



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 14<sup>th</sup> April 2011

### Place

The Council Chamber, South Street, Farnham

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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 14 April 2011, at 7.00PM** in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY.**

The Agenda for the meeting is attached

Yours sincerely

**Mr Iain Lynch (Interim Town Clerk)**

### Members Apologies

**Members are requested to submit their apologies and any Declarations of Interest to Ginny Gordon, the Mayor's Secretary, by 5 pm on Wednesday 13<sup>th</sup> April 2011.**

### Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only.

### 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.

Page 1 of 47



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