

**8 Election to Working Groups - 2013/14**

**Appendix F**

To elect Working Groups in accordance with Standing Order 15.

**9 Appointment of Representatives to external bodies - 2013/14**

**Appendix G**

To appoint Representatives to External Bodies for 2013/14

**10 Rowledge Governance Review**

**Appendix H**

To consider issues arising from the Rowledge Governance Review.

**11 Actions taken under the scheme of delegation**

Town Clerk to report on any relevant matters

## **Part 2 – Items to Note**

**12 Reports from other Councils**

To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council

**13 Reports from Outside Bodies**

To receive from Members any verbal reports on Outside Bodies.

**Date of next meeting**

- 14** To note that the next meeting of Full Council will be the Annual Meeting (Mayor Making) on Thursday 11<sup>th</sup> May at 7pm.

**15 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 the confidential items under discussion

### **Part 3 – Confidential Items**

The Town Mayor will close the meeting.

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

**Membership:**

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

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



# FARNHAM TOWN COUNCIL

## A

### Minutes Council

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#### Time and date

7.00pm on Thursday 14<sup>th</sup> March 2013

#### Place

The Council Chamber, South Street, Farnham

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#### Councillors

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

#### Officers Present:

Iain Lynch (Town Clerk)  
Rachel Aves (Team Leader Corporate Governance)

16 members of the public were in attendance

Prayers were said by Revd Michael Hall, of the Farnham Pentecostal Church.

## **Presentation**

Alex Wright and Alex King gave a presentation on the development proposals for the Police Station site which had been bought by Churchill. They had also given an earlier presentation to some councillors. Churchill had bought part of the site and would be creating fifty apartments. The design was complementary to the town and would have a feature tower at the junction with Union Road. The public art would be retained and replaced in a prominent part of the site.

Cllr Frost enquired whether there were sufficient car parking spaces on site. In response Alex King felt the numbers were optimal given the average age of the residents was likely to be 79 and the central location meant the demand for car spaces would be less.

The Mayor thanked the presenters for their clear presentation and advised that the matter would be formally considered at the next meeting of the Planning and Licensing Consultative Group.

## **Questions by the Public**

- i) Mrs Ann Cooper advised that the Farnham Theatre Associations application for the Redgrave Theatre to be nominated as an Asset of Community Value had been registered by Waverley Borough Council. The Redgrave would have to be kept on Waverley's list for five years. Mrs Cooper asked if the Town Council would support FTA's application so that if the East Street development failed, the Asset of Community Value could be a 'safety net' for Brightwells House and the Redgrave. She noted that the National Planning Policy Framework and Localism Act put cultural interests at the heart of policies for Town Centres.

In response the Mayor advised that the issue would be referred to the Strategy and Finance Working group who were considering Assets of Community Value at its next meeting.

- ii) Mr John Price asked whether the Town Council could raise with Surrey County Council the need for more graduated pavements to assist people who have electric mobility vehicles.

In response, Cllr Cockburn said that the matter would be passed on to Surrey County Council.

CI49/12

### **Apologies**

Apologies were received from Councillors D Beaman, J O'Grady, S O'Grady, S Redfern and R Steel.

CI50/12

### **Disclosures of Interests**

Non Pecuniary personal interests were declared by:

- i. Cllrs Blagden, Cockburn, Frost, Hargreaves, Hill, Potts and Ward, as members of Waverley Borough Council (item 6) and Cllr Frost as a member of Surrey County Council.
- ii. Cllr Potts in relation to Exempt Annex I as a member of the Waverley Executive.
- iii. Cllr Parry (item 8) as a member of the Woodland Trust, the Bishops Meadow Trust and as a friend and member of the Bourne Conservation Group.

CI51/12

### **Minutes**

The Minutes of the Farnham Town Council meeting held on Thursday 31st January 2013 at Appendix A and Exempt Appendix A1 were agreed.

C152/12

**Statements by the Public**

Mr Mark Westcott referred to Item 6 on the agenda and the Local Governance Review of Rowledge. He said there was a growing interest in local democracy. He felt the comments made by the Strategy and Finance Working Group were unfair since the estimated cost of £17,000 to run the new Parish Council had been carefully worked out with the advice the Association of Local Councils. Mr Westcott had very carefully scrutinised the Council Tax bands and worked out that Farnham Town Council received £53,000 attributable to Rowledge. He hoped members of the Strategy and Finance Working Group would reconsider their comments.

C153/12

**Mayor's Announcements**

- i) The Mayor said he had been pleased to attend two events celebrating William Cobbett's 250<sup>th</sup> anniversary. He had been to the Museum to mark the launch of the Cobbett year and also laid a wreath on the grave of William Cobbett at an excellent service of commemoration for one of Farnham's most famous sons.
- ii) The Mayor advised members that the Mayoress was undertaking a parachute jump to help raise funds for the Mayor's charity Farnham Foodbank, and would welcome any sponsorship.

**WORKING GROUP NOTES**

C154/12

**Tourism and Events Working Group**

Cllr Hargreaves introduced the notes of the Tourism and Events Working Group held on 5<sup>th</sup> February, at Appendix B to the agenda.

Cllr Hargreaves advised Council that two Farnham councillors (Attfield and Beaman) had submitted questions to the last meeting of Waverley Borough Council and three Farnham Councillors had spoken (Frost, Hargreaves and Ward) about the increase in fees being charged by Waverley for the Farmers' Market. She thanked members for trying but unfortunately their voice had not been heard. Cllr Hargreaves advised that a meeting with stallholders would be held on 19<sup>th</sup> April and she hoped a mutual way forward could be found.

Cllr Hargreaves reported on the sale of pitches for the stalls at the Food Festival which were progressing well and said that the Spring Festival would not be held this year.

The Working Group had reviewed its experiment of being held in public and would recommend to Council in April that the experiment should be discontinued as it had not generated much public participation but added to the costs of running the meetings..



### Strategy and Finance Working Group

- CI55/12 Cllr Ward introduced the notes of the Strategy and Finance Working Group held on 18<sup>th</sup> February at Appendix C to the Agenda. He drew attention to some items that had been discussed:
- i) The Working Group was pleased with the implementation of the Health and Safety Action Plan and advised that the agreed Health Surveillance of staff was ongoing.
  - ii) Tenders had been received for surveyors to oversee the remodelling of the Council offices and Drake and Kannemeyer had been appointed.
  - iii) The Cemeteries exhibition had been very professional and he congratulated the Cemeteries Working group and officers who had worked on the outstanding exhibition which had attracted a good number of people.
- CI56/12 Cllr Ward said the Working Group had reviewed the latest income and expenditure data and was comfortable with the financial position. Cllr Ward advised that because of the management of vacancies and the additional cemetery income previously reported, there was expected to be savings on the overall budget for 2012/13 and members had agreed to bring forward some planned expenditure into 2012/13. The latest position on outstanding debts was noted and it was **RESOLVED nem con that an outstanding debt of £171.83 be written off as uneconomical to pursue.**
- CI57/12 Cllr Ward advised that in relation to the 2013/14 and the grant attributable to Parishes there was conflicting information being received from Waverley Borough Council and the Department of Communities and local Government. The Town Clerk would continue to pursue this matter.
- CI58/12 Cllr Ward clarified the position on the Waverley decision to increase the fee charged for the use of the car park from a peppercorn to over £4,000 per annum. Cllr Ward was content that Farnham should use its claimed 'vast profit' of £560 in 2011/12 if Waverley would use its car park profits of £2million to improve the area.
- CI59/12 Cllr Ward drew attention to the Internal Auditor's report which had been attached at Appendix G to the Strategy and Finance agenda and circulated to all councillors. The Internal auditor had been "pleased to report that good progress is being made in improving the Council's financial accounting over the past year as evidenced by the implementation of nearly all of my recommendations". Members noted the work of Mr Harland was a key component to risk management and ensuring there were effective practices and controls in place and **RESOLVED unanimously to welcome the Internal Auditor's report dated 21<sup>st</sup> December 2012.**
- CI60/12 Cllr Ward said that there would be more detailed consideration of the Rowledge Governance Review at the next meeting of Strategy and Finance but he stood by every comment made by Strategy and Finance in the notes.
- CI61/12 Cllr Ward advised that Strategy and Finance Working Group had agreed to use Survey Money and Mailchimp as tools to engage more effectively with residents and users of services. Cllr Hollins-Owen welcomed this approach.
- CI62/12 Cllr Ward passed to the Mayor who reported that the five Mayor's Coffee morning had brought some very useful feedback and some improvements had been agreed

for the future. The Mayor advised that the coffee mornings had been very good with substantial numbers attending.

- CI63/12 Cllr Cockburn updated members on the work of the Infrastructure planning Group and advised that the next workshop would be held on 7<sup>th</sup> May with a new version of the draft document circulated in mid April.
- CI64/12 Cllr Ward outlined the work that had gone in to the new Emergency Plan which had been circulated to all Councillors and was recommended for approval by Council. It was  
**RESOLVED unanimously that i) the Emergency Plan be adopted and ii) the Emergency Committee comprise the Mayor, the Lead Member of Strategy and Finance and the Town Clerk.**
- CI65/12 Cllr Ward advised that Members had agreed that the costs to extend the Bandstand were too high for the limited use it would receive and so the Working Group had agreed to purchase some mini-marquees with the cost met from the 2012/13 budget in order to provide some additional cover. These min-marquees would also be used for other events.

### **Cemeteries and Appeals Working Group**

- CI66/12 Cllr Cockburn reported on the meeting of the Cemeteries and Appeals Working Group held on 28<sup>th</sup> February.
- The Working Group had been really pleased with the Future of Farnham's Cemeteries exhibition which had been superbly done and she thanked the officers involved. The exhibition had drawn some positive and encouraging feedback in relation to all of the plans shown, and members had discussed the feedback in detail. The principle of reopening Hale Cemetery, as per the proposals at the Working Group meeting on 6<sup>th</sup> December were supported, and recommended to Council for adoption. Officers were tasked with drafting appropriate regulations and recommendations for fee levels. It was  
**RESOLVED unanimously that the principle of reopening Hale Cemetery be agreed.**
- CI67/12 Members had also discussed the possibility of acquiring additional cemetery space at Green Lane and agreed that the District Valuer be instructed to undertake a valuation of the site. Officers were also to prepare a report on potential Green Burial Options for Farnham which would be considered at a future date.
- CI68/12 Cllr Cockburn reported that a number of complaints had been received regarding dog fouling in the cemeteries. This was very distressing for bereaved families and the ban on dogs in the cemeteries was proving very difficult to enforce. The Working group was recommending responsible dog ownership and felt allowing dogs on a short leash would be a more successful approach. The Working Group therefore proposed the adoption of a dog control Order and it was  
**RESOLVED *nem con* that the principle of a Dog Control Order be agreed and that the full dog ban in the Town cemeteries be lifted upon adoption of a Dog Control Order.**
- CI69/12 Cllr Cockburn introduced the proposed Memorial Safety Policy attached at Annex I to the minutes of the Working group. This policy would ensure that proportionate

risk was considered in accordance with the latest guidance and would ensure the safety of users of the cemetery. It was

**RESOLVED** *nem con* that the memorial safety policy at Annex I to the minutes be adopted.

### **Planning and Licensing Consultative Group**

C170/12 Cllr Genziani presented the minutes of the Planning and Licensing Consultative Group that had met on 7<sup>th</sup> and 21<sup>st</sup> February and the 11<sup>th</sup> March.

C171/12 Cllr Parry introduced a report on Farnham's River Landscape attached at Appendix H to the agenda. Cllr Parry was the Council's elected representative on Riverwatch and had attended meetings of the Farnham River Management Committee, comprising a group of stakeholders (Environment Agency, Surrey County Council Waverley Borough Council, Farnham Town Council, Thames Water, Farnham Society & Farnham River Watch) with the aim of the development and execution of a management plan for the River Wey and its tributaries in the Farnham area, taking into account flood risk from all sources including the network of drains and sewers.

Cllr Parry welcomed the progress on Farnham's emergency Plan. She advised that although Farnham Town Council did not have specific powers or responsibility for the emergency planning and implementation, there was a valuable contribution the Town Council could provide in supporting the responsible authorities with local knowledge, facilitating activities and promoting the interests of those at risk of, or affected by, an emergency situation in the Farnham area. The Town Council was in an almost unique position with the means, facilities and network of contacts within the town to bring people and organisations together.

Farnham was recognised as high risk for flooding by the Environment Agency, and there would be some advantage in having community level flood plans with the people at risk being involved.

Cllr Parry thanked Noel Moss and Terry Mullaney of Farnham River Watch for attending and reporting back on the discussions and outcomes of a Flood planning workshop for communities. The Environment Agency had offered its support to Farnham Town Council in running a workshop for communities and Cllr Parry recommended that such a workshop was organised. It was

**RESOLVED** to host a Community Flood planning workshop inviting the local communities (residents and/or businesses) at risk, the expertise of the Environment agency and National flood forum and any other appropriate accepting parties.

Cllr Cockburn said that it was sensible to have an understanding of communities at risk and that this would be useful information for the Neighbourhood Plan.

C172/12 Cllr Parry outlined the importance of the River Wey as a significant green asset in Farnham with several tributary streams including the Bourne stream, Frensham Vale stream and the Nadder which runs through Farnham park. The River Wey sustains much wildlife and acts a corridor between green spaces and habitats. It also adds to the attractiveness of the town and is enjoyed by many residents and visitors in various leisure activities.

The 'Farnham Rivers Group' which brings together representatives of a range of local groups (including the Bourne Conservation Group, the Bishop's Meadow Trust, Friends of Farnham Park and the Wey Fisheries Consultative Association to take on the tasks of maintaining and enhancing the River Wey Landscape. Cllr Parry felt the Town Council could offer valuable support (e.g. mapping, storage, facilitation and communications) to these groups whose work benefits everyone in Farnham. She therefore recommended that the Town Council appointed a representative to the Farnham Rivers Group.

Cllr Frost said the report was excellent but she wondered what mechanism there was for adding a new Group to the list. The Town Clerk said that there was no specific mechanism and it was agreed to defer the proposal to Strategy and Finance,

Cllr Ward said that the report was brilliant as there had not been enough interest in the subject until Cllr Parry picked it up. It was good to see something was now being done about these issues.

### **Actions Taken under the Scheme of delegation**

C173/12 There were no items to report.

## **PART 2 – ITEMS FOR NOTING**

### **Reports from Other Councils**

C174/12 Cllr Frost advised that a new crossing at Coxbridge was being constructed after a long campaign by local residents. She also advised that Potters Gate had been made into a one-way road to bring additional safety for pupils.

### **Reports from Outside Bodies**

C175/12 There were no items to report.

### **Date of next meeting**

C176/12 The Mayor confirmed that the next meeting would be held on Thursday 11<sup>th</sup> April.

C177/12 The Mayor proposed an adjournment to enable the public to stay for the Meeting of the Council acting as Trustees of the South Street Trust before moving into confidential session. This was agreed.

The Meeting adjourned at 8.15pm and recommenced at 8.35pm. Cllr Hollins Owen left at this point.

### **Exclusion of Press and Public**

C178/12 **It was resolved to exclude members of the public and press from the meeting at Part 3 of the agenda in view of the confidential items under discussion**

## **PART 3 – CONFIDENTIAL ITEMS**

C179/12 The Town Clerk provided an update on a Cemetery matter.

C180/12 Members agreed not to take no further action in relation to a property matter in Hale.

The Town Mayor closed the meeting at 9.15pm

Date

Chairman

Minutes by Iain Lynch



# FARNHAM TOWN COUNCIL

## B

### Notes

#### Community Enhancement Working Group

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#### Time and date

9am on Wednesday 13th March 2013

#### Place

Council Chamber, Council Offices, South Street, Farnham

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#### Present:

Councillors Attfield, Frost, Potts, Redfern, Ricketts.

Officers: Kevin Taitt, Katherine Jones, Iain Lynch (part)

#### 1. Apologies

Apologies for absence were received from Cllr Sam Hollins-Owen.

#### 2. Minutes from last meeting

The minutes of 7<sup>th</sup> January 2013 were agreed as a true and accurate record of the meeting.

#### 3. Updates

POINTS	ACTION
<ul style="list-style-type: none"><li>Noted that Councillor Redfern had approached DMH Stallard Solicitors (previously Callaghans Solicitors) and has been given approval for the installation of a hanging basket tree on their property.</li><li>Waverley Borough Council had harmonised their allotment charges with those of Farnham Town Council.</li><li></li></ul>	<ul style="list-style-type: none"><li>Outside Services Team Leader to install hanging basket tree.</li></ul>

#### 4. Declarations of Interest

**Non Pecuniary Interest** – Cllr Potts – Agenda item 6 – Waverley Borough Council Executive

**Non Pecuniary Interest** – Cllr Potts – Agenda item 7 – Waverley Borough Council Executive

**Non Pecuniary Interest** – Cllr Potts – Agenda item 10 – Waverley Borough Council Executive

**Non Pecuniary Interest** – Cllr Pat Frost – Agenda Item 6 - Waverley Borough Councillor

**Non Pecuniary Interest** – Cllr Pat Frost – Agenda Item 7 - Waverley Borough Councillor

**Non Pecuniary Interest** – Cllr Pat Frost – Agenda Item 10 - Waverley Borough Councillor

## 5. Farnham in Bloom Community Group Report

POINTS	ACTION
<ul style="list-style-type: none"> <li>Noted that the Community Group would be undertaking three picks for the Big Pick Week which would be taking place on the 16<sup>th</sup> March in Heath End, 17<sup>th</sup> March at the Six Bells Roundabout and the 21<sup>st</sup> March outside Sainsbury's in Water Lane.</li> <li>Noted that Lidl was planning to extend its property.</li> <li>Noted that the theme for the Farnham Carnival for 2013 will be "Hair".</li> <li>Noted that the RHS was donating herb seeds for their 'Edible Garden' promotion.</li> </ul>	<ul style="list-style-type: none"> <li>Outside Services Team Leader to check whether the Lidl extension plans will effect the wild flower meadow.</li> </ul>

## 6. Budget 2013

POINTS	ACTION
<ul style="list-style-type: none"> <li>Members were updated on the current position of the Community Enhancement budget. Noted that as requested previously by members, the Community Enhancement budget was on track to be underspent for the 2012-13 financial year.</li> <li>Discussed the financial position of the Library Gardens. The Town Clerk had requested a meeting with the Surrey County Council officials to discuss the figure for the next financial year to move towards a cost neutral position.</li> </ul>	

## 7. Allotments update

POINTS	ACTION
<ul style="list-style-type: none"> <li>Noted the cost of water at allotment sites for 2012. Also noted that there was a hose pipe ban in place in 2012, followed by a very wet summer, which should mean reduced water bills.</li> <li>Discussed that Alderley Farm allotment site was costing significantly more in water charges, but this meter does cover the services at the Depot including toilets, washing vehicles, drinking water and occasional bowser filling.</li> <li>Noted that Farnham Town Council pay the water bill for the Six Bells site as Farnham Town Council receives the income from the allotment holders.</li> <li>Noted that the current allotment waiting list was 84 people. 11 of the waiting list only want plots on the Morley Road site. 6 of the waiting list are non-residents. The waiting list had come down by 40 people in the last 3 months.</li> <li>Discussed the idea of charging non-residents a differential rate compared with residents and agreed this would be considered when the charges were next formally addressed.</li> </ul>	<ul style="list-style-type: none"> <li>Outside Services Team Leader to look at historic water charges records to see how long Alderley Farm has been at the increased rate.</li> <li>Outside Services Team Leader to investigate as to whether a separate meter could be installed at the Depot.</li> <li>Outside Workforce to start monthly readings for water and electricity.</li> <li>Outside Services Team Leader to discuss how allotment hose pipe bans are managed with other councils who have implemented such bans.</li> <li>Projects and Events Coordinator to put all</li> </ul>

<ul style="list-style-type: none"> <li>All upcoming allotment dates were noted including the Town Show at the Maltings which was to replace the Farnham Grows Gardening Show on 27<sup>th</sup> July. Agreed that Farnham in Bloom boards would be displayed at the Town Show and that Working Group members would aim to be in attendance.</li> </ul>	allotment dates on the website.
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## 8. Community Clearing Team from Waverley Borough Council and litter problems in Farnham.

POINTS	ACTION
<ul style="list-style-type: none"> <li>New Community Clearing scheme by Waverley Borough Council explained to members.</li> <li>Noted members suggestions as to areas which could be improved by the Community Clearing Team.</li> <li>Noted that areas to be cleared would become a regular item on the Community Enhancement Agenda.</li> <li>Discussed that some areas and businesses frequently blocked paths and alleyways with litter and bins which could cause fire hazard. Specific alleys were discussed which gave a poor impression to visitors to the town.</li> </ul>	<ul style="list-style-type: none"> <li>Projects and Events Coordinator to send list of areas for the Community Clearing Team to Paul Redmond at Waverley Borough Council.</li> <li>Town Clerk to write to the head office of Dorothy Perkins due to the fire hazard caused by the bin by their property.</li> <li>Town Clerk to discuss fire risks in the alleyways coming from The Borough with the Fire Service.</li> </ul>

## 9. Sponsorship

POINTS	ACTION
<ul style="list-style-type: none"> <li>Members agreed that Squires Garden Centre should be referred to as Gold Sponsors for Farnham in Bloom 2013 and their logo incorporated on all stationery.</li> <li>Noted that sponsorship brochures were being delivered to all local businesses and that the Lead Member would approach Hamptons International for confirmation on whether they wished continue as the main corporate Sponsor.</li> <li>Agreed that the Working Group or other councillors would sponsor the bedding outside the police station for 2013.</li> </ul>	<ul style="list-style-type: none"> <li>Cllr Potts to contact Hamptons International</li> </ul>

## 10. Cigarette butts campaign, air quality campaign and water saving measures

POINTS	ACTION
<ul style="list-style-type: none"> <li>Noted that Councillor Ricketts wished to expand upon the Water Saving initiative launched in Farnham in Bloom 2012.</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Ricketts to write a proposal.</li> <li>Town Clerk to contact</li> </ul>



<ul style="list-style-type: none"> <li>• Discussed the idea that councillors could attend school assemblies to teach them of the problems associated with dropping litter, including cigarette butts.</li> <li>• Members agreed that retailers who were not removing cigarette litter from outside their premises could be contacted in order to offer them cigarette bins.</li> <li>• Noted that the new owners of the property adjacent to Boots had requested the removal of the bins near their premises as it was encouraging smokers.</li> <li>• Agreed that Air Quality information can be put on the Farnham Town Council website including advice and suggestions for residents on improving air quality.</li> <li>• Discussed other initiatives to assist with clean air including lobbying the borough or county council to install charging points for electric cars, offering officer time to help with any grant forms to central government.</li> <li>• Noted that Waverley Borough Council does offer reduced taxi license rates for green cars. The borough council also considered installing charging points in their car parks previously.</li> <li>• Noted that Farnham Town Council would be installing one camera for traffic monitoring purposes on the Town Council building. Agreed that use and popularity of this camera would need to be tested before more were rolled out.</li> <li>• Members discussed and agreed that an event should be put on to promote Clean Air Farnham and educate residents and groups. This would include inviting school and college students, interested groups, businesses, residents associations, university students and other local councils. The professor, with whom Councillor Ricketts has been in touch, could be invited to speak at the event.</li> <li>• Discussed that the proposal to publish electric car offers from specific retailers could appear that the council were endorsing certain car retailers. It was agreed that the benefits of electric cars and local charging points would be more suitable website content.</li> <li>• Further Clean Air Farnham proposals were discussed. Members agreed that a number of proposals would need to be viewed as longer term aims and would require further work and discussion. This included the proposed Awards Scheme for businesses, green walls and the Clean Air Farnham audit.</li> <li>• Noted that Farnham Town Council had initially been involved with Waverley Borough Council in its air quality project funded by DEFRA but Waverley had not shared any further information with Farnham Town Council.</li> </ul>	<p>Waverley Borough Council to find out if there are any future plans regarding the installation of electric car charging points in their car parks.</p> <ul style="list-style-type: none"> <li>• Councillor Ricketts to clarify the possibility of the professor speaking at a Clean Air Farnham event.</li> <li>• Town Clerk to contact Waverley Borough Council to seek more information about the DEFRA report.</li> </ul>
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### 11. Street Furniture update

POINTS	ACTION
<ul style="list-style-type: none"><li>• Agreed that the Town Council would not be funding grit bins for residents as it was agreed this was the responsibility of the County Council.</li><li>• Noted that there had been a recent request for a bus shelter by the Gorselands in Hale which would be followed up at a later date.</li><li>• Noted that the FCAMP project were exploring the idea of installing signs and street furniture and may request some funding from the town council.</li></ul>	

### 12. In Bloom Website

POINTS	ACTION
<ul style="list-style-type: none"><li>• Noted that Farnham in Bloom had been made more prominent on the website.</li><li>• Agreed not to put Farnham in Bloom on the top menu on the website as it would not be aesthetically pleasing due to limited space.</li></ul>	

### 13. Future Dates

POINTS	ACTION
<ul style="list-style-type: none"><li>• Noted that the Farnham in Bloom launch would take place on the 17<sup>th</sup> April at 6.30pm.</li><li>• Green house open day would be taking place on the 16<sup>th</sup> May, noted that councillors were able to come and help with hanging baskets.</li></ul>	

### 14. Any other business or items for future meetings

POINTS	ACTION
<ul style="list-style-type: none"><li>• Noted that Steve Forward from Hoppa Community Transport had agreed to provide a driver for the judges on the large town route for South and South East in Bloom this year.</li><li>• Agreed a change in date for the next meeting due to conflicts for some members.</li></ul>	Projects and Events Coordinator to advise Steve Forward when notified of the exact date of the Large town judging.

### 15. Date of next meeting

9am on 15<sup>th</sup> May 2013, agreed.

Minutes compiled by Katherine Jones

Meeting finished at 11.45 a.m.



# FARNHAM TOWN COUNCIL



## Notes

### Strategy and Finance Working Group

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#### Time and date

9.00am Tuesday 26<sup>th</sup> March 2013

#### 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

Other Councillors: Councillor Paddy Blagden, Cllr Stephen Hill

Officers present:

Iain Lynch (Town Clerk), Rachel Aves (Team Leader Corporate Governance), Alan Corcoran (Facilities and Contracts Officer) - Part

#### 1. Apologies

Apologies were received from Councillors Pat Frost, Julia Potts, and Roger Steel.

#### 2. Declarations of Interest:

- 1) Dual-hatted Councillors (Cllrs Paddy Blagden, Carole Cockburn, Jill Hargreaves, Stephen Hill and John Ward) declared personal interests in relation to their role as Waverley Borough Councillors.

#### 3. Notes of Meeting held on 22<sup>nd</sup> January 2013

POINTS	ACTION
The Notes were agreed with the addition of the Mayor being in attendance.	

#### 4. Local Governance Review Rowledge

POINTS	ACTION
<ol style="list-style-type: none"><li>1) Members noted the letter from Waverley Borough Council and the attached documents at Appendix B.</li><li>2) Members recognised that Rowledge had a number of active community organisations but were concerned</li></ol>	

<p>about issues that could arise from fragmentation.</p> <ol style="list-style-type: none"> <li>3) Members noted that the original hope of the proponents of the scheme, to have the Hampshire and Surrey parts of the village joined, could not be achieved without a formal Boundary Commission Review. This would leave the new Parish Council only representing part of the village.</li> <li>4) The late addition of the “Sandrock Triangle” was a surprise, and some concerns had been raised by residents of Boundstone about the impact this would have , and the fact that there did not appear to be a community of interest between Boundstone and Rowledge.</li> <li>5) There was concern over the impact the proposal would have on community cohesion; and on what services a new Parish Council could realistically expect to have for £17,000 per annum (the figure quoted by the proponents of the scheme for running the Parish Council), making it one of the smallest precepts in Waverley.</li> <li>6) There would be loss of economies of scale for both the Town Council and a newly created Parish Council and there was concern that the efforts to create a cohesive Farnham that thrives would be impacted.</li> <li>7) It was noted that the Farnham Design Statement, Neighbourhood Plan and activities such as Farnham in Bloom enjoyed active participation of Rowledge residents and the whole Town benefitted from the character and distinctiveness of its communities.</li> <li>8) Members noted that the process for consultation was in two parts but that there were some uncertainties in the Waverley Executive Report on how the second phase of the consultation would be undertaken. It seemed clear that a referendum would not be organised by Waverley.</li> <li>9) The Town Clerk was asked to clarify the process with Waverley.</li> <li>10) It was agreed that these points should be raised in a paper to full Council.</li> </ol>	<p><b>Town Clerk to discuss expected process with Waverley.</b></p> <p><b>Report to Council</b></p>
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## 5. Finance

POINTS	ACTION
<ol style="list-style-type: none"> <li>1) Members agreed the proposed amendments to the Financial Regulations (attached at Appendix B) for recommendation to Council.</li> <li>2) Members noted the latest financial position, and that as reported in previous meetings the additional income generated by cemeteries and from activities, combined with the holding of staffing vacancies, meant that savings would be achieved. Members noted areas of investment that had been brought forward to assist with the target savings for 2013/14.</li> <li>3) Members noted that there were some rationalisation of budget codes as a result of the use of the new RBS system during the year, and these would assist with the end of year comparisons and in future.</li> </ol>	<p><b>Recommendation to Council: That the revised Financial Regulations be adopted.</b></p>

<p>4) Members discussed possible areas for future review including the possibility of being part of the Surrey Scheme for shared energy costs. It was noted that currently Farnham bought its energy through a Kent County Council consortium.</p> <p>5) Members approved the schedule of direct debits and Standing orders attached at Appendix E to the agenda.</p> <p>6) Members noted the outcome of discussions with the Farmers' Market producers and the similar concerns they had over the impact of charges in Godalming. The producers enjoyed working with Farnham Town Council. Members noted that a positive meeting had been held with officers at Waverley Borough Council and a way forward that would minimise the impact for producers agreed.</p> <p>7) Members noted that the CCTV hub was moving as a result of the Police Station closure and that the Town Council had been asked to commission the move of the lease lines to West Street (as they were contracted by the Town Council) with the costs fully met by the Police Authority. This was agreed.</p> <p>8) Members noted that the Memorandum of Understanding for the CCTV partnership was still awaiting signature by Surrey County Council.</p> <p>9) Members noted that the relocation of the CCTV camera in South Street had been completed after significant delays by BT.</p> <p>10) Members noted progress on a number of contracts and preparation for the remodelling of the offices. The recabling of the IT infrastructure had gone seamlessly</p>	<p><b>Review of energy costs to be considered for 2014/15.</b></p> <p><b>Officers to commission BT to move lease lines with costs fully met by police.</b></p> <p><b>Alan Corcoran to pursue</b></p>
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## 6. Review of Standing Orders

POINTS	ACTION
<p>1. The proposed minor revisions to Standing Orders, attached at Appendix F, were agreed for recommendation to Council with an additional amendment clarifying that the Terms of Reference for Strategy and Finance relating to Partnerships be expanded to explicitly mention the partnership with Andernach in accordance with discussions at Council.</p> <p>2. Members discussed the membership of the Planning and Licensing Consultative Group and proposed that a paper on the Working Group, reflecting the points discussed, be presented to the next meeting of Council for consideration.</p> <p>3. Members noted that the Membership of the HR panel should be amended to six (as agreed in April 2012).</p>	<p><b>Recommendation to Council: That the revised Standing Orders be adopted</b></p> <p><b>Officers to prepare paper for Council</b></p>

## 7. Annual Governance Statement

POINTS	ACTION
<ol style="list-style-type: none"> <li>1. The Town Clerk introduced the new Governance Statement, explaining that its adoption was good practice and something that would be expected by the Auditor.</li> <li>2. Members noted that it contained a summary of how the Council operated, the agreed values and priorities adopted by the Council, and how the Council does its business.</li> <li>3. The Code dealt with risk and adopted proper standards to ensure that public money is safeguarded and used economically, efficiently and effectively.</li> <li>4. Members felt the Code should be celebrated and shared as it stresses how well the Council is performing and that it is keen to serve the community.</li> <li>5. The document provides a good platform for assessing improvements in future.</li> </ol>	<p><b>Recommendation to Council: That the Code of Code of Corporate Governance be adopted.</b></p>

## 8. Review of the Member-Employee Protocol

POINTS	ACTION
<ol style="list-style-type: none"> <li>1. Members received the revised Member-Employee protocol and agreed it for recommendation to Council.</li> <li>2. Members noted that it should be reviewed as needed and suggested any revisions could be considered after the annual appraisal cycle.</li> </ol>	<p><b>Recommendation to Council: That Members adopt the revised Member-Employee protocol.</b></p>

Cllr Ward left at this point and Cllr Hargreaves took the Chair.

## 9. Assets of Community Value

POINTS	ACTION
<ol style="list-style-type: none"> <li>1) Members received the report on Assets of Community Value at Appendix I, and noted the process being adopted by Waverley.</li> <li>2) Members noted that the <i>Localism Act 2011</i> provides for a local council to maintain a list of 'community assets', which can be either land or buildings which have been nominated by the local community. When listed assets come up for sale or change of ownership, the Act then gives community groups the time to develop a bid and raise the money to bid to buy the asset when it comes on the open market. This is intended to help local communities keep much-loved sites in public use and part of local life.</li> <li>3) Members felt that Assets of Community Value should be recognised as a Material Planning Condition.</li> <li>4) The process proposed for dealing with requests made to Farnham Town Council was agreed for recommendation to Council.</li> <li>5) Members noted that Community Organisations (as described in the legislation) could make their own nominations, and in these cases the views of the Town</li> </ol>	<p><b>Recommendations to Council:</b></p> <ol style="list-style-type: none"> <li>1. The process for nominations of Assets of Community Value by the Town Council, at annex I, be adopted.</li> <li>2. Officers support Community Organisations considering nominating Assets of Community Value and comment on their applications as appropriate.</li> </ol>

<p>Council would be sought.</p> <p>6) Members noted that the Neighbourhood Plan would also include a list of Buildings of Merit and the public and councillors were encouraged to put forward relevant buildings for listing.</p>	<p><b>3. Members consider Assets of Community Value for inclusion on the Waverley Borough Council list.</b></p>
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## 10. Surrey Future

POINTS	ACTION
<ol style="list-style-type: none"> <li>Members noted the Surrey Future consultation. It was agreed that the Neighbourhood Plan priorities needed to be fed into the process and the Infrastructure Planning Group was tasked with providing a series of issues for inclusion in the response.</li> <li>All councillors should be asked to propose additional infrastructure matters for inclusion in the Surrey Future consultation.</li> <li>It was noted that comments may be forthcoming from local people at the forthcoming Neighbourhood Plan Workshop.</li> </ol>	<p><b>Town Clerk to respond after consideration by the Infrastructure Planning Group.</b></p>

## 11. Infrastructure Planning group Update

POINTS	ACTION
<ol style="list-style-type: none"> <li>Members noted the latest position on the work on the Neighbourhood Plan and the next workshop for the public being held on May 7<sup>th</sup>. A further version of the document for consultation would be circulated ahead of this meeting, and an additional workshop would be held for councillors.</li> <li>Members noted that the Government Inspector had written to Waverley saying that the Core Strategy was not legally compliant and for a number of areas previously raised by Farnham Town Council on matters such as housing numbers and the duty of co-operation. Members felt that it would be bad news if the Core Strategy failed.</li> <li>Members recommend to Council that Farnham Town Council be represented at the Core Strategy Inquiry with the issues for consideration prepared by the Infrastructure Planning Group.</li> <li>Members noted that the Public Inquiry for the Ash development would be taking place from 7<sup>th</sup>-24<sup>th</sup> May.</li> </ol>	<p><b>Recommendation to Council: That Farnham Town Council be represented at the Core Strategy Public Inquiry</b></p>

## 12. HR Panel

POINTS	ACTION
<ol style="list-style-type: none"> <li>Members received a report on the issues arising from the HR Panel.</li> </ol>	

### 13. Town Clerk Update

POINTS	ACTION
<ol style="list-style-type: none"><li>1) Members agreed the invitation for the Mayor to visit Saint Amand Les Eaux, and noted the other Towns attending. Members noted that the only cost would be for the travel to the area which would be met from the Mayor's allowance. The Town Clerk would accompany the Mayor with a display of photographs of the area and tourism information, and would be taking leave during the days of the visit.</li><li>2) Members agreed to recommend to Council that a defibrulator be positioned outside the entrance to the building following a request from the Farnham Lions and South East Ambulance Service. The defibrulator would be provided by the Farnham Lions.</li><li>3) Members received a verbal update on a Society of Local Council Clerks Workshop attended by the Clerk which covered the localisation of Council Tax, Community Infrastructure Levy, Neighbourhood Planning and other topical issues.</li><li>4) Members agreed to a recommendation to the purchase of a container for additional storage for Wrecclesham Community Centre during the phased works. The Container would revert to Farnham Town Council at the end of the works.</li><li>5) Members noted that the Inspector had been appointed for the East Street Rights of Way Inquiry,</li><li>6) Members noted that a County Court judgement had been obtained against an outstanding debtor.</li></ol>	<b>Recommendation to Council: That a defibrulator for use by the public be position outside the front of the building.</b>

### 14. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on <b>Tuesday 23<sup>rd</sup> April 2013</b> at 9am	<b>Town Clerk to circulate agenda</b>

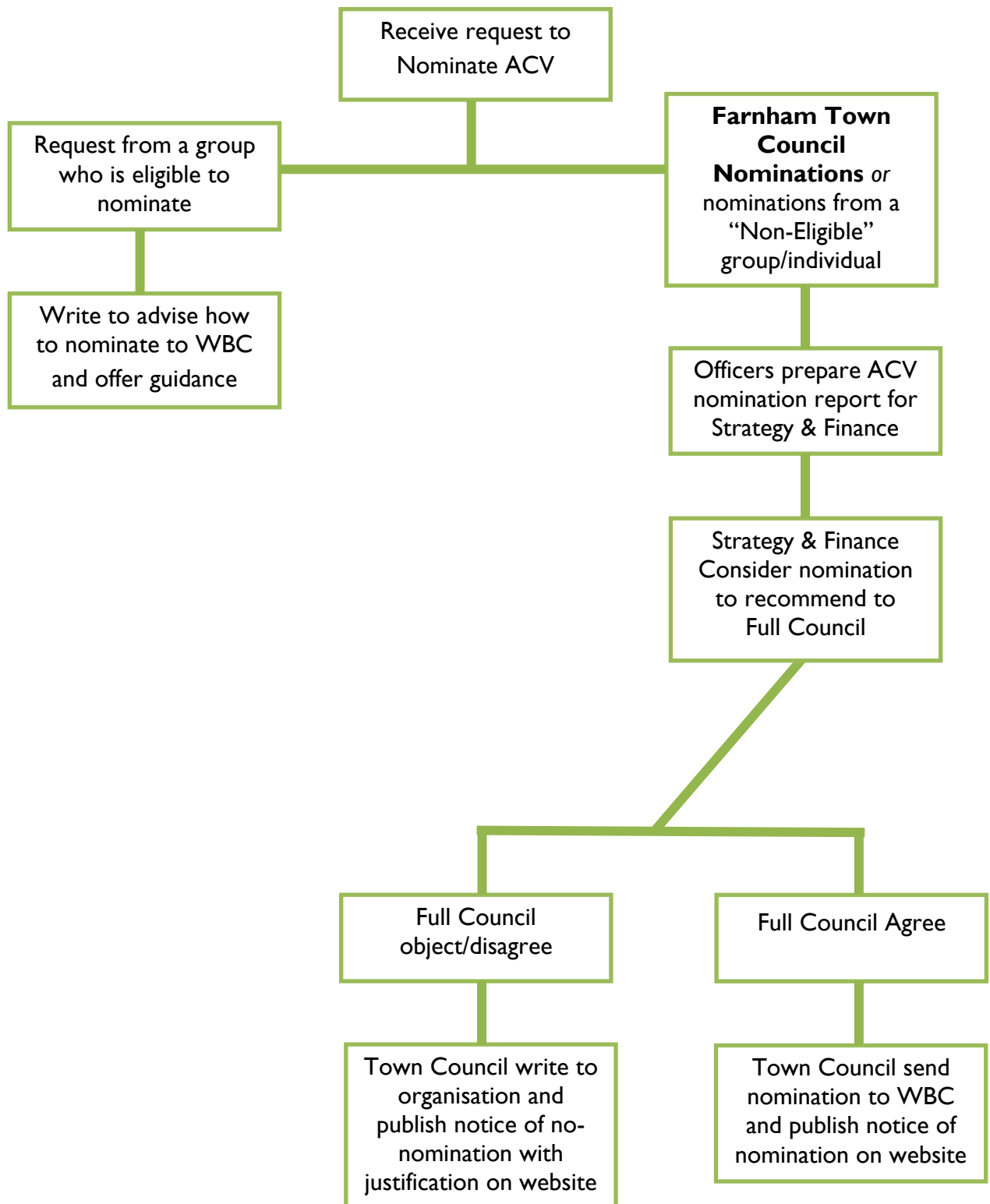
Meeting ended at 12.25pm

Notes written by Iain Lynch



## Annex I to Strategy and Finance Minutes

Proposed: Farnham Town Council ACV Nomination Process



# ANNEX I

## Proposed Changes to Standing Orders

Standing Order	Change	Reason
2.2	Insert ' <i>Agendas and supporting papers may also be sent electronically with hard copies sent to Working Group/Task Group members and on request to other councillors</i> '.	To be consistent with Standing Order 5.3 and normal practice.
3.1e	1) Insert 'Council' between 'Town' and 'Meeting'. 2) Delete 'councillors' and replace with 'councillor'	1) Avoid confusion with Annual Town Meeting of electors 2) Grammatical correction
3.2	1) Insert 'Council' between 'Town' and 'Meeting'.	Avoid confusion with Annual Town Meeting of electors
3.2j	Delete 'the Power of Well Being, or'	Power of well-being repealed: replaced by General Power of Competence
5.3	Replace numerical '1' with word 'one'	Grammatical correction
5.3p	1) Add 'and licensing' after 'planning' in first and second lines. 2) Add new second line 'Respond to planning and licensing applications after consulting with the Working Group.'	1) Reflects change in Working Group responsibilities agreed by Council during year. 2) Reflects scheme of delegation and allows responses prior to Full Council.
10.2	Delete 'speak' at end of first sentence and replace with 'make a statement'	Clarifies normal practice.
13.1	Add 'acclamation,' before 'show of hands'	Reflects normal practice.
15.2d	Change 'Planning Consultative Group' to 'Planning and Licensing Consultative Group'.	1) Reflects change in Working Group responsibilities agreed by Council during year.
15.2d	Add 'ideally' before 'consist of nine members'	Reflects circumstances where not all wards can be represented because of potential conflicting position.
15.3a	Insert 'unless the appointment was made at the last Council meeting when membership of the Working Group was determined'	Allows for Lead Member to be appointed when Working Groups are formed
18	Replace '10 May 2007' with '13 September 2012'	Updates Standing Orders for the Latest Code of Conduct
18.3	Delete. Replace with 'Councillors and any co-opted member, must within 28 days of their election or (in the case of a co-opted member) their appointment, notify the Town Clerk in writing (for registration in Farnham Town Council's Register of Interests) of any interests they are required to register under the Farnham Town Council Code of Conduct. They must also, within 28 days of becoming	Replaced by Chapter 7 of the Localism Act 2011

	<p>aware of any new or change to any interest they are required to register under the Authority's Code, notify the Town Clerk of that new interest or change.</p> <p>Where a Member has an interest that, in accordance with the Farnham Town Council's Code of Conduct and any guidance, procedures or requirements issued by the Town Clerk or Monitoring Officer, precludes that Member from:</p> <p>(i) participating, or participating further, in any business before a meeting, or</p> <p>(ii) participating in any vote, or further vote, taken on the matter at the meeting</p> <p>that Member must withdraw from the meeting while any discussion or vote takes place.'</p>	
18.4	<p>1) Delete 'prejudicial' and replace with 'Disclosable pecuniary'</p> <p>2) delete '<i>may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber</i>' and replace with "must withdraw from the meeting."</p>	To conform with new code and Chapter 7 of the Localism Act 2011.
18.9	<p>New addition 'The Town Clerk, may authorise a dispensation for Councillors under the Code of Conduct, after consultation with the Monitoring Officer if appropriate, in accordance with Section 33 of the Localism Act 2011 where:</p> <ul style="list-style-type: none"> <li>• without the dispensation, the number of members or co-opted members prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or</li> <li>• without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or</li> <li>• granting the dispensation is in the interests of persons living in the authority's area; or</li> <li>• it is otherwise appropriate to grant a dispensation such as for the setting of the budget or precept.</li> </ul> <p>A dispensation granted under section 33 must specify the period for which it has effect, and that period may not exceed four years.'</p>	To reflect new code and Localism Act 2011 provisions.
19.1	Delete '10 May 2007' and replace with '13 September 2012'	Latest version of code
19.2	Delete 'prejudicial' and replace with 'disclosable pecuniary interest'	
21.2	Delete 'Board' and replace with 'Panel'	Reflects new arrangements
22.2	Add 'and Licensing' before 'Consultative Group'	Reflects new responsibilities of Working Group
23.1e and	Replace '£50,000' with '£75,000'	To bring in line with

23.2		approved Financial Regulations
<b>Terms of Reference</b>	Update: 'Planning Consultative Group' to 'Planning and Licensing Consultative Group'	Reflect current practice
	HR Panel: Second sentence add, 'normally meet twice a year but will' Replace 'The HR Panel shall consist of the Lead Member of Strategy and Finance and four other members' with 'The HR Panel shall consist of six members'.	
	Tourism and Events Working Group Delete C3 "Co-ordinate the Town Council's approach to Twinning" a	Reflect Council discussion and current practice
	Strategy and Finance Working Group Add "and relationships with Andernach" at end of 19.	Reflect Council discussion and current practice

The proposed revised Standing Orders is attached at **Annex Ia**.



# Farnham Town Council

## Standing Orders

Notes: 1) Those Standing Orders printed in ***bold italic type*** are compulsory and laid down in Acts of Parliament and Regulations. Standing Orders in ***bold italic type*** cannot be suspended.

2) Words of a masculine gender (eg he/his) also relate to a feminine gender (eg she/her) throughout this document

**Adopted March 2012**  
**Revised April 2013**

# FARNHAM TOWN COUNCIL

## STANDING ORDERS

### **1. Application, Variation, Revocation and Suspension of Standing Orders**

- 1.1 All meetings of the Council and its Committees, sub-Committees, Working/Task or other Groups shall be governed by these Standing Orders and the Council's Code of Conduct unless the Council resolves otherwise.
- 1.2 ***Any or every part of the Standing Orders except those printed in bold italic type can be suspended in relation to any specific item of business by resolution of the Council. Standing Orders in bold type should not be substantially amended unless legislation changes.***
- 1.3 A resolution permanently to add, vary or revoke any Standing Order when proposed and seconded will stand adjourned without discussion to the next ordinary meeting of the Council but Council may review them in total at the last meeting of the Council year or when a new set of Model Standing Orders is published.

### **2. Meetings - General**

- 2.1 ***(FREQUENCY) - In addition to the statutory Annual Meeting of the Council, at least three other Ordinary Meetings shall be held in each year on such dates and times as the Council directs. Other meetings of the Council may be held during each year on such dates and times and in a place that the Council decides but Council will normally adopt a schedule of meetings for itself and its Committees and Working Groups as early possible. The Council will normally meet up to 9 times a year.***
- 2.2 ***(NOTICES) - It is mandatory that 3 clear days notice of meetings shall be given to Councillors and the public, but the council has decided that formal Notices, Agenda and supporting papers should normally be dispatched to Councillors one (1) week before all Council Meetings. When calculating the 3 clear days for notice of a meeting to Councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter Break or of a Bank Holiday or a day appointed for public thanksgiving or mourning shall not count. Agendas and supporting papers may also be sent by electronically with hard copies sent to Working Group/Task Group members and on request to other councillors.***
- 2.3 The Agenda for each Full Council meeting may also be sent, together with an invitation to attend, to the County and Borough Councillors for the appropriate divisions or wards.
- 2.4 ***(ACCESS) - Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.***
- 2.5 ***(RECORDING) - Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent but the press shall be provided reasonable facilities for the taking of***

**their report for all parts of a meeting at which they are entitled to be present subject to Standing Order 2.4 above.** Meetings may be recorded by the Council for internal purposes.

- 2.6 **(LOCATION) - Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.** Except where the Council decides otherwise, all meetings will be held in the Council Chamber, at The Town Hall, South Street, Farnham. Smoking is not permitted at any meeting of the Council.
- 2.7 **(TIMING) - All meetings of the Council will begin after 6pm.** If no other time is fixed, meetings will start at 7.00pm and will normally end no later than 10.00pm unless Standing Order 11.9 is invoked. Any unfinished business will be included in the agenda of the next meeting unless dealt with in the interim.
- 2.8 **(QUORUM) - No business may be transacted at a Council Meeting unless at least one third of the whole number of Members of the Council; i.e. 6 Councillors; are present. In no case shall the Quorum of any meeting** (including Committees and Working Groups) **be less than 3.** The Council has decided that, for a Council Meeting, a minimum of 10 Councillors shall make a Quorum. **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.** Any outstanding business of a meeting so adjourned shall be transacted at a following meeting which shall be the next scheduled Council Meeting or on a day that the Town Mayor/Chairman agrees with the Council's Proper/Responsible Officer (Town Clerk).
- 2.9 **(CHAIRMAN) - The Town Mayor or in his absence the Deputy Town Mayor shall chair Meetings of the Council.** If it is necessary to choose a member of the Council to preside in the absence of the Town Mayor/Chairman and Deputy Town Mayor/Vice-Chairman, the Town Clerk shall call for a nominee from the floor to take the chair.

If discussion arises on this motion the Town Clerk shall exercise the powers of the person presiding to regulate that discussion, and to maintain order at the meeting. In that event, for the avoidance of doubt, the Town Clerk shall **not** have the right to vote on any nomination or matter.

**The person presiding at a meeting may exercise all the powers and duties of the Town Mayor/Chairman in relation to the conduct of the meeting.**

- 2.10 **(AGENDA)** – The Council Agenda will be split into three (3) Parts as below:

- Part One – Items for Decision
- Part Two – Items to Note
- Part Three – Confidential Items

### **3. Meetings of the Council – Annual (Mayor Making), Ordinary & Extraordinary**

- 3.1 Procedure - Annual Town Council Meeting (Mayor Making)

**a) In an election year, the Annual Town Council Meeting shall be held on or within 14 days following the day on which the Councillors elected take office and**

- b) *In a year which is not an election year the Annual Town Council Meeting shall be held on such day in May as the Council may direct.*
- c) *The Mayor/Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.*
- d) *The Deputy Mayor/Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor/Chairman of the Council at the next Annual Meeting of the Council.*
- e) *In an election year, if the current Mayor/Chairman of the Council has been re-elected as a member of the Council, he shall preside at the Annual Meeting until a new Mayor/Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Mayor/Chairman of the Council and must give a casting vote in the case of an equality of votes. Except that, when an existing Town Mayor/Chairman is put forward for re-election to that position, he must vacate the Chair prior to the election taking place and a Councillor not put up for election must take over the Chair until after the election.*
- f) *In an election year, if the current Mayor/Chairman of the Council has not been re-elected as a member of the Council, he shall still preside at the meeting until a successor Mayor/Chairman of the Council has been elected. The current Mayor/Chairman of the Council shall not have an original vote in respect of the election of the new Mayor/Chairman of the Council but must give a casting vote in the case of an equality of votes.*

### 3.2 Order of Business - Annual Town Council Meeting (Mayor Making)

*At each Annual Town Council Meeting the first business shall be:-*

- a) *To elect a Town Mayor (by show of hands).*
- b) *To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.*
- c) *In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.*
- d) *To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.*
- e) *To elect a Deputy Town Mayor (by show of hands).*
- f) *To receive the Deputy Town Mayor's declaration of acceptance of office or, if not received, to decide when it shall be received.*
- g) *To appoint a Leader or Spokesperson for the Council.*
- h) *To appoint Committees and/or Working/Task groups.\*\**
- i) *To appoint Representatives to Outside Bodies.\*\**



- j) In a year of elections, if a Council's period of eligibility to exercise the *Power of General Competence* (as set out in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, expired the day before the Annual Meeting, to review and make arrangements to reaffirm eligibility.\*\*
- k) To review any Regalia, Property, Deeds and Trust Investments in the custody of the Council as required.\*\*
- l) Approve a Risk Analysis of the Council's activities.\*\*
- m) Review and confirm arrangements for insurance cover in respect of all insured risks.\*\*
- n) Review the Council's Financial Regulations and Arrangements.\*\*
- o) Review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. \*\*
- p) Review the Council's policy for dealing with the press/media.\*\*
- q) Set the dates, times and place of meetings of the full Council and its Committees and/or Working Groups for the year ahead.\*\*

\*\* These items may be considered at a different meeting but must be done at least once in any Council Year.

Thereafter the business will follow the order set out below for an Ordinary Meeting of the Council.

### 3.3 Order of Business - Ordinary Council Meetings

3.3.1 Prior to the start of the formal business, the Council may say prayers and may receive public questions (See Standing Order 10 below) and a presentation by local organisations or those whose activities affect the town. Such organisations shall be approved by the Mayor and invited by the Town Clerk.

3.3.2 ***At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chairman if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.*** After the first mandatory business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- a) To receive apologies for absence.
- b) Disclosures of interests by members and employees on items on the agenda.
- c) To read and consider the previous Minutes; provided that if a copy has been circulated to each member with the agenda there shall be no need to read them out.
- d) ***After consideration, to approve the signature of the Minutes by the person presiding as a correct record.***
- e) Public Statements on items on the agenda.
- f) ***To deal with business expressly required by statute to be done.***

- g) To deal with any matters remaining from the last meeting.
- h) To receive the Mayor's Announcements or any communications as the person presiding may wish to lay before the Council.
- i) To receive Petitions (if any have been received).
- j) To answer questions from Councillors.
- k) To receive and consider the minutes, notes and reports of Committees, Working/Task Groups and to determine recommendations made by committees or Working Groups.
- l) To receive and consider resolutions or recommendations in the order in which they have been notified.
- m) To authorise the sealing of documents.
- n) If necessary, to authorise the signing of orders for payment.
- o) Once a year - no later than when the estimates for the following year are agreed - the Council will review pay and conditions of service of existing employees.
- p) To receive information from council representatives on outside bodies and information from Borough or County Councillors on matters affecting the town.
- q) Confirm the date of the next Council Meeting.

### **3.4 Extraordinary Meetings**

- a) ***The Mayor/Chairman of the Council may convene an extraordinary meeting of the Council at any time.***
- b) Any two members of the Council can request an extraordinary meeting of the Council if a request for such a meeting has been signed by those members and has been presented to the Town Clerk/ Proper Officer.
- c) If any Councillors wish to call an extraordinary meeting, the Town Clerk must be informed of that wish with a clear description of the important business. The Town Clerk, after consultation with the Mayor/Chairman, will then make sure that the notices and summonses giving the required notice of the extraordinary meeting are published and sent as soon as practical.
- d) ***If the Mayor/Chairman of the Council does not, or refuses to, call an Extraordinary Meeting of the Council within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an Extraordinary Meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.*** The only items to be considered at an extraordinary meeting will be those for which it was specifically called and which were put on the agenda.

## **4. Lead Member or Spokesperson**

- 4.1 A Lead Member or Spokesperson of the Council can be appointed at the Annual Council

Meeting but if no appointment is made, the role of Spokesperson for the Council will be undertaken by the Lead Member of the Strategy and Finance Working Group.

- 4.2 The Lead Member/Spokesperson of the Council will have the following approved responsibilities
- a) To act as the liaison between the members of the Council and the Town Clerk in indicating the priorities and programmes for inclusion in Council business and the Council's likely reaction to new policies or projects.
  - b) To be the first point of contact for the Town Clerk when an issue arises that requires a political or policy response from the Council and the issue does not naturally fall within the existing policy or as a matter of urgency.
  - c) To be the spokesperson for the Council when responding to the Press and Media.

## **5. Proper/Responsible Officer**

- 5.1 The Council's Proper Officer shall be either (i) the Town Clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.
- 5.2 The Town Council has adopted a scheme of delegation to the Town Clerk/Responsible Financial Officer/Proper Officer for the management of the Town Council.
- 5.3 The Council's Proper Officer shall do the following:-
- a) ***Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting.*** The Council has resolved that such papers should normally be despatched one week prior to any Council Meeting. Papers (a summons confirming the time, date, venue and the agenda and accompanying papers of a meeting of the Council and a meeting of a committee and a sub-committee or Working Group) may also be served electronically on councillors at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.
  - b) ***Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).***
  - c) Include in the agenda all motions in the order received unless a councillor has given written notice at least (10) days before the meeting confirming his withdrawal of it.
  - d) ***Convene a meeting of full Council for the election of a new Mayor/Chairman of the Council, occasioned by a casual vacancy in his office.***
  - e) Make available for inspection the minutes of meetings.
  - f) ***Receive and retain copies of byelaws made by other local authorities.***
  - g) ***Receive and retain declarations of acceptance of office from councillors.***
  - h) Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection, providing copies for the Borough Council's Monitoring Officer as may be required.

- i) Keep proper records required before and after meetings.
- j) Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- k) Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- l) Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- m) Retain custody of the Seal of the Council which shall not be used without a resolution to that effect and, after such Resolution, arrange for legal deeds to be sealed using the Council's Common Seal.
- n) Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- o) Maintain records of every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- p) Refer any planning and licensing applications received by the Council to the Lead Member of the Planning and Licensing Committee/Working Group.
- q) Action or undertake activity or responsibilities instructed by Resolution or contained in Standing Orders.

## **6. Motions requiring written Notice**

- 6.1 No Motion can be moved and no matter can be discussed unless the business to which it relates has been put on the Agenda by the Town Clerk or the mover has given notice in writing of its terms and has given notice to the Town Clerk at least 10 clear working days before the next meeting of the Council, except as stated in these Standing Orders.
- 6.2 The Town Clerk will date every notice of Motion or recommendation when received and will number each notice in the order received.
- 6.3 If the wording or nature of a proposed motion is considered unlawful or improper, the Town Clerk shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- 6.4 The Town Clerk will include in the summons for each meeting, all notices of motion or recommendation given in the order in which they have been received unless the member giving a notice of motion has stated in writing that they intend to move it at some later meeting or that they will withdraw it. The Town Clerk may correct obvious grammatical or typographical errors in the wording of the motion before including it on an agenda.
- 6.5 If a motion or recommendation listed on the agenda is not moved either by the member who gave notice of it or by any other member, it will, unless postponed by the Council, be withdrawn and not be moved without new notice.
- 6.6 If a motion comes under the Terms of Reference of a Committee, or Working/Task Group

of the Council, it may, once it has been proposed and seconded, be referred without discussion to a Committee, Working/Task Group determined by the Council for report; provided that the Chairman of the Committee, Working/Task Group agrees.

- 6.7 Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

## **7. Motions not requiring written Notice**

- 7.1 Motions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairman of the meeting in the absence of the Mayor and Deputy Mayor.
- b) To approve the absences of councillors.
- c) To correct any inaccuracies in the Minutes of previous a meeting and to approve them.
- d) To note the minutes of a meeting of a Committee, Working Group or Task Group.
- e) To dispose of business, if any, remaining from the last meeting.
- f) To alter the order of the business agenda for reasons of urgency or expedience.
- g) To proceed to the next business on the agenda.
- h) To close or adjourn the debate.
- i) To refer a matter to a Committee, Working/Task Group or an Officer.
- j) To appoint a Committee, Working/Task Group or any members thereof.
- k) To adopt a report and or recommendations made by a working group, officer or professional advisors.
- l) To authorise the sealing of documents.
- m) To amend a motion.
- n) To give leave to withdraw a motion or amendment.
- o) To extend the time limit for speeches.
- p) To exclude the press and public for all or part of a meeting.
- q) To silence or eject from the meeting a member named for disorderly or misconduct.
- r) To give the consent of the Council where such consent is required by these Standing Orders.
- s) To answer questions from councillors.
- t) **To suspend any Standing Order except those which are mandatory by law (in bold italic type).**
- u) To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of the outside bodies.
- v) To adjourn the meeting.

- 7.2 If a motion falls within the terms of reference of a Committee or Working Group or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or Working Group or employee provided that the Mayor/Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

## **8 Petitions**

- 8.1 Petitions may be received at (Ordinary) meetings of the Council provided that the petition is received by the Town Clerk no later than midday five working days before the day of the meeting and is signed by at least twenty (20) registered electors within the Town.
- 8.2 Petitions may only be about a matter for which the Council has a responsibility or which directly affects the Town.

- 8.3 Petitions will not be received by the Council which are in furtherance of a person's individual circumstance or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister.
- 8.4 A Petition will not be received by the Council where the issue it concerns has been the subject of a Petition in the last six months or a decision of the Council in the last six months.
- 8.5 One signatory to the Petition may speak on the Petition and for no more than three minutes. The Petition may be answered at that meeting by the Mayor or by a person designated by the Mayor but will more usually be the subject of a written answer.
- 8.6 No discussion shall take place on the Petition at that meeting. A member may move that the Petition be referred to the next meeting or to a committee or to a body. Once the motion has been seconded, it will be voted on without discussion.
- 8.7 No more than three Petitions may be received at one meeting.

## **9 Questions by Members**

- 9.1 At a Council meeting, any member of the Council may ask a question of the Town Mayor/Chairman or the Town Clerk which relates to a matter which affects a function of the Council or its area or the inhabitants of the area or some of them, provided proper notice has been given.
- 9.2 Notice of the question must be given in writing and delivered to the Town Clerk at least five clear working days before the meeting, signifying to whom the question is put.
- 9.3 A reply to the question can be given verbally at the meeting or by written reply or by indicating that the question will be referred to a future meeting of the Council or of a Committee, Working/Task Group
- 9.4 Questions not connected with business under discussion will not be asked except during the part of the meeting set aside for questions.
- 9.5 Each question will be put and answered without discussion but the person questioned may decline to answer.

## **10. Public Questions**

- 10.1 At 7pm, or immediately before the start of the formal proceedings of each ordinary full Council meeting, Farnham Town Council will invite members of the public present at that time, to ask questions on any local government matter not on the Agenda, and if the matter is one for principal councils, the questioner will be informed of the appropriate contact details. If the matter is appropriate to be dealt with by Farnham Town Council, then an answer may be given, or if necessary a written reply will follow. A maximum of 15 minutes will be allowed for the whole session.
- 10.2 A standard item will appear on all Ordinary Council and Standing Committee Agendas whereby the Town Mayor/Chairman will invite members of the public present to indicate on which item on the Agenda, if any, they would like to speak. At the discretion of the Town Mayor/Chairman, those members of the public, residing or working within the Town

Council's boundary, will be invited to speak forthwith in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

## **11 Meeting Etiquette & General Procedures**

- 11.1 A Member shall remain seated while speaking unless requested to stand by the Town Mayor/Chairman.
- 11.2 Members shall address all comments to the Town Mayor/Chairman. If two or more Members wish to speak the Town Mayor/Chairman shall decide the order of speaking and whom to call upon.
- 11.3 The ruling of the Town Mayor/Chairman on a point of order or on the admissibility of a personal explanation shall be final and shall not be discussed.
- 11.4 Whenever the Town Mayor/Chairman stands or speaks during a debate, all other Members shall be silent.
- 11.5 Minutes of a previous meeting will not be discussed except upon the accuracy of their content, corrections to those minutes will be made by inclusion in the minutes of the meeting which approves such minutes with the corrections appended.
- 11.6 Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Mayor/Chairman's direction for reasons of urgency or by vote of the Council for expediency.
- 11.7 Urgent business can only be placed on the Agenda by the Town Clerk with where business is required by law to be done and was omitted from the agenda. Other urgent business may be placed on the Agenda by the Town Clerk with the permission of the Mayor/Chairman in the case of emergencies or when it is considered that delay might be prejudicial to the Council's interests.
- 11.8 A motion to vary the order of business on the ground of expediency can be proposed by the Town Mayor/Chairman or by any other member and, if proposed by the Town Mayor/Chairman, can be put to the vote without being seconded, and in all cases will be voted on without discussion.
- 11.9 Meetings of the Council should normally finish by 10pm but at a convenient time before then, the Town Mayor/Chairman shall put to the meeting the options of:
  - a) Agreeing to a half hour extension to 10.30pm, at which time the meeting shall stand adjourned; or
  - b) Continuing the meeting until the Council has concluded its consideration of the Agenda; or
  - c) Adjourning the meeting.

A vote shall be taken without discussion and no business other than that set out in the Agenda shall be discussed at any adjourned meeting.

## **12 Rules of Debate**

- 12.1 Discussion  
A motion or amendment shall **not** be discussed unless it has been Proposed and Seconded, and, unless proper notice has already been given, it shall, if required by the Town

Mayor/Chairman or Town Clerk, be put in writing and handed to him/her before it is discussed or put to the meeting.

#### 12.2 Speeches

- a) A speech by a mover of a motion shall not exceed **5 minutes** and no other speech shall exceed **3 minutes** except by the consent of the Council.
- b) A speech must be directed solely to the matter under discussion, or to a question of order or a personal explanation.
- c) A member when seconding a motion or amendment may if he declares their intention to do so, reserve their speech until later in the debate.

#### 12.3 Other Motions

When a motion is being debated the only other motions which may be moved (either singly or combined) are:

- a) To amend the Motion.
- b) To withdraw the Motion.
- c) To proceed to the next business.
- d) To adjourn the debate.
- e) To adjourn the meeting.
- f) That the question be now put to the vote.
- g) That a named Member not be heard further.
- h) That a named Member leave the meeting.
- i) That the Motion be referred to a Committee or Working/Task Group.
- j) That the meeting continues beyond 10pm.
- k) To exclude the Press and Public from the meeting under Section 100A (4) of the local Government Act 1972 as amended.
- i) to suspend any standing order, **except those which are mandatory.**(*In bold italic type*).

#### 12.4 Alteration and Withdrawal

- a) A Member may alter a Motion of which he has given notice with the consent of the meeting. The Meeting's consent will be signified without discussion.
- b) A Member may alter a Motion which he has moved without notice with the consent of both the meeting and the Secunder. The meeting's consent will be signified without discussion.
- c) A Member may withdraw a Motion which he has moved only with the consent of the Secunder and the Meeting. The meeting's consent will be signified without discussion. No Member may speak on the Motion after the mover has asked permission to withdraw it unless such permission is refused.

#### 12.5 Right of Reply

- a) The mover of a motion has the right to reply, not exceeding 3 minutes, at the end of the debate on the motion, immediately before it is put to the vote.
- b) If an amendment is moved, the mover of the amendment has the right of reply at the close of the debate on the amendment and to speak last but one for that purpose, the final right of reply to remain with the mover of the original motion.
- c) In exercising his right of reply, a Member shall strictly confine himself/herself to answering statements or arguments made in the course of debate and shall not introduce any new material.

#### 12.6 Speaking Again

A member who has spoken on a motion may **not** speak again whilst it is the subject of debate, without the permission of the Mayor/Chairman, except:



- a) to speak **once** on an amendment moved by another member.
- b) to move a further amendment if the motion has been amended since he last spoke.
- c) if his first speech was on an amendment moved by another member, to speak on the main issue whether or not the amendment was carried.
- d) to exercise a right of reply.
- e) on a point of order.
- f) by way of a personal explanation.
- g) on a Procedural Motion.

#### 12.7 Points of Order

- a) During the debate of a motion, a Councillor may interrupt only on a Point of Order or a Personal Explanation in which case the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the irregularity in the meeting he is concerned by. A Personal Explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.
- b) Any Point of Order shall be decided by the Mayor/Chairman and this decision shall be final.

#### 12.8 Content of an Amendment

An amendment must be relevant to the Motion and either:

- a) Refer a matter to (or back to) a Committee or Working/Task Group.
- b) To leave out words.
- c) To insert or add words.
- d) To leave out words and insert or add other words.  
as long as the amendment shall not have the effect of negating a motion before the Council.

#### 12.9 Debate on Amendments and Procedural Motions

- a) Only one amendment may be moved and discussed at any one time.
- b) No further amendment may be moved until the amendment under discussion has been disposed of unless in the opinion of the Town Mayor/Chairman of the Council this would help the Council conduct its business. Where the Town Mayor/Chairman of the Council permits this the combined amendments will be discussed (but not voted on) together.
- c) If an amendment is lost a further different amendment may be moved.
- d) If an amendment is carried, the Motion as amended takes the place of the original Motion and becomes the substantive Motion on which any further amendments may be moved.
- e) After an amendment has been moved, the Mayor/Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.
- f) On a motion that the question be now put:  
If a motion that "The question be now put" is seconded and the Town Mayor/Chairman thinks the item has been sufficiently discussed, he will put the procedural motion to the vote. If it is passed he will give the mover of the original motion a right of reply or to waive his right of reply before putting his motion to the vote.
- g) On a motion to adjourn the debate or the meeting:  
If a motion "to adjourn the debate" or "to adjourn the meeting" is seconded and the Town Mayor/Chairman thinks that the item has not been sufficiently discussed and cannot be reasonably so discussed on that occasion he will put the procedural motion to the vote without giving the mover of the original motion the right of reply.
- h) On a motion to proceed to the next business:

The Town Mayor/Chairman shall first put the formal motion to the vote without discussion and if it is passed then the Council shall immediately proceed to the next item of business and any motions or amendments relating to item under discussion shall be lost.

- i) The adjournment of a debate or of the Council shall not prejudice the right of reply at the resumption.

### **13. Voting**

- 13.1 Unless Standing Orders provide otherwise, Members shall vote by acclamation, show of hands or by electronic recording or on a ballot paper.
- 13.2 ***If a member so requires, the Town Clerk shall record the names of the members who voted on any question so as to show whether each councillor voted for or against it or abstained. Such a request must be made before moving on to the next business.***
- 13.3 ***The Town Mayor may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.***

### **14. Rescission of previous Resolutions**

- 14.1 A decision (whether positive or negative) of the Council will not be reversed within six months except by a Special Resolution, the written notice of which must signed by at least 10 members of the Council and be given to the Town Clerk at least ten days before a meeting at which it is to be considered. Such Special resolution, when voted on, must receive the backing of at least 10 members of the Council to reverse a previous decision.
- 14.2 When a Special Resolution or any other resolution has been agreed under the provisions of paragraph 14.1 of this Order, no similar resolution may be moved within a further six months.

### **15. Committees and Working/Task Groups**

#### **15.1 Appointment & Membership**

- a) The Council may appoint Standing Committees and/or Working/Task Groups with specific Terms of Reference which will meet according to the schedule adopted by the Council but may hold additional meetings as and when required. An Officer delegated by the Town Clerk will attend every meeting.
- b) The membership of any Committee and/or Working/Task Group shall be determined by full Council which will not appoint any member of a Committee and/or Working/Task Group so as to hold office later than the next Annual Meeting.
- c) Council may appoint persons other than Members of the Council to any Committee and/or Working/Task Group. Such persons shall have the right to speak but not vote and will not form part of the Quorum.
- d) The Town Mayor/Chairman and the Deputy Mayor/Vice-Chairman, ex-officio, shall be members of every Committee and/or Working/Task Group but will have no voting rights or the ability to propose motions on the Committees, Working/Task Groups on which their membership is ex-officio. They will not therefore form part of the Quorum

as ex-officio members.

- e) The overall membership of all Standing Committees/Working Groups will reflect, as closely as possible, the political make-up of the Council. It is intended that as broad a range of Councillors as possible shall be represented on the Committees and/or Working Groups.
- f) When considering membership of *Working Groups* the Council will take account of the political make-up such that those who are not members of the majority party are not unfairly represented. It is suggested (but shall not be mandatory) that non-members of the majority party shall be entitled to a proportionate share (1/18<sup>th</sup> per member) of the total places available on the Standing Working Groups, evenly spread over those Groups. Within this entitlement, at least one place on the main policy working Group (Strategy and Finance Working Group) shall be available to those who are not part of the majority party. *In the case of there being four Working Groups of six members each (24 places available), this would mean that those who are not members of the majority party would normally be offered 1.33 places (24/18) i.e. 1 member = 1 place; 2 members = 3 places; 3 members = 4 places and 4 members = 5 places.* Task Groups and the Planning Consultative Group will not be required to adhere to this.
- g) All Councillors will be asked to submit annually to the Town Clerk an indication of the Committees/Working Groups on which they wish to serve, listed in order of their preference, together with a list of Outside Bodies on which they would like to act.
  - 1) The Town Clerk will attempt to fill the available spaces by initially allocating Councillors their first preferences and then filling the remaining spaces by allocating second and third preferences etc.
  - 2) Where there are not enough nominations to fill all the required positions on either Committees/Working Groups or positions on Outside Bodies, the Town Clerk will bring the matter to the attention of Council by asking for more nominations.
  - 3) Where more Councillors have indicated a first preference for a particular position than there are places available, the Town Clerk may try to negotiate an acceptable outcome with the nominees. Where this is not possible the Town Clerk will bring the matter to Council at which a vote will be taken.
- h) Notwithstanding Standing Order 15.1.b, the appointments for Committees and working groups for the forthcoming year will normally be agreed by Council at the last meeting of the Council year. In an election year, the appointments will take place in the first meeting after the Annual Meeting. This will enable the Annual Meeting to be a ceremonial meeting for the appointment of the Mayor.
- i) Voting on appointments to Committee and Working Groups shall normally be by ballot administered by the Town Clerk unless Council decides otherwise. Where there is a tie for the last place or places there will be a run-off vote between those tying for the last place(s). Any further tie may be settled by the Mayor/Chairman's casting vote.

## 15.2 Types of Committees/Working Groups and Task Groups

- a) **Standing Committees** will normally have delegated powers and as such will meet in public and observe the same rules of debate as the full Council. Every Committee may appoint sub-Committees for the purposes to be specified by the Committee with the Terms of Reference specified by the Committee. As more formal meetings, Committees will set the direction and strategy for officers to implement. Councillors

have a policy setting role.

- b) **Working Groups** will generally be appointed on an annual basis to consider various areas of the Council's responsibility. They will not, unless specifically delegated by Council, have any decision making powers but will report back with recommendations to full Council which will be the decision making body for their areas of responsibility. Since they are not decision making bodies they will not be required to meet in public. On working Groups, Councillors determine the higher level objectives and direction for services with officers advising on and implementing the detail. Councillors should be prepared to assist in the implementation as requested.
- c) **Task Groups** will be set up for a limited time to consider specific items and also report back to Working Groups or Council with their findings. Since they are not decision making bodies they will not be required to meet in public. On Task Groups, officers and councillors work side by side to develop projects and issues to achieve the Task Group's aims.
- d) **The Planning and Licensing Consultative Group** will be appointed to consider planning and licensing applications and related matters. It will ideally consist of nine members (one from every Ward). The Town Clerk will have delegated authority to submit observations to Waverley Borough Council or Surrey County Council, as appropriate, following consideration of matters by the Planning and Licensing Consultative Group. The group may refer a planning application to Full Council or an appropriate committee/Working Group to consider and make observations. The quorum of the Planning Consultative Group shall be three members with one officer in attendance. On the Planning and Licensing Consultative Group, councillors determine applications and advise officers on the relevant comments they wish to be included in the Council's responses to the relevant Planning or Licensing Authority.

### 15.3 Procedures

- a) Every Committee or Working Group will at its first meeting, unless the appointment was made at the last Council meeting when membership of the Working Group was determined before proceeding to any other item on the agenda, elect a Chairman/Lead Member (and can elect a Vice-Chairman) who will normally hold office until the next Annual Meeting of the Council. He will chair meetings of the Committee or Group, act as spokesperson for the Committee or Group and shall be responsible for reporting its activities to full Council.
- b) Ordinary meetings of Working Groups will be held on the dates adopted by Council and at a time agreed between the Lead Member and the Town Clerk. The quorum shall be 3 members accompanied by an officer.
- c) The Chairman/Lead Member of a Committee or Working Group or the Town Mayor/Chairman of the Council may summon an additional meeting of that Committee, Working/Task Group as appropriate at any time by requesting the Town Clerk to issue a summons for the meeting.
- d) Committee and Working Group agendas will be assembled in three parts:
  - i. Part 1 – Items for decision,
  - ii. Part 2 – Items for information
  - iii. Part 3 – Confidential items.

- e) Any Committee or Working Group desiring to incur expenditure shall give the Town Clerk a written estimate of the expenditure recommended for the coming year no later than October.
- f) Every Committee and or Working Group shall present a report of its activities to the next Council Meeting.
- g) A member who has proposed a resolution, which has been referred to any Committee and/or Working/Task Group of which he is not a member, may explain his resolution to the Committee, Working/Task Group but shall not vote.
- h) Any member of the Council who is not a member of a Committee and/or Working/Task Group shall nevertheless be entitled to attend any meeting of that Committee, Working/Task Group but he shall not be entitled to vote, and he shall not take part in the consideration of any business save by leave of the Chairman of the meeting.
- j) Any Council member attending in accordance with Standing Order 15.3-h, may be invited to speak on matters under discussion of which he may have special knowledge, such an invitation would be at the discretion of the Chairman.
- k) Members of Committees and Working Groups will address remarks/observations to the Chair but will not be bound by the Standing Order preventing them from speaking more than once.
- l) Members of Committees and Working Groups entitled to vote, shall vote by show of hands.
- m) ***Chairmen/Lead Members of Committees and Working Groups shall in the case of an equality of votes have a second or casting vote whether or not they have exercised their original right to vote.***

## **16. Resolutions on Sealing & Expenditure**

- 16.1 Other than in the case of an Emergency, any resolution which, if carried, would in the opinion of the Town Mayor/Chairman, substantially increase the budgeted expenditure upon any service which is under the management of the Council or substantially reduce the revenue at the disposal of any Committee, Working/Task Group, or which would involve unbudgeted capital expenditure, will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
- 16.2 The Council shall approve written estimates for the coming financial year at a meeting before the end of the month of December and set its Precept before the end of January.
- 16.3 ***Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.*** The Strategy and Finance Working Group will regularly monitor and review all transactions made and report to Council.
- 16.4 ***A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution. The Council's Common seal alone shall be used for sealing documents. It shall be applied by the proper officer in the presence of two members who shall sign the document as witnesses.***

## **17 Discussions and Resolutions Affecting Employees of the Council**

If at a meeting a question arises relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it will not be considered until Councillors have decided whether the press and public will be excluded.

## **18 Conduct at Meetings - Code of Conduct**

18.1 ***All members must observe the Council's Code of Conduct (as amended) which was adopted by the Council on 13 September 2012, a copy of which is annexed to these Standing Orders.***

18.2 All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.

18.3 Councillors and any co-opted member, must within 28 days of their election or (in the case of a co-opted member) their appointment, notify the Town Clerk in writing (for registration in Farnham Town Council's Register of Interests) of any interests they are required to register under the Farnham Town Council Code of Conduct. They must also, within 28 days of becoming aware of any new or change to any interest they are required to register under the Authority's Code, notify the Town Clerk of that new interest or change.

Where a Member has an interest that, in accordance with the Farnham Town Council's Code of Conduct and any guidance, procedures or requirements issued by the Town Clerk or Monitoring Officer, precludes that Member from:

- (i) participating, or participating further, in any business before a meeting, or
- (ii) participating in any vote, or further vote, taken on the matter at the meeting

that Member must withdraw from the meeting

18.4 ***Councillors with a Disclosable Pecuniary (prejudicial) interest in relation to any item of business being transacted at a meeting must withdraw from the meeting. An interest arising from the Code of Conduct shall be recorded in the minutes.***

18.5 At a meeting no member will persistently disregard the ruling of the Town Mayor/Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or ***in such a manner as to bring the Council into disrepute*** or act in such a manner as to breach the Code of Conduct adopted by the Council.

18.6 If, in the opinion of the Town Mayor/Chairman, a member has ignored paragraph 18.5 of these Standing Orders, the Town Mayor/Chairman shall indicate to the Council his opinion and after that, any member may move that the member named not be heard or that the member named leaves the meeting, and the motion, if seconded, ***shall be agreed without discussion.***

18.7 If either of the motions mentioned in paragraph 18.6 above are disobeyed, the Town Mayor/Chairman may adjourn the meeting or take such further steps as necessary to enforce them.

18.8 The Council will deal with complaints against the Council or any Officer or Member in the manner as adopted by the Council's procedures except for those complaints which should be properly directed to the Monitoring Officer or the relevant external body for

consideration.

18.9 The Town Clerk, may authorise a dispensation for Councillors under the Code of Conduct, after consultation with the Monitoring Officer if appropriate, in accordance with Section 33 of the Localism Act 2011 where:

- without the dispensation, the number of members or co-opted members prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or
- without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or
- granting the dispensation is in the interests of persons living in the authority's area; or
- it is otherwise appropriate to grant a dispensation such as for the setting of the budget or precept.

A dispensation granted under section 33 must specify the period for which it has effect, and that period may not exceed four years.

## **19 Interests & Canvassing/Recommendations**

19.1 ***If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 12 September 2012 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.***

19.2 ***If a member who has declared a personal interest then considers the interest to be a disclosable interest, he must withdraw from the room or chamber during consideration of the item to which the interest relates.***

19.3 ***The Town Clerk may be required to compile and hold a register of members' interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.***

19.4. The obligations and disabilities imposed by this standing order shall also apply to a member of a Committee and/or Working/Task Group who is **not** also a member of the Council who has a personal or prejudicial interest in a matter under consideration at a meeting.

19.5 If a candidate for any appointment under the Council is to his knowledge related to any member of or to the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do will be disqualified from the appointment and, if appointed, will be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate Committee, Working/Task Group any such disclosure. Where a relationship to a member is disclosed, the preceding clauses of this Standing Order 19 shall apply as appropriate.

19.6 Canvassing of members of the Council or of any Committee, Working/Task Group directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.

19.7 A member 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.

19.8 Standing Order 19 shall apply to tenders as if the person making the tender were a candidate for an appointment.

19.9 The Town Clerk shall make known the purpose and importance of the relevant sections of this Standing Order 19 to every candidate for appointment.

## **20. Inspection of Documents**

20.1 ***All Minutes and formal Notes kept by the Council and by any Committee and/or Working/Task Group shall be open for the inspection of any member of the Council.***

20.2 ***Minutes and formal Notes shall also be open to the inspection of any local government elector of the parish as required by section 228 Local Government Act 1972.***

20.3 Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a Committee or a sub-Committee and/or Working/Task Group and request a copy for the same purpose.

## **21. Confidential Business & Unauthorised Activities**

21.1 No member of the Council, a Committee or a Working/Task Group will disclose to any person in any form who is not a member of the Council any business that is declared confidential by the Council, the Committee or the Working/Task Group.

21.2 Any member who disobeys Standing Order 21.1 may be removed from a Committee and Working/Task group by resolution of the Council and the matter will be reported to the Monitoring Officer and the relevant Standards Panel or external body.

21.3 No member of the Council or of any Committee and/or Working/Task Group shall, unless specifically authorised so to do by Council:-

- a) Inspect in the name of or on behalf of the Council any lands or premises which the Council has a right or duty to inspect;
- b) Issue orders, instructions or directions to organisation or persons, including to Council staff.

## **22 Planning Applications**

22.1 The Town Clerk will, as soon as it is received, record the following information for each planning application notified to the Council:

- (a) the date on which it was received;
- (b) the name of the applicant and application reference;
- (c) the place to which it refers.

22.2 The Town Clerk shall refer every planning application received to the Planning and Licensing Consultative Group.



## **23. Financial Matters**

- 23.1 The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:
- a) the accounting records and systems of internal control;
  - b) the assessment and management of risks faced by the Council;
  - c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
  - d) the financial reporting requirements of members and local electors;
  - e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £75,000.
- 23.2 Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £75,000 shall be procured on the basis of a formal tender as summarised in 23.3 below.
- 23.3 Any formal tender process shall comprise the following steps:
- a) a public notice of intention to place a contract to be placed in a local newspaper;
  - b) a specification of the goods, materials, services and the execution of works shall be drawn up;
  - c) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
  - d) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
  - e) tenders are then to be assessed and reported to the appropriate meeting of Council.
- 23.4 Neither the Council, nor any Committee or Working/Task Group, is not bound to accept the lowest tender, estimate or quote. Any detailed tender notice shall contain a reference to the relevant portions of Standing Orders 19 & 21 regarding improper activity.
- 23.5 The Financial Regulations of the Council shall be subject to regular review, at least once every four years.
- 23.6 The European Union Public Sector Procurement Rules apply to contracts subject to certain thresholds and advice should be sought for contracts in excess of the relevant levels.

*[Thresholds relate to the aggregated contract values over the life of a contract: Services and Supplies = £173,934, Works = £4,348,350 (Values for the period 1<sup>st</sup> January 2012 to 31<sup>st</sup> December 2012). ]*

## **24 Accounts and Financial Statement**

- 24.1 Except as provided in Standing Orders or by statute, all accounts for payment and claims upon the Council shall be approved by the required number of members as per the Financial Regulations and the report of their approval will be presented to the Council.
- 24.2 The Responsible Financial Officer shall supply to each member as soon as practical after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be

presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of June.

## **25     Standing Orders to be given to Members**

A copy of these Standing Orders will be given to each Member of the Town Council by the Town Clerk, once the Member's declaration of acceptance of office and agreement to observe the Council's Code of Conduct has been received. A copy of any up-dated Standing Orders will likewise be given to every Councillor when the new Standing Orders are adopted by Council.

k/s2/standing orders and financial regulations/standing orders 2013



# Farnham Town Council

## Terms of Reference for:

Cemeteries & Appeals Working Group  
Community Enhancement Working Group  
Planning and Licensing Consultative Working Group  
Strategy and Finance Working Group  
HR Panel  
Tourism and Events Working Group

# CEMETERIES & APPEALS WORKING GROUP

## TERMS OF REFERENCE

The Cemeteries and Appeals Working Group will comprise 6 councillors.

The quorum of the Working Group shall be three members with one officer in attendance.

The Group shall appoint an elected Member as Lead Member.

### **Purpose:**

To monitor and provide guidance to the Council's Officers in the administration and operation of the Council's cemeteries at Hale, Badshot Lea, Green Lane and West Street. Under delegated authority from the Town Council to determine Stage 4 Appeals as set out in the Council's Cemetery Regulations.

### **Key Tasks:**

#### **To**

- a. Oversee the management and delivery of the Council's burial, memorial and genealogical services.
- b. Monitor and review the progression of the Health and Safety Inspections and consider any issues raised.
- c. Recommend Cemetery Fees to Full Council
- d. Review the Cemetery Regulations in line with national good practice and to submit them to Full Council for approval.
- e. Oversee the management of cemetery buildings and grounds including the day to day operation and maintenance of the chapel buildings and their future use.
- f. Develop and monitor the implementation of cemetery improvements.
- g. Promote awareness training on cemetery matters for elected members.
- h. Develop and review policies for the future operation and use of cemeteries and to recommend them to Full Council.
- i. Monitor compliments and complaints regarding the Cemeteries Service.
- j. Develop relationships with relevant service providers (including undertakers)
- k. Be the final decision making body in the appeal process as identified in the Cemetery Regulations. To report quarterly to Full Council any decisions.
- l. Develop and support the Friends of Farnham Cemeteries.

# COMMUNITY ENHANCEMENT WORKING GROUP

## TERMS OF REFERENCE

The Community Enhancement Working Group will comprise 6 councillors with the option of co-opting a member of the Farnham in Bloom Community Group

The quorum of the Group shall be three councillors with one officer in attendance.

The Group shall appoint an elected Member as Lead Member.

### **Purpose**

To work with the Council's Officers for the improvement and development of allotments, gardens, open spaces, street furniture and other public spaces in the Town Council area.

### **Key Tasks**

To work with officers to ensure efficient and effective delivery of:

#### **A FARNHAM IN BLOOM**

1. Oversee and manage the Council's investment in Farnham in Bloom and its associated projects including:
  - South East in Bloom and Britain in Bloom
  - Secret Gardens
2. Identify and obtain funding for the delivery of Farnham in Bloom.
3. Facilitate and develop community involvement in the delivery of Farnham in Bloom.
4. Support the work of the Farnham in Bloom Community Group by receiving ideas from the group and delegating activity where mutually agreeable

#### **B COMMUNITY FACILITIES AND SERVICES**

5. Encourage the provision and maintenance of Street Furniture including:
  - Bus shelters, street lighting, notice boards, seats, cycle racks and bins.
6. Co-ordination of the prevention and removal of graffiti
7. Consider proposals for Public Art
8. Advise on any matters relating to War Memorials

#### **C SERVICE MANAGEMENT**

9. Oversee the Allotments service
10. Oversee the Public Convenience service
11. Oversee the Parks and Open Spaces service

# PLANNING AND LICENSING CONSULTATIVE GROUP

## TERMS OF REFERENCE

The Group will comprise 9 councillors, ideally one from each ward.

The quorum of the Group shall be three members with one officer in attendance.

The Group shall appoint an elected Member as Lead Member.

### **Purpose:**

To make observations on all planning applications and planning issues, including Development Briefs, Local Plans, Structure Plans and Development Control and to make site visits where necessary.

To make observations on any Licensing application the Consultative Group thinks appropriate.

### **Key Tasks**

To advise the Town Clerk under delegated authority to carry out the following: To

- a) Represent the community of Farnham on major planning issues and to encourage participation in decision making.
- b) Exercise the Town Council's statutory right to be notified of and comment on planning applications.
- c) Comment on and approve the preliminary observations of the Town Council's officers on all planning issues.
- d) Develop the Council's and the Planning and Licensing Consultative Group's observations to the relevant planning authorities under delegated authority to
  - Consider the environmental impact of planning proposals in Farnham and adjacent areas.
  - Respond to any consultations or matters on traffic and transport affecting the Town Council area.
  - Respond to any consultations or matters relating to minerals affecting the Town Council area.
  - Make observations on any telecommunication proposals received by Farnham Town Council.
  - Make observations on any relevant Licensing application.
- e) Agree nominations to represent the views of the Council at planning appeals or licensing hearings if required.
- f) Respond preliminary proposals for development within Farnham
- g) Represent the Council at Development Forums and Planning Authority site visits and Planning Committee Meetings.
- h) Be responsible for the monitoring, development, co-ordination and review of the Farnham Design Statement and Neighbourhood Plan unless dealt with by another Working or Task Group.
- i) Work with principal authorities to develop the Local Development Framework and related strategies, unless dealt with by another Task Group.

- j) Refer any of the above matters to Full Council for debate and decision.

The Planning and Licensing Consultative Group may only express the approved views and observations of the Planning and Licensing Consultative Group or Council. Representation at Outside Bodies may be undertaken by delegated Elected Members or Officers of Farnham Town Council.

# STRATEGY AND FINANCE WORKING GROUP

## TERMS OF REFERENCE

The Strategy and Finance Working Group will comprise 6 councillors plus the Lead members of the Cemeteries and Appeal Working Group, Community Enhancement Working Group and the Tourism and Events Working Group (where they have not been elected to this Working Group)

The quorum of the Group shall be three members with one officer in attendance.

The Group shall appoint an Elected Member as Lead Member.

### **Purpose**

To develop, monitor and review Council policies and functions and review the council's accounts and finances.

### **Scope**

To develop monitor and or review the following and make recommendations to Full Council:

#### **A POLICY AND PROCEDURES**

1. Council policy and policy objectives
2. Council Standing Orders and Financial Regulations
3. Performance on aims, objectives, powers and duties of the Council, and Standing Committees/Working Groups as required.
4. Council Risk Management Strategy
5. Business Continuity
6. Council strategic objectives and performance
7. Council's Business Plan
8. The council's approach to Quality Council Status, the power of well-being and opportunities arising from the Localism Act and other legislation
9. Develop an overall Vision for Farnham

#### **B FINANCE**

1. Council's Financial Plan and Strategy
2. Council annual estimates and precept
3. Use of financial reserves
4. Treasury Management
5. Leasing, loans and finance
6. Grant Awards
7. Appointment and maintenance of an ongoing relationship with the Council's independent Internal Auditor
8. Reporting to the Council's External Auditor
9. Budget Monitoring



## C ASSET MANAGEMENT

### 10. Asset and Management Strategy

- To manage and review Farnham Town Council's assets
- To negotiate the transfer or management of assets to Farnham Town Council from other bodies as enabled by legislation.

### 11. To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority.

### 12. Oversight and management of ICT and systems

## D HUMAN RESOURCES (some of these functions may be delegated to the HR Panel)

### 13. To resource appropriate Staffing levels to deliver services

### 14. The Grading of Staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions for Clerks in line with the Society of Local Council Clerks (SLCC) Model arrangements

### 15. Arrangements for the Annual Appraisal of Town Clerk

### 16. Recruitment procedures, equal opportunity statements and guidelines on employment practice

### 17. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees and any arrangements required for exceptions.

## E COMMUNICATIONS

### 18. To review policy and procedures for internal and external Communications

- Relationships with the media
- Web Site
- News Letter
- Annual Report
- Public Consultations

### 19. To develop policy and arrangements for Partnerships with all external bodies and in particular with Waverley Borough Council and Surrey County Council and relationships with Andernach

### 20. Oversee preparations for and external relationships for Emergency Planning and community safety including CCTV provision.

### 21. To oversee Corporate Governance and Democratic Services

- Members' Training
- Members' Services

### 22. To develop and promote an the Council's approach to and relationships with the business community

### 23. Work with residents associations and others on a range of matters including Neighbourhood Planning

# HR PANEL

## TERMS OF REFERENCE

### **Purpose**

The HR Panel is a Task Group of the Strategy and Finance Working Group but also reports direct to the Council on reserved matters. It will normally meet twice a year but will meet as often as required and may call in expert advice as needed to support its work and fulfil its responsibilities. Work may be referred to the HR Panel by Council or by the Strategy and Finance Working Group and it will report back as required.

The HR Panel shall consist of six Members.

The Chair of the Panel shall report back to Strategy and Finance after each HR Panel meeting.

The quorum shall be three Members with the Town Clerk or appropriate external advisor in attendance.

### **Scope of the HR Panel**

The scope of the Panel is to act as overview body:

1. Maintain an overview of staff appointments and see that staff are appointed in accordance with the Council's policies and employment legislation;
2. Review the staffing policies and structure;
4. Review the pay and conditions of employment of the staff and update these as necessary to comply with the law and with good practice;
5. Review appropriate performance management systems and ensuring an effective appraisal system is in place;
6. Recommending the appointment or dismissal of the Town Clerk;
8. Consider appeals against dismissal, grading and grievances by employees of the Council

# TOURISM AND EVENTS WORKING GROUP

## TERMS OF REFERENCE

The Group will comprise of 6 members.

The quorum of the Group shall be three members with one officer in attendance.

The Group shall nominate an elected Member as Lead Member.

### **Purpose:**

To oversee the operation and function of the Council's Tourism and events service.

### **Key Areas**

#### **A TOURISM**

- a. To develop and review the Town Council's Visitor Strategy.
- b. Monitor and review the provision and publication of visitor information including the Town Guide.
- c. Improve the recognition of Farnham as a visitor destination.
- d. Promote Farnham as a quality destination for visitors and residents by
  - a. enhancing the visitor experience and
  - b. improving services and facilities
  - c. actively participating in the Farnham Visitors Forum

#### **B EVENTS**

- a. Develop and review an events programme for Farnham including:
  - Food Festival
  - A programme of events of Music in Gostrey Meadow
  - Christmas Lights Switch-on
  - Liaison, partnership and joint promotion with local youth, voluntary groups and businesses in organising events
- b. Promotion of events in Farnham organised by other voluntary and community groups

#### **C OTHER ACTIVITIES**

1. Oversee the programme of Farmers' Markets
2. Review the Christmas Lights provision in Farnham
3. Supporting promotional schemes for local businesses



## ANNEX 2

The Council has a duty to review its Financial Regulations from time-to-time to ensure that they are up-to-date and fit for purpose. The latest Financial Regulations were revised and adopted in April 2011. Strategy and Finance propose some minor changes to reflect current practice with reasons shown. The New Financial Regulations are attached at **Annex 2a**.

### Proposed Changes

1. Throughout Replace Corporate Development & Audit Working Group with Strategy and Finance Working Group. Reason: To reflect working practice.
2. Replace 6.1 "All payments shall be effected by cheque or other order drawn on the Council's bankers." With "All payments shall be made by electronic transfer, cheque or other order drawn on the Council's bankers". Reason to reflect current practice.
3. 6.4 - Delete "and the due date for payment is before the next scheduled Meeting of Council." Reason: To reflect current practice
4. 9.4 - Add "Authorisation of bad debt write-offs of up to £500 shall be delegated to the Town Clerk in consultation with the Strategy and Finance Working Group, and recorded in the minutes of the Working Group." Reason: for procedural and practical reasons.
5. 10.2 - Add "and kept securely". Reason: To ensure that Official Orders are secure.
6. 10.4 - Delete ", and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used. Reason: Unnecessary with Power of General Competence.
7. 11.2. Replace "£156,000" with "200,000 euros (£173,934)" and "£3,927,000" with "5,000,000 euros £4,348,350". Reason: Updated figures from the European Union.,
8. 11.2c. Replace "Standing Orders 78, 84, 85 and 89" with "Standing Orders 19 and 21". Reason: To reflect current Standing Orders approved in 2012.



# **FARNHAM TOWN COUNCIL**

## **FINANCIAL REGULATIONS**

These Financial Regulations were adopted by the Council at its Meeting held on 11 April 2013.

### **I. GENERAL**

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the Council. The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall produce financial management information as required by the Council.
- 1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 as amended and then in force.

- 1.6 In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners’ Guide which is published jointly by NALC and SLCC and updated from time to time (latest edition 2010).

## **2. ANNUAL ESTIMATES**

- 2.1 Each Committee/Working Group shall formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of November each year.
- 2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.
- 2.3 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall consider the need for and shall have regard to a three year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.

## **3 BUDGETARY CONTROL**

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.
- 3.2 The Town Clerk is authorised to vire money between budget heads in association with the Lead member of Strategy and Finance and the Lead Member of the relevant Working Group in order to reflect changing requirements throughout the year. Any such virement is to be reported to the Council.
- 3.3 The RFO shall regularly provide the Council with a statement of 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. These statements are to be prepared at least at the end of each financial quarter for consideration by the Strategy and Finance Working Group.
- 3.4 The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Town Clerk shall report the action to the Council as soon as practicable thereafter.

- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless specifically agreed by resolution of the Council.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

#### **4. ACCOUNTING AND AUDIT**

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the Council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.
- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.



## **5. BANKING ARRANGEMENTS AND CHEQUES**

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 Cheques drawn on the bank account shall be signed by two members of Council. In the case of cheques of £10,000 or more three members of the Council will be required to sign.
- 5.3 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 5.4 Electronic payments may be made (e.g. by BACS transfer) provided that authority is given by the required number of Councillors set out in Regulations 5.2.

## **6 PAYMENT OF ACCOUNTS**

- 6.1 All payments shall be made by electronic transfer, cheque or other order drawn on the Council's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the Town Clerk. The Town Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. All invoices submitted, which are in order, should be paid promptly and reported in accordance with these Financial Regulations.
- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, where the Town Clerk and RFO certify that there is no dispute or other reason to delay payment, the Town Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of the Strategy and Finance Working Group.
- 6.5 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:
  - a) The RFO shall maintain a petty cash float of up to £500 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to the Council.

- 6.6 If thought appropriate by the Council (e.g. for business rates, utility supplies, postage and telephones) payments may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be reviewed by the Council at least every two years.
- 6.7 Contracts may be paid by instalments by standing order or direct debit provided that budgetary provision has been obtained.
- 6.8 Designated Officers may make purchases on procurement cards, subject to agreed limits and each statement being approved by the required number of Councillors set out in Regulation 5.3.
- 6.9 A schedule of the payments made, shall be prepared by the RFO and, together with the relevant invoices, be available for inspection at each meeting of the Strategy and Finance Working Group. The detail may be shown in the Minutes of the Meeting.

## **7 PAYMENT OF SALARIES**

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts. The Council may use an external payroll provider and updated payroll information shall be provided to Council or the appropriate Committee or Working Party on a regular basis.

## **8 LOANS AND INVESTMENTS**

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2 The Council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## **9 INCOME**

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the Town Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year. Authorisation of bad debt write-offs of up to £500 shall be delegated to the Town Clerk in consultation with the Strategy and Finance Working Group, and recorded in the minutes of the Working Group.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10 ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO and kept securely.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, in accordance with Regulation 11.
- 10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order.

## **II CONTRACTS**

### **II.1 General**

a) Every contract shall comply with these financial regulations. The following, however, are exceptions to the regulations set out in II.2 Contract Levels

- i) in an emergency (see also 3.4);
- ii) for the supply of gas, electricity, water, sewerage and telephone services;
- iii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
- iv) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery, equipment or plant;
- v) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- vi) for goods or materials which are proprietary articles and/or sold at a fixed price.
  
- vii) where the Council accepts a proposal from the Town Clerk, to waive Financial Regulations.
- vii) where the supply of goods or services is called off from a Framework Agreement as defined by the Office of Government Commerce (OGC).

b) the Council shall not be obliged to accept the lowest or any tender, quotation or estimate.

### **II.2 Contract levels**

a) For contracts with an estimated value in excess of 200,000 euros (£173,934) for supplies and services and 5,000,000 euros £4,348,350 for works, tenders (or as otherwise amended from time to time) should be sought in accordance with the European Union Public Sector Procurement Rules .

b) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £75,000 shall be procured on the basis of a formal tender as follows:

- i) a public notice of intention to place a contract to be placed in a local newspaper;
- ii) a specification of the goods, materials, services and the execution of works shall be drawn up;
- iii) tenders are to be sent, in a sealed marked envelope, to the Town Clerk by a stated date and time;
- iv) tenders submitted are to be opened, after the stated closing date and time, by the Town Clerk in the presence of at least one member of Council;

- v) tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee, Working/Task Group
- c) Any tender notice shall contain a reference to the Standing Orders 19 and 21 regarding improper activity.
- d) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £20,000 and £75,000 shall be procured as follows:
  - i) Tenders to be invited from at least three firms, which should be from an approved list where one exists.
  - ii) a specification of the goods, materials, services and the execution of works shall be drawn up;
  - iii) tenders are to be sent, in a sealed marked envelope, to the Town Clerk by a stated date and time;
  - iv) tenders submitted are to be opened, after the stated closing date and time, by the Town Clerk in the presence of at least one member of Council;
  - v) tenders are then to be assessed and reported to the appropriate meeting of Council, Committee or Working/Task Group
- e) For any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £5,000 and £20,000
  - i) at least three quotations should be sought.
  - ii) quotations are then to be assessed and reported to the appropriate meeting of Council, Committee or Working/Task Group
- f) For any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £1,000 and £5,000
  - i) at least two quotations should be sought.
  - ii) The Town Clerk shall have the discretion to determine the successful contractor.
- g) For individual purchases under £1,000, The Town Clerk shall have discretion to achieve the best value for goods or services.
- h) Due regard should be given to “Fair Trade” alternatives and the promotion of sustainable development in the purchase of goods and drawing up of specifications.
- i) Where possible, opportunities should be afforded to local businesses to quote for the provision of goods and services.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Town Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **13 STORES AND EQUIPMENT**

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **14 ASSETS, PROPERTIES AND ESTATES**

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually.

## **15 INSURANCE**

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Town Clerk shall review all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

## **16 CHARITIES**

- 16.1 Where the Council is sole trustee of a Charitable body the Town Clerk /RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk /RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## **17 RISK MANAGEMENT**

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk /RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2 When considering any new activity, the Town Clerk /RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **18 REVISION OF FINANCIAL REGULATIONS**

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.



# **FARNHAM TOWN COUNCIL**

## **MEMBER AND EMPLOYEE PROTOCOL**

**ADOPTED** by Farnham Town Council in March 2003.

**AMENDED AND ADOPTED** by Farnham Town Council on 11 April 2013

### **1. Introduction:**

- 1.1 Copies of this Protocol will be issued to all Members on election, and to all Employees (Officers) on appointment.
- 1.2 The above will compliment 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 (adopted 2012, 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, 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 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, *Moores 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 Officer. Any questions relating to operational matters should always be directed to the Town Clerk, or other 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 Day to day decision making remains the responsibility of the Town Clerk and, in any event, Standing Orders, Financial Regulations and the scheme of delegation specifically authorise some delegation to Officers up to specified limits.

## **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 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 Council Reception of Team Leader Corporate Governance in respect of any meetings that they are unable to attend.
- 6.5 Members should 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 by 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 19.7)
- 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, although 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, and may do so, particularly for sensitive matters, in consultation with the appropriate Chairman.
- 8.2 Additional matters for discussion may only be considered at the discretion of the Mayor or Lead Member, in agreement with the Town Clerk.
- 8.3 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).

- 8.4 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.
- 8.5 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.
- 8.6 The Lead Officer may not necessarily be the same Officer who attends to give advice on legal requirements or procedures and product the minutes as referred to in 8.4 above.
- 8.7 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.
- 8.8 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.
- 8.9 Any such motion, on being adopted, would stand referred to the relevant Committee if it related directly to the Town Council’s services (SO 6.6).
- 8.10 Unless authorised otherwise by the Mayor or Lead Member of the meeting concerned, mobile telephones and portable devices should not be used during meetings, and should be on silent or switched off.
- 8.11 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 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.
- 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 Lead Member for Strategy and Finance or the Mayor as appropriate.

## **10. Official Correspondence/Media**

- 10.1 Official letters must be sent in the name of the appropriate Officer, rather than in the name of a Member, unless there is some exceptional reason to the contrary.
- 10.2 Relations with the media are the responsibility of the Town Clerk, or Spokesperson of the Council 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 on approved Town Council policies but only the Council Spokesperson may comment on behalf of the Town Council on any non policy matter.

## **11 Declarations of Interest**

- 11.1 In accordance with Government legislation, all members must declare any personal or prejudicial 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 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 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 Monitoring Officer and Standards Committee.

### **Date of Protocol**

This Protocol was approved by the Full Council on Thursday 11 April 2013.

Signed:

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Councillor Stephen Hill  
Mayor

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Iain Lynch  
Town Clerk



# FARNHAM TOWN COUNCIL

## Code of Corporate Governance

### **1. Introduction:**

- 1.1 Farnham Town Council (FTC) 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, and 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 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, it must undertake to ensure that systems and processes are continually monitored and reviewed and are kept up to date.

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.
- 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 in 2011 for the Council term 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.
  - 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
  - work towards being an efficient and well managed organisation that continuously improves
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
  - 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 coffee morning, the Annual Town Meeting, information stalls at events 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;
  - 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, socially, economically and environmentally 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;

- that 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;
- 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 continue to:

- Work for and with the community of Farnham
- Exercise leadership in the community, where appropriate.
- Undertake an ambassadorial role to promote the wellbeing of Farnham where appropriate.
- Communicate with all sections of the community.
- Publish an Annual Report on activities and performance
- Publish an Annual Statement of Accounts.

8.2.2 **Service Delivery Arrangements** - Farnham Town Council

- Ensure that continuous improvement is sought
- Ensure that agreed policies are implemented
- 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
- 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 risks.
- Appoint independent Internal Auditors, currently Alan Harland, to ensure the internal control processes operating throughout the authority are effectively reviewed and tested on a systematic basis.
- Work with BDO, 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 risks and has effective and up to date risk management in place, Farnham Town Council has engaged Ellis Whittam to provide Health & Safety Risk Management and advice. As part of this contract a new Health and Safety Policy has been developed and implemented and Ellis Whittam advises on any areas of best practice and changes that may be necessary
- 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
- 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 Disclosable 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 the Strategy and Finance Committee by the Responsible Financial Officer and Clerk to the Council.
- 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 strategic decisions. In addition to the full Council Meetings, the Council has five Working Groups to ensure the effective management of its business. They are:

- Strategy and Finance
  - Infrastructure Planning Group
  - HR Panel
- Cemeteries and Appeals
- Community Enhancement
- Tourism and Events
- Planning and Licensing Consultative Group

- 9.2 The Working Groups manage their areas of responsibility and each has its own Terms of Reference which are reviewed regularly. All Working Group decisions are recommendations reported to Full Council for adoption. The Planning and Licensing Consultative Group is delegated, in tandem with the Town Clerk, to pass comments to the Planning and Licensing authority on behalf of the 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 adopted new Standing Orders in March 2012, and reviewed its Financial Regulations in March 2013 to ensure that they meet the requirements of new legislation and current best practice. Copies of these documents can be viewed on the Council's website.
- 9.4 Ensuring compliance with established policies, procedures, laws and regulations. Councillor training is undertaken as appropriate to ensure that Members are up to date 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 approved by the Full Council on Thursday 11 April 2013.

Signed:

\_\_\_\_\_  
Councillor Stephen Hill  
Mayor

\_\_\_\_\_  
Iain Lynch  
Town Clerk



# FARNHAM TOWN COUNCIL

## D

### Notes

#### Planning Consultative Group

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#### **Time and date**

7.00pm on Thursday 28 March 2013

#### **Place**

Council Offices, South Street, Farnham

#### **Planning Consultative Group Members Present**

Cllr David Beaman  
Cllr Paddy Blagden  
Cllr Carlo Genziani  
Cllr Jeremy Ricketts (Cllr Ricketts left at 8.03pm)

**Officers in attendance:** Rachel Aves, 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 for absence from Planning Consultative Group Members**

Apologies for absence were received from Councillors S O'Grady, J Parry and R Steel

**2. Disclosure of Interests**

There were no disclosures of interests.

**3. Applications Considered**

The applications considered by the Planning Consultative Group on Thursday 28 March 2013 are set out below.

WA/2013/0267	Farnham Bourne	Certificate of Lawfulness under Section 192 for the erection of a two storey front extension and chimney.	KENDAL COTTAGE, 14 OLD CHURCH LANE, FARNHAM GU9 8HQ	Tim Bryson
		<b>Approved after consideration on the condition that the design of the extension is in line with the particulars of the Farnham Design Statement.</b>		
CA/2013/0018	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.	TIMBERS, GREENHILL ROAD, FARNHAM GU9 8JN	Mr A Clout
		<b>Approved after consideration subject to the approval of the Conservation Officer at Waverley Borough Council.</b>		
TM/2013/0023	Farnham Bourne	Application for works to a tree subject of Tree Preservation Order 1/00.	5 MANOR GARDENS, FARNHAM GU10 3QB	Mr A Clout
		<b>Approved after consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council.</b>		
CA/2013/0022	Farnham Castle	FARNHAM CONSERVATION AREA. Works to and removal of trees.	KINGHAM PLACE, WEST STREET, FARNHAM GU9 7AR	Mr A Clout
		<b>Approved after consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council.</b>		
CA/2013/0024	Farnham Castle	FARNHAM CONSERVATION AREA. Removal of one tree.	THE MEWS, WEST STREET, FARNHAM GU9 7EH	Mr A Clout
		<b>Approved after consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council.</b>		
WA/2013/0260	Farnham Firgrove	Erection of extensions following demolition of existing extension and garage.	16 SHORTEATH ROAD, FARNHAM GU9 8SR	Mr A Griffiths

		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013 /0263	Farnham Firgrove	Certificate of Lawfulness under Section 192 for dormer roof extension and alterations.	36 RIDGWAY ROAD, FARNHAM GU9 8NW	Tim Bryson
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013 /0231	Farnham Firgrove	Erection of first floor side extension.	22 LONGLEY ROAD, FARNHAM GU9 8LZ	Tim Bryson
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013 /0232	Farnham Moor Park	Change of Use of shop (Class A1) to form additional residential accommodation to existing dwelling (Class C3) (revision of WA/2012/1449). <b>Previous comments on 27.09.2012 were as follows: Approved after consideration on 27.09.2012</b>	62 EAST STREET, FARNHAM GU9 7TJ	Mr A Griffiths
		<b>Approved after consideration on 27.09.2012 and 28.03.2013.</b>		
WA/2013 /0259	Farnham Shortheath and Boundstone	Erection of single storey extension and first floor extension.	21 LITTLE GREEN LANE, FARNHAM GU9 8TF	Nathan Vincent
		<b>Approved after consideration on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement</b>		

TM/2013/0022	Farnham Shortheath and Boundstone	<p>Application for works to a tree subject of Tree Preservation Order 4/99. T14 Beech.</p> <p>As per the plan provided.</p> <p>Reduce height by 3m to suitable lateral growth points. The finished height will be no lower than the current height of the adjacent birch (T13)</p>	18 BURNT HILL ROAD FARNHAM GU10 4RX	Mr A Clout
		<b>Approved after consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council.</b>		
WA/2013/0229	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations following demolition of existing garage.	8 COPSE WAY, WRECCLESHAM GU10 4QL	Nathan Vincent
		<b>Approved after consideration on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement</b>		
CA/2013/0026	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Removal of 3 Conifers.	7 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR	Mr A Clout
		<b>Approved after consideration subject to the approval of the Conservation Officer at Waverley Borough Council.</b>		
WA/2013/0278	Farnham Castle	Replacement entrance door canopy and alterations to elevations.	THE MILLENNIUM CENTRE, CROSBY WAY, FARNHAM GU9 7XG	Michaela Mercer
		<b>Approved after consideration on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013/0334	Farnham Firgrove	Erection of two storey extension and alterations.	15 EDWARD ROAD, FARNHAM GU9 8NP	Nathan Vincent



		<b>Approved after consideration on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013/0326	Farnham Firgrove	Erection of single storey side extension following demolition of existing extension.	23 ALFRED ROAD, FARNHAM GU9 8ND	Tim Bryson
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013/0330	Farnham Moor Park	Erection of single storey side extension.	BEECHWOOD HOUSE, 38 CROOKSBURY ROAD, FARNHAM GU10 1QE	Ms L Smitheman
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		
NMA/2013/0026	Farnham Moor Park	Amendment to WA/2012/1227 to provide changes to size and construction of garage. <b>Previous comments on 06.09.2012 were as follows: Approved after consideration on 06.09.2012</b>	21 OSBORN ROAD, FARNHAM GU9 9QT	Mrs M Knight
		<b>Approved after consideration on 06.09.2012 and 28.03.2013 on the condition that the alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/0317	Farnham Upper Hale	Erection of porch and single storey extension and alterations.	4 WINDERMERE WAY, FARNHAM GU9 0DE	Michaela Mercer
		<b>Approved after consideration on the condition that the extension, porch and alterations are in line with the particulars of the Farnham Design Statement</b>		

WA/2013/0308	Farnham Wrecclesham and Rowledge	Display of illuminated and non-illuminated signs (revision of WA/2012/2046). <b>Previous comments on 24.01.2013 were as follows: No objections but the illuminated sign should be conditioned to be used during shop opening times only</b>	ROWLEDGE VILLAGE STORES, 4 THE SQUARE, ROWLEDGE GU10 4AA	Nathan Vincent
		<b>Approved after consideration on 24.01.2013 and 28.03.2013 subject a condition that the illuminated sign should be for use during shop opening times only in order that disturbance to neighbours be avoided.</b>		
WA/2013/0315	Farnham Wrecclesham and Rowledge	Erection of extensions including dormer window following demolition of existing garage and utility room.	6 ROSEMARY LANE, ROWLEDGE GU10 4DB	Mr A Griffiths
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		
TM/2013/0025	Farnham Wrecclesham and Rowledge	Application for works to a tree subject of Tree Preservation Order 09/01.	5 GREYSTEAD PARK, FARNHAM GU10 4NB	Mr A Clout
		<b>Approved after consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council</b>		
WA/2013/0346	Farnham Bourne	Erection of extensions and alterations.	EASTDENE, LODGE HILL ROAD, FARNHAM GU10 3RE	Ms L Smitheman
		<b>Approved after consideration on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013/0342	Farnham Bourne	Erection of two storey extension and alterations to roof to provide two storey dwelling following demolition of existing conservatory.	13 KILN LANE, FARNHAM GU10 3LS	Ms L Smitheman

		<b>Approved after consideration on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement. Also subject to a condition that all materials used be in keeping with the existing.</b>		
WA/2013/0358	Farnham Bourne	Erection of extensions and alterations.	I VALLEY LANE, LOWER BOURNE GU10 3NQ	Mr A Griffiths
		<b>Approved after consideration on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement. Also subject to a condition that all materials used be in keeping with the existing.</b>		
TM/2013/0028	Farnham Bourne	Application for works to and removal of trees subject of Tree Preservation Order 17/05.	70 FRENHAM ROAD FARNHAM	Mr A Clout
		<b>Approved after consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council</b>		
WA/2013/0379	Farnham Castle	Erection of conservatory.	25 CRONDALL LANE, FARNHAM GU9 7BG	Ms L Smitheman
		<b>Approved after consideration on the condition that the conservatory and subsequent alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013/0400	Farnham Castle	Listed Building Consent for internal and external alterations.	LLOYDS BANK, 75 CASTLE STREET, FARNHAM GU9 7LT	Tim Bryson
		<b>Approved after consideration subject to the approval of the Listed Buildings Officer at Waverley Borough Council</b>		
WA/2013/0361	Farnham Castle	Listed Building Consent for demolition of pool house, outbuilding and swimming pool.	DIPPENHALL GRANGE, DIPPENHALL ROAD, FARNHAM GU10 5ED	Ms L Smitheman

		<b>Approved after consideration on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement. Also subject to a condition that all materials used be in keeping with the existing and approval by the Listed Building Officer.</b>		
WA/2013 /0360	Farnham Castle	Erection of pool house with garden store under and swimming pool following demolition of existing pool house, outbuilding and swimming pool.	DIPPENHALL GRANGE, DIPPENHALL ROAD, FARNHAM GU10 5ED	Ms L Smitheman
		<b>Approved after consideration on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement. Also subject to a condition that all materials used be in keeping with the existing and approval by the Listed Building Officer.</b>		
WA/2013 /0396	Farnham Castle	Change of use from office (Class B1) to 4 flats (Class C3) and alterations (revision of WA/2012/1639). <b>Previous comments on 25.10.2012 were as follows: Approved after consideration on 25.10.2012 subject to car parking arrangements being adequate</b>	THE OAST HOUSE, PARK ROW, FARNHAM GU9 7JH	Mr A Griffiths
		<b>Approved after consideration on 25.10.2012 and 28.03.2013 subject to the condition that conversion and subsequent alterations are in line with the particulars of the Farnham Design Statement and confirmation that the car parking arrangements will be adequate</b>		
WA/2013 /0422	Farnham Firgrove	Certificate of Lawfulness under Section 192 for erection of extensions.	25 TILFORD ROAD, FARNHAM GU9 8DJ	Mr A Griffiths
		<b>Farnham Town Council objects due to concerns regarding the adverse effect on the neighbouring property's amenities and</b>		

		<b>wishes for this application to be considered at Committee.</b>		
WA/2013 /0370	Farnham Firgrove	Erection of single storey extension and alterations following part demolition of existing dwelling.	CHERRYLYN, 62 RIDGWAY ROAD, FARNHAM GU9 8NS	Mr A Griffiths
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and subject to all materials being in keeping with the existing so as to preserve the street scene and character of the area.</b>		
WA/2013 /0382	Farnham Firgrove	Certificate of Lawfulness under Section 192 for the refurbishment of rifle range and change of use of building to sports changing rooms, and alterations.	FARNHAM COLLEGE, MORLEY ROAD, FARNHAM GU9 8LU	Mr A Griffiths
		<b>Approved after consideration.</b>		
WA/2013 /0376	Farnham Firgrove	Erection of two storey extension and alterations.	16 BRIDGEFIELD, FARNHAM GU9 8AN	Michael Mercer
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and subject to all materials being in keeping with the existing so as to preserve the street scene and character of the area.</b>		
WA/2013 /0409	Farnham Firgrove	Erection of single storey extension and alterations.	16 EDWARD ROAD, FARNHAM GU9 8NP	Mr A Griffiths
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and all materials being in keeping with the existing so as to preserve the street scene and character of the area.</b>		

WA/2013/0364	Farnham Moor Park	Erection of extensions and alterations.	74 CROOKSBURY ROAD, FARNHAM GU10 1QD	Mr A Griffiths
		<b>Approved after consideration on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement and all materials being in keeping with the existing so as to preserve the street scene and character of the area.</b>		
NMA/2013/0031	Farnham Moor Park	Non material amendment to WA/2012/1472 to reposition entrance porch and change materials, along with reconfiguration of windows and door on west elevation of new ground floor room.	RHOANDER, OLD COMPTON LANE, FARNHAM GU9 8EG	Mrs M Knight
		<b>Approved after consideration on the condition that the alterations are in line with the particulars of the Farnham Design Statement and all materials being in keeping with the existing so as to preserve the street scene and character of the area.</b>		
TM/2013/0027	Farnham Moor Park	Application for works to trees subject of Tree Preservation Order Far28	LAND AT OLD COMPTON LANE, FARNHAM	Mr A Clout
		<b>Approved after consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council</b>		
WA/2013/0381	Farnham Moor Park	Erection of extensions and alterations following demolition of existing extension.	36 LYNCH ROAD, FARNHAM GU9 8BY	Ms L Smitheman
		<b>Approved after consideration on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement and all materials being in keeping with the existing so as to preserve the street scene and character of the area.</b>		

WA/2013 /0365	Farnham Shortheath and Boundstone	Erection of single storey extension following demolition of existing conservatory.	40 BALDREYS, FARNHAM GU9 8RH	Nathan Vincent
		<b>Concerned about the adverse effect on the residential amenities of neighbouring properties</b>		
WA/2013 /0362	Farnham Shortheath and Boundstone	Erection of two storey extension following demolition of porch. (As amended by email dated 19/03/2013)	54 LITTLE GREEN LANE, FARNHAM GU9 8TB	Nathan Vincent
		<b>Approved after consideration on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement and all materials being in keeping with the existing so as to preserve the street scene and character of the area.</b>		
NMA/2013 /0029	Farnham Shortheath and Boundstone	Amendment to WA/2012/0873 to provide alteration to external wall finishes; changes to decorative brickwork on the South West and South East elevations.	11 BAT AND BALL LANE, WRECCLESHAM GU10 4RA	Mrs M Knight
		<b>Approved after consideration on the condition that the alterations are in line with the particulars of the Farnham Design Statement and all materials being in keeping with the existing so as to preserve the street scene and character of the area.</b>		
WA/2013 /0343	Farnham Weybourne and Badshot Lea	Erection of single storey extension following demolition of porch.	55 COPSE AVENUE, FARNHAM GU9 9DZ	Tim Bryson
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and all materials being in keeping with the existing so as to preserve the street scene and character of the area.</b>		

WA/2013/0351	Farnham Wrecclesham and Rowledge	Erection of single storey extension following demolition of existing conservatory.	11A CHERRY TREE ROAD, ROWLEDGE GU10 4AB	Nathan Vincent
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and all materials being in keeping with the existing so as to preserve the street scene and character of the area.</b>		
WA/2013/0359	Farnham Wrecclesham and Rowledge	Erection of single storey rear extension together with alterations.	THE WILLOW, FERNBRAE CLOSE, FARNHAM GU10 4ED	Nathan Vincent
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and all materials being in keeping with the existing so as to preserve the street scene and character of the area.</b>		
TM/2013/0030	Farnham Wrecclesham and Rowledge	Application for works to a tree subject of Tree Preservation Order 47/99.	29 MAYFIELD, FARNHAM GU10 4DZ	Mr A Clout
		<b>Approved after consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council</b>		
TM/2013/0029	Farnham Wrecclesham and Rowledge	Application for the removal of a tree subject of Tree Preservation Order 47/99.	29 MAYFIELD, FARNHAM GU10 4DZ	Mr A Clout
		<b>Approved after consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council</b>		
WA/2013/0265	Farnham Bourne	Erection of two storey dwelling, open air pool and plant room following demolition of existing bungalow.	WOODVIEW, BOURNE GROVE, LOWER BOURNE GU10 3QT	Ms L Smitheman



		<b>Approved after consideration on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013 /0264	Farnham Castle	Application under Section 73 to vary Condition 14 of WA/2012/1893 (drawing numbers) to allow alterations to and resiting of windows. <b>Previous comments on 20.12.2012 were as follows: Concerned about the design and that if this is granted it may set a precedent.</b>	LAND TO THE REAR OF 37 WEST STREET, FARNHAM GU9 7DR	Ms L Smitheman
		<b>After consideration on 20.12.2013 and 28.02.2013, Farnham Town Council remains concerned about this design. It should be considered that if this application is granted, a precedent may be set, that will damage the character of the area and recognisable street scene. This application should be considered by, and subject to the approval of, the Conservation Officer at Waverley Borough Council.</b>		
WA/2013 /0255	Farnham Castle	Display of illuminated and non-illuminated signs.	LLOYDS BANK, 75 CASTLE STREET, FARNHAM GU9 7LT	Tim Bryson
		<b>Farnham Town Council strongly objects to the new signage. In principle, the introduction of new branding is welcomed, where it fits within the style and character of the surround area. A sign should not be blocking the fanlight, which is an important architectural feature. The design of the signage is out of keeping and inappropriate in the conservation area. The arm for the swing sign should be of materials that are in keeping and should enhance and complement the</b>		

		<b>character of the conservation area, rather than detract from it. The use of illuminated signs in the conservation area should be avoided, especially when the sign is adjacent to a traditional street lamp and post.</b>		
WA/2013 /0226	Farnham Castle	Erection of a dwelling and garage following demolition of existing dwelling and garage (revision of WA/2012/1865). <b>Previous comments were as follows: Approved after consideration on 06.12.2012</b>	OLD PARK FARM, 15 OLD PARK LANE, FARNHAM GU9 0AL	Mr A Griffiths
		<b>Approved after consideration on 06.12.2012 on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013 /0238	Farnham Hale and Heath End	Erection of 2 dwellings together with alterations to access following demolition of existing outbuilding (revision of WA/2012/1620). <b>Previous comments on 25.10.2012 were as follows: Concerned this is garden grabbing (see Farnham Design Statement)</b>	73 HEATH LANE, FARNHAM GU9 0PX	Tim Bryson
		<b>Farnham Town Council strongly objects to this application. Concerned this is garden grabbing, contrary to the Farnham Design Statement.</b>		
WA/2013 /0228	Farnham Moor Park	County Matter Application for the continued extraction of sand and gravel, the erection of a processing plant, concrete batching plant and ancillary buildings and progressive restoration to agriculture and landscaped lake, without compliance with Condition	FARNHAM QUARRY, ST GEORGES ROAD, FARNHAM	Mr A Griffiths
		<b>Approved after consideration on 28.03.2013.</b>		
WA/2013 /0307	Farnham Bourne	Conservation Area Consent for demolition of dwelling.	HEATHER BANK, SWINGATE ROAD, FARNHAM GU9 8JJ	Tim Bryson
		<b>Approved after consideration</b>		

		<b>on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement subject to the approval of the Conservation Officer.</b>		
WA/2013 /0306	Farnham Bourne	Erection of dwelling following demolition of existing dwelling including construction of new vehicular access and closure of existing access.	HEATHER BANK, SWINGATE ROAD, FARNHAM GU9 8JJ	Tim Bryson
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement subject to the approval of the Conservation Officer.</b>		
WA/2013 /0280	Farnham Castle	Creation of new vehicle access and parking, following demolition of existing police buildings.	1-6 POLICE HOUSES, LONG BRIDGE. FARNHAM GU9 7PZ	Michaela Mercer
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement subject to the approval of the Conservation Officer.</b>		
WA/2013 /0281	Farnham Castle	Conservation Area Consent for demolition of existing police buildings.	1-6 POLICE HOUSES, LONG BRIDGE. FARNHAM GU9 7PZ	Michaela Mercer
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement subject to the approval of the Conservation Officer.</b>		
WA/2013 /0310	Farnham Firgrove	Erection of first floor extension.	84 WEYDON HILL ROAD, FARNHAM GU9 8NZ	Mr A Griffiths
		<b>Farnham Town Council is</b>		

		<b>concerned about the adverse effect on the amenities of the neighbouring properties.</b>		
WA/2013 /0279	Farnham Moor Park	Erection of a detached dwelling and garage following demolition of the existing dwelling and outbuilding; formation of new vehicular access and closure of existing access; erection of entrance piers and gates.	HEATH COTTAGE, 15 MONKS WELL, FARNHAM GU10 1RH	Michaela Mercer
		<b>Approved on condition that alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013 /0311	Farnham Moor Park	Erection of single storey extensions together with alterations.	20 LYNCH ROAD, FARNHAM GU9 8BZ	Ms L Smitheman
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013 /0331	Farnham Moor Park	Erection of outbuilding.	LAND TO REAR OF 4 CROOKSBURY ROAD, FARNHAM, GU10 1QE	Michaela Mercer
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement – it should be noted Farnham Town Council is opposed to retrospective applications</b>		
WA/2013 /0277	Farnham Shortheath and Boundstone	Erection of two storey side extension, single storey rear extension and alterations following demolition of outbuilding.	26 UPPER BOURNE LANE, WRECCLESHAM GU10 4RG	Tim Bryson
		<b>Object, Farnham Town Council is concerned about the size of the proposed extension.</b>		
WA/2013 /0293	Farnham Weybourne and Badshot Lea	Erection of detached dwelling.	LAND AT DORIMAR, LOW LANE, BADSHOT LEA GU9 9NA	Ms L Smitheman

		<b>Strongly object – this is a cramped development on a restricted site, which is not suitable. It is also garden grabbing and not in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/0410	Farnham Bourne	Erection of single storey extension.	HOLLY COTTAGE, 9 OLD FRENHAM ROAD, FARNHAM GU10 3PT	Nathan Vincent
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013/0368	Farnham Castle	Certificate of Lawfulness under Section 191 for the use of former agricultural buildings for storage (Class B8), office purposes (Class B1) and as a workshop (Class B1/B2) has continuously occurred for a period in excess of 10 years.	WILLEY FARM (SHEDS 1 AND 2), CHAMBER LANE, FARNHAM GU10 5ES	Mr A Griffiths
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013/0395	Farnham Castle	Certificate of Lawfulness under Section 191 for use as caravan site for one residential mobile home for a continuous period in excess of 10 years.	WILLEY FARM, CHAMBER LANE, FARNHAM GU10 5ES	Mr A Griffiths
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013/0415	Farnham Castle	Erection of link extension and alterations following demolition of pergola.	THE WHEATSHEAF PH, 19 WEST STREET, FARNHAM GU9 7DR	Michael Mercer

		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and subject to the approval of the Conservation Officer</b>		
WA/2013 /0416	Farnham Castle	Listed Building Consent for extensions and alterations.	THE WHEATSHEAF PH, 19 WEST STREET, FARNHAM GU9 7DR	Michael Mercer
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and subject to the approval of the Conservation Officer</b>		
WA/2013 /0399	Farnham Castle	Construction of new entrance together with internal and external alterations.	LLOYDS BANK, 75 CASTLE STREET, FARNHAM GU9 7LT	Tim Bryson
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and subject to the approval of the Conservation Officer</b>		
WA/2013 /0406	Farnham Castle	Change of Use of first and second floors from retail storage (Class B8) to dwelling (Class C3) together with alterations.	3 WEST STREET, FARNHAM GU9 7DN	Mr A Griffiths
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and subject to the approval of the Listed Buildings Officer</b>		
WA/2013 /0407	Farnham Castle	Listed Building Consent for internal and external alterations	3 WEST STREET, FARNHAM GU9 7DN	Mr A Griffiths
		<b>Approved after consideration</b>		

		<b>on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement t and subject to the approval of the Listed Buildings Officer</b>		
WA/2013 /0378	Farnham Moor Park	Erection of extensions and alterations.	7 STONEYFIELDS, FARNHAM GU9 8DX	Tim Bryson
		<b>Farnham Town Council is concerned about the size of the proposed extension. The building line seems to project forward from the neighbouring properties.</b>		
WA/2013 /0414	Farnham Moor Park	Display of non-illuminated signs (revision of WA/2012/1905). <b>Previous comments on 20/12/2012 were as follows: Strongly object, illuminated signs are out of character with the residential area.</b>	CRISPINS & LOADHAMS NURSING HOME, WAVERLEY LANE, FARNHAM GU9 8BH	Ms L Smitheman
		<b>Approved after consideration as the signage is non-illuminated, suitable for a residential area.</b>		
WA/2013 /0391	Farnham Moor Park	Outline application for erection of 2 dwellings and associated vehicular accesses.	LAND AT I TONGHAM ROAD, RUNFOLD GU10 1PH	Mr A Griffiths
		<b>Strongly object – this is garden grabbing and not in line with the particulars of the Farnham Design Statement.</b>		
WA/2013 /0380	Farnham Shortheath and Boundstone	Erection of single storey rear extension and alterations to porch.	9 APPLELANDS CLOSE, WRECCLESHAM GU10 4TL	Nathan Vincent
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013 /0384	Farnham Upper Hale	Erection of extensions and alterations to form a two-storey dwelling.	THE PADDOCK, 6A FOLLY HILL FARNHAM	Mr A Griffiths

			GU9 0AY	
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013 /0369	Farnham Weybourne and Badshot Lea	Change of use from office (B1a) and general industrial (B2) to a mixed use of retail (A1), warehousing (B8) and offices (B1a).	UNIT 1 PLOT 2, FARNHAM TRADING ESTATE, WATER LANE, FARNHAM GU9 9NN	Nathan Vincent
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		
WA/2013 /0345	Farnham Weybourne and Badshot Lea	Change of use from Class A1 (retail) to Class C3 (additional residential accommodation) and external alterations.	65B BADSHOT LEA ROAD, FARNHAM GU9 9LP	Mr A Griffiths
		<b>Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		

#### 4. Licensing Applications

The following licensing application was considered by PCG members on 11 March 2013:

##### 1) The Barn, The Royal Deer, South Street, Farnham

An application has been received for a new premises licence. The application is for occasional Plays and Films 12:00-00:00 Monday to Sunday; Live Music 12:00-23:30 Sunday to Thursday and 12:00-00:30 Saturday and Sunday (with one weekend per year outdoor as part of a festival weekend); Recorded Music and occasionally events related to music and arts under Anything of a similar description 12:00-01:00 Friday to Saturday (extension until 03:00 on Christmas Eve and New Year's Eve); occasional Performance of dance 12:00-00:00 Sunday to Thursday and 12:00-01:00 Saturday and Sunday, Late night refreshment 23:00-00:00 Sunday to Thursday and 23:00-01:00 Friday and Saturday (extension until 03:00 on Christmas Eve and New Year's Eve); On sale of alcohol 12:00-



23:30 Sunday to Thursday and 12:00-00:30 Friday and Saturday (extension until 02:30 on Christmas Eve and New Year's Eve) and Opening hours 09:00-00:00 Monday to Thursday and 09:00-01:00 Friday to Sunday (extension until 03:00 on Christmas Eve and New Year's Eve). The last date for representations is **3rd April 2013**.

<b>Premises</b>	<b>Application Type</b>	<b>Address</b>
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The Barn	New	The Royal Deer, South Street, Farnham
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Mr Panteli currently has a Premise Licence for an art club at The Barn, to the rear of 4 The Borough, Farnham and will be surrendering this licence should this new one be granted.

**Farnham Town Council Comments:**

**Approved after consideration on 28 March 2013.**

**5. Consultation on Waverley Borough Councils Statement of Licensing Policy 2013-2018**

This item was deferred for discussion at the next meeting.

Notes taken by Ginny Gordon  
The meeting closed at 8.49pm



# FARNHAM TOWN COUNCIL



## Report Council

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**Date:** 11<sup>th</sup> April 2013

### **Planning Consultative Group Membership Structure**

#### **Background**

The Planning and Licensing Consultative Group meets approximately every two weeks. The group is currently made up of seven members. The Standing Orders allow for all wards to be represented.

In the past councillors have had to consider their positions in planning carefully, due to matters of predisposition or predetermination. However, the rules were clarified in as a result of the Localism Act 2011, to enable a move to a more “common sense” approach to planning matters and decision making.

It is appropriate to consider whether the current membership is appropriate given the heavy workload and the changes in the Localism Act.

#### **Options**

##### **1. Option 1**

As per the current arrangement, 1 councillor per ward will be a member of the working group. Meeting will take place every 2-3 weeks (approximately 22 meetings per annum).

##### **Points to consider**

- i. Although the arrangement allows for full representation, there is a limited or lack of representation of all wards, as per 2012/13 membership and attendance.
- ii. Frequency of meetings leads to some absences, meaning it can be difficult to ensure the meeting will be quorate.

##### **2. Option 2**

All councillors will be members of the working group and attend on a timetabled, rota basis (i.e. 3 groups of six councillors). The working group would meet weekly for 3 weeks each month and each councillor would be part of a group of six that attends once a month (approximately 12 meetings per annum).

##### **Points to consider**

- i. There would be a shared ‘burden’ between all councillors.

- ii. There would be varied comments and considerations given.
- iii. The variety of comments and limitations of each group may result in inconsistent comments being made on applications.
- iv. The cost of officer time should be considered as an officer would need to prepare agendas, minutes and attend meetings 3 weeks out of every 4. This would cost the Council in staff TOIL which is often required to be covered by agency staff.

### **3. Option 3**

A working group of six be formed meeting every 3-4 weeks. All councillors would be encouraged and allowed to attend a meeting as and when a specific ward matter is for consideration. Ward councillors would be expected to review all applications within their own ward from the existing list circulated to all councillors, and attend on an ad-hoc basis for particular applications of concern.

#### **Points to consider**

- i. Longer meetings of the working group due to volume of applications to be considered if frequency of meetings is decreased.
- ii. Possible higher attendance due to fewer meetings per annum for working group members.
- iii. Greater specialism for working group members.
- iv. Ward councillors have greater obligation to review ward specific matters.

#### **Recommendation:**

**Members views are sought on the best option.**



# FARNHAM TOWN COUNCIL



## Report Full Council

11<sup>th</sup> April 2013

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### **Election of Working Groups 2013/14**

- 1 Councillors have identified preferences for the Working Groups for 2013/14 in accordance with Standing Order 15. These are attached at Annex 1, in order of preference for each Working Group as indicated by each councillor. Some councillors expressed a preference for only the Working Groups for which they were interested whilst others have given a priority listing for all the Working Groups. The workload would be too great for one councillor to serve on all the Working Groups, and as a result some councillors may withdraw from their lower priority preferences.
- 2 There are four Working Groups plus one Task Group (HR Panel) and the Planning and Licensing Consultative Group. Standing Order 15 f suggests (not mandatory) how places are to be allocated in relation to the political make up of the Council to ensure that those who are not members of the majority group are not unfairly represented. As such, with 2 out of 18 councillors, the 'minority' representatives should have one place on Strategy and Finance out of a total allocation of 3 places overall between the Working Groups.
- 3 As a result of the preference exercise, there needs to be a vote for places on the following:
  - Strategy and Finance Working Group. Cllr Beaman is elected in accordance with Standing Order 15.1.f. This leaves five places available from the eight councillors interested who have all expressed a first or second preference for this Working Group.
  - HR Panel. There are nine councillors interested in being on the HR panel. Subject to a decision on the revised Terms of Reference earlier in the meeting, the membership of the HR Panel comprises six members. Therefore it is proposed members vote for five members out of the nine interested members.
- 4 In relation to the remaining Working Groups the following expressions of interest were received.
  - Community Enhancement Working Group – Five nominations for six places.
  - Planning Consultative Group – The number of vacancies will vary subject to a decision earlier in the meeting.
  - Cemeteries and Appeals Working Group – Six nominations for six places.
  - Tourism and Events Working Group – Five nominations for six places

The Candidates for each of the above Working Groups are deemed to be elected. Councillors are invited to opt or nominate for the remaining places. If there are more candidates than places available an election will take place for the vacant places only.

5. During the past year, the Tourism and Events Working Group has met in public with an average of less than one member of the public attending each meeting. At its meeting on 5th February, the Working Group Members agreed that the experiment had not been as successful as hoped, and that a recommendation should be made to Full Council to discontinue the public meeting of the Working Group for 2013/14. Council is asked to endorse this recommendation.

#### **Recommendation**

**It is recommended that**

- 1) a ballot takes place for the **Strategy and Finance Working Group** and **HR Panel** as set out at paragraph 3;
- 2) the candidates for the other working groups be appointed as set out in **Annex 1** along with any additional councillors to fill the remaining vacancies as set out in paragraph 4 above.
- 3) the **Working Groups** elect their **Lead Members** (in order to do which the meeting be adjourned briefly).
- 4) the experimental meeting in public of the **Tourism & Events Working Group** be discontinued.

# Annex I

## FARNHAM TOWN COUNCIL

### WORKING GROUPS 2013/14

#### Member Preferences

<b>Working Group</b>	<b>Working Group appointments 2013/2014</b>
<b>Strategy &amp; Finance Working Group</b>  <b>(6 members plus Lead Members (LM) from working groups not already appointed to this Working Group)</b>	Cllr David Beaman (1)  Cllr Pat Frost (1) Cllr Jill Hargreaves (1) Cllr John Ward (1) Cllr Carole Cockburn (2) Cllr Carlo Genziani (2) Cllr Stephen Hill (2) Cllr Roger Steel (2) Cllr Jeremy Ricketts(2)
<b>Community Enhancement Working Group</b> <b>(6 members)</b>	Cllr Jeremy Ricketts (1) Cllr David Attfield (2) Cllr Susan Redfern (2) Cllr Carole Cockburn (3) Cllr John Ward (3)
<b>Planning &amp; Licensing Consultative Group</b> <b>(in 2012</b> <b>9 members – one from each ward)</b>	Cllr Carlo Genziani (1) Cllr Roger Steel (1) Cllr David Beaman (3) Cllr Jeremy Ricketts (4) Cllr Carole Cockburn(6)
<b>Tourism &amp; Events Working Group</b> <b>(6 members)</b>	Cllr Stephen Hill (1) Cllr David Beaman (2) Cllr Jill Hargreaves (2) Cllr John Ward (4) Cllr Carole Cockburn(5)

<p><b>HR Panel (Task Group of Strategy and Finance)</b></p> <p><b>(6 Members)</b></p>	<p>Cllr David Attfield (1)  Cllr Sam Hollins-Owen (1)  Cllr Pat Frost (2)  Cllr Jill Hargreaves (3)  Cllr Jeremy Ricketts (3)  Cllr Roger Steel (3)  Cllr Carole Cockburn (4)  Cllr Stephen Hill (4)  Cllr John Ward (5)</p>
<p><b>Cemeteries &amp; Appeals Working Group</b></p> <p><b>(6 members)</b></p>	<p>Cllr Carole Cockburn (1)  Cllr Graham Parlett (1)  Cllr Susan Redfern (1)  Cllr John Ward (2)  Cllr Carlo Genziani (3)  Cllr Stephen Hill (3)</p>



# FARNHAM TOWN COUNCIL



## Report Full Council

11<sup>th</sup> April 2013

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### Appointment of Representatives to external bodies 2013/14

- 1 Councillors have identified preferences for being the Council's representative on External Bodies for 2013/14 in accordance with Standing Order 15. These are attached at Annex 1. In some cases councillors have expressed preferences for being the main representative or a reserve representative, and these are noted against each organisation where applicable.
- 2 Councillors were asked to comment on whether it was appropriate to continue sending representatives or whether there were new organisation to which the Council should appoint representatives. As a result, it is proposed that:
  - a. the Council no longer sends to the following groups which appear not to have met, have not invited Councillors to meetings over the past twelve months, or no longer function:
    - Rowledge Recreation Ground Committee
    - Wrecclesham Recreation Ground Committee
    - CAB Liaison Group
    - Surrey Passenger Transport Forum
  - b. the Council sends a representative to the Farnham Rivers Group.

### Recommendation

It is recommended that:

- 1) the councillors at Part 1 be appointed as listed;
- 2) councillors appoint a representative from the list at Part 2 by show of hands;
- 3) and that nominations be sought for the Outside bodies listed at Part 3.



## **FARNHAM TOWN COUNCIL –**

### **REPRESENTATIVES ON OUTSIDE BODIES 2013/14**

<b>Part I</b>		
<b>Outside Body</b>	<b>Representative 2012/2013</b>	<b>Preferences 2013/2014</b>
Allotments Liaison Group	Cllr David Attfield	Cllr David Attfield
Ashgate Gallery	Cllr John Ward	Cllr John Ward
Badshot Lea Recreation Ground	Cllr David Attfield	Cllr David Attfield
Blackwater Valley Recreation and Countryside Management Committee	Cllr David Beaman Reserve: Cllr David Attfield	Cllr David Beaman Cllr David Attfield (Reserve)
Farnborough Aerodrome Consultative Committee	Cllr David Attfield Reserve: Cllr David Beaman	Cllr David Attfield Cllr David Beaman (reserve)
Farnham Crime Prevention Panel	Cllr Paddy Blagden	Cllr Carole Cockburn
Farnham and District Sports Advisory Council	Cllr John Ward	Cllr John Ward
Farnham Public Art Trust	Cllr John Ward	Cllr John Ward
Farnham River Watch	Cllr Jessica Parry	Cllr Jessica Parry
Farnham Visitors Forum	Lead Member of Tourism and Events Reserve: Cllr Jill Hargreaves	Cllr Jill Hargreaves
Green Farnham Group	Cllr Paddy Blagden	Cllr Carole Cockburn Reserve: Cllr Jessica Parry
Recreation Ground – Hale	Cllr David Beaman	Cllr David Beaman
Recreation Ground – Weybourne	Cllr Jeremy Ricketts	Cllr Jeremy Ricketts
Surrey County Association of Parish and Town Councils	Mayor Reserve: Deputy Mayor	Mayor Reserve: Deputy Mayor
Surrey CC Farnham Traffic Task Group on Roads (Two places)	Cllr Jeremy Ricketts, Cllr Roger Steel	Cllr Jeremy Ricketts Cllr Roger Steel
Town Council Representatives at Waverley Towns and Parishes Meetings	Mayor plus Deputy Mayor	Mayor plus Deputy Mayor
40 Degreez	Cllr Jennifer O’Grady	Cllr Roger Steel  Cllr Carole Cockburn (attends as WBC REP)

<b>Part 2</b>		
<b>Outside Body</b>	<b>Representative 2012/2013</b>	<b>Preferences 2013/2014</b>
Bourne Recreation Ground	Cllr Sam Hollins-Owen Reserve: Cllr Roger Steel	1. Cllr Sam Hollins-Owen 2. Cllr Carole Cockburn
Brightwells Gostrey Centre	Cllr Carole Cockburn	1. Cllr Carole Cockburn 2. Cllr Roger Steel
Farnham/Andernach Friendship Association	Cllr Pat Frost	1. Cllr Pat Frost 2. Cllr John Ward
Farnham Maltings Association Council of Management	Cllr Roger Steel Reserve: Cllr Pat Frost	1. Cllr Roger Steel 2. Cllr Pat Frost 3. Cllr Jill Hargreaves

<b>Part 3</b>		
<b>Outside Body</b>	<b>Representative 2012/2013</b>	<b>Preferences 2013/2014</b>
Farnham Rivers Group	New proposal	

# FARNHAM TOWN COUNCIL



**Report**  
Council

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## **Time and date**

11<sup>th</sup> April 2013

## **Local Governance Review - Rowledge**

- 1 The Governance Review timetable for Rowledge has been announced by Waverley Borough Council. Attached at Annex 1 is a letter from Waverley Borough Council along with the detailed terms of reference and a map of the defined area; Annex 2 is the timetable for the review; whilst at Annex 3, a copy of the consultation form sent out by Waverley with Council Tax leaflets in the area. A further 800 copies are being printed at the request of the proponents of the scheme for people who may not have opened their Council Tax leaflets or may have lost their form.
- 2 Most of the options for creating a Parish set out in Waverley's committee report (eg area committees, neighbourhood management, area/neighbourhood forums, residents' associations etc) are not appropriate in the case of Rowledge since the area is already parished. The only real option is to create a separate Council.
- 3 The report sets out that Parishes can be of any size, and advises that five councillors would be the recommended minimum for a new Parish Council, although the National Association of Local Councils advises that seven councillors would be preferable. The Waverley Committee report does not set out the expected electorate of the proposed Parish Boundary.
- 4 The proposal to include part of the Shortheath and Boundstone Ward (or the 'Sandrock Triangle' as it is described) in the proposed Parish area, seems to be of cartographical convenience and there is no evidence presented showing a desire of the residents of this area to be linked to Rowledge.
- 5 The original Rowledge proposal was to create a Parish from the BQ electoral Ward (ie excluding the 'Sandrock Triangle'. This comprised 1330 electors and 690 households. The size of the electorate in the proposed enlarged Parish area is not known.

Strategy and Finance Working Group considered the issue at its meeting on 26<sup>th</sup> March. Its comments were as follows:

- Members recognised that Rowledge had a number of active community organisations but were concerned about issues that could arise from fragmentation.
- Members noted that the original hope of the proponents of the scheme, to have the Hampshire and Surrey parts of the village joined, could not be achieved without a formal

Boundary Commission Review. This would leave the new Parish Council only representing part of the village.

- The late addition of the “Sandrock Triangle” was a surprise, and some concerns had been raised by residents of Boundstone about the impact this would have, and the fact that there did not appear to be a community of interest between Boundstone and Rowledge.
  - There was concern over the impact the proposal would have on community cohesion; and on what services a new Parish Council could realistically expect to have for £17,000 per annum (the figure quoted by the proponents of the scheme for running the Parish Council), making it one of the smallest precepts in Waverley.
  - There would be loss of economies of scale for both the Town Council and a newly created Parish Council and there was concern that the efforts to create a cohesive Farnham that thrives would be impacted.
  - It was noted that the Farnham Design Statement, Neighbourhood Plan and activities such as Farnham in Bloom enjoyed active participation of Rowledge residents and the whole Town benefitted from the character and distinctiveness of its communities.
  - Members noted that the process for consultation was in two parts but that there were some uncertainties in the Waverley Executive Report on how the second phase of the consultation would be undertaken. It seemed clear that a referendum would not be organised by Waverley.
  - The Town Clerk was asked to clarify the process with Waverley.
- 6 It is not yet clear whether there is a shared vision for the future of the Rowledge between the scheme proponents and the ‘Sandrock Triangle’ residents. There have been some questions by residents of the Boundstone Ward about why they are being asked to link up with Rowledge as there is no natural affinity with the village of Rowledge.
- 7 A further public meeting on the proposal is being held in Rowledge on 13<sup>th</sup> April.
- 8 Farnham Town Council has been asked by Waverley Borough Council to provide its views and representations on the recommendations.

Members are asked to consider how Farnham Town Council should respond to the Governance Review.



**Mary Orton – Chief Executive**  
Waverley Borough Council, Council Offices,  
The Burys, Godalming, Surrey, GU7 1HR  
Tel **01483 523333** [www.waverley.gov.uk](http://www.waverley.gov.uk)

Mr Iain Lynch  
Town Clerk  
Farnham Town Council  
Town Council Office  
South Street  
Farnham  
Surrey  
GU9 7RN

When calling please ask for: Mrs T Stanbridge

Direct line: 01483 523413

Calls may be recorded for training or monitoring

E-mail:

[tracey.stanbridge@waverley.gov.uk](mailto:tracey.stanbridge@waverley.gov.uk)

Date: 27 February 2013

Dear Mr Lynch

#### **Local Governance Review - Rowledge**

I am writing to notify you that a valid Petition has been received from the requisite number of local government electors within the Rowledge ward recommending that a separate Parish Council be established for Rowledge. As a result Waverley Borough Council will be conducting a Local Governance Review.

Please find enclosed a copy of the Terms of Reference for the Review agreed by Full Council on 19 February 2013, together with a plan of the area to which the Review relates. The Review will be conducted from 1 March 2013 and will be completed within a period of twelve months. There will be two periods of consultation. The first will commence on 1 March 2013 and conclude on 20 May 2013. The second will commence on 2 September 2013 and conclude on 11 October 2013.

The Council would very much welcome Farnham Town Council's views and representations on the recommendations outlined in the Terms of Reference in this first period of consultation. Representations can be sent to FREEPOST RXBS-GZUZ-ZGRB, Waverley Borough Council, Local Governance Review, The Burys, Godalming, Surrey, GU7 1HR.

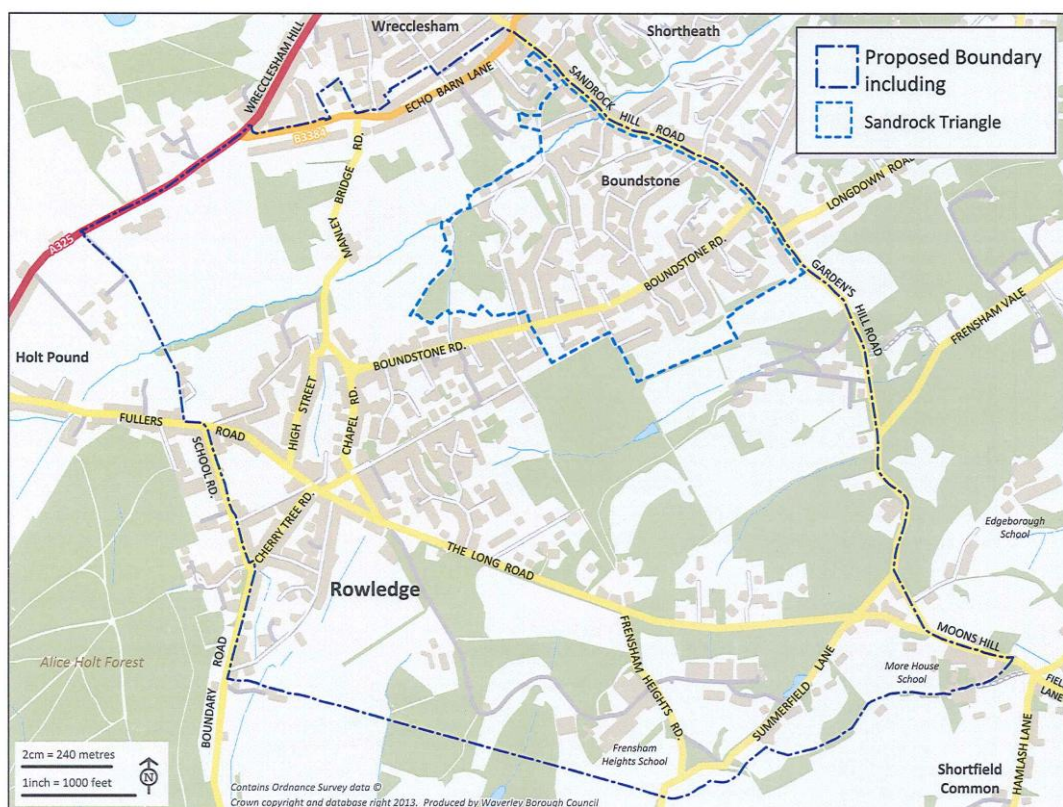
Thank you for your assistance in this matter.

Yours sincerely,

Mrs T Stanbridge  
Senior Manager – Elections & Corporate Projects

**FARNHAM TOWN COUNCIL**  
01 MAR 2013





## **LOCAL GOVERNANCE REVIEW- ROWLEDGE TIMETABLE FOR CONSULTATION**

Terms of Reference considered by WBC Executive	5 FEBRUARY 2013
Terms of Reference agreed by WBC Full Council	19 FEBRUARY 2013
Terms of reference published	1 MARCH 2013
Local Governance Review commences	1 MARCH 2013
First period of consultation	1 MARCH – 20 MAY 2013
Interim report considered by WBC Executive	2 JULY 2013
Interim report considered by WBC Full Council	16 JULY 2013
Second period of consultation	2 SEPT – 11 OCT 2012
Final recommendations prepared	14 OCT – 8 NOV 2013
Final report considered by WBC Executive	3 DECEMBER 2013
Final report considered by WBC Full Council	10 DECEMBER 2013
Final recommendations are published	DECEMBER 2013
Notification sent to Electoral Commission	DECEMBER 2013
of any relevant electoral matters as required	
Response from Electoral Commission if applicable	DEC 2013 – FEB 2014
Community Governance Review Order made	DEC 2013 – FEB 2014



3. What do you think about the recommendation to alter the boundary of the existing Rowledge ward, to include the area referred to in the petition as the Sandrock Triangle?

Why do you think that?

4. Please provide any additional comments on the proposals that you wish to be considered.

Full Name

Address

Postcode

Email address

We will not use your contact details for any other reason other than for the purposes of this Local Governance Review consultation process.

**Thank you for completing this questionnaire. Please return by 20 May 2013 to: FREEPOST RXBS-GZUZ-ZGRB, Waverley Borough Council, Local Governance Review, The Burys, GODALMING, GU7 1HR**



## Local Governance Review on the creation of a new Parish Council for Rowledge - Your chance to have a say.

A Petition, signed by local government electors from Rowledge, has been submitted to the Council. The Petition calls on the Council to establish a separate Parish Council for Rowledge and to alter and extend the current boundary of the existing Rowledge ward to include an area referred to as the Sandrock Triangle.

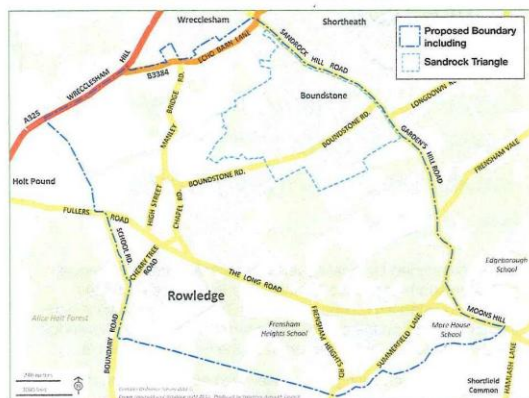
The Council is consulting with those who have an interest in the review and we would very much like to receive your views.

Please take a few moments to consider and complete the questions outlined in this leaflet, then detach the questionnaire and send back to Waverley Borough Council using the Freepost address provided by 20 May 2013.

**What is a parish council?** Parish councils are the most local tier of government in England and have two main roles: community representation and local administration. Parish councils are run by at least five democratically elected members. Government guidance states that a parish should reflect a distinctive and recognisable community, with its own sense of identity. Parish councils have the right to levy money from local residents as part of their council tax bill. This money is spent by the parish council in their parish area.

**What is the present situation?** Rowledge is currently part of the Farnham Town Council area which receives the council tax from properties in Rowledge. As a result Farnham Town Council makes decisions as to how this money is spent across the whole of its area including Rowledge.

The Area to which the Petition relates:



### Find out more

You can read the Terms of Reference relating to this Review by:

- Visiting our website [www.waverley.gov.uk/rowledgepetition](http://www.waverley.gov.uk/rowledgepetition)
- Visiting Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR to view a copy held at reception
- Visiting Farnham Locality Office, South Street, Farnham, GU9 7RN to view a copy held there.

You can find out more about Local Government Reviews by:

- Visiting our website to read Guidance on Community Governance Reviews published by The Local Government Boundary Commission for England in March 2010 at [www.waverley.gov.uk/rowledgepetition](http://www.waverley.gov.uk/rowledgepetition)



### Questionnaire

1. Do you think Rowledge should:

- (i) Stay within Farnham Town Council ☐
- (ii) Be separate from Farnham Town Council ☐
- (iii) I don't know ☐

If you have ticked (i) or (ii) above, please give the reasons for your view:

2. What is your view on the creation of a new parish council for Rowledge? Please include the reasons for your view:

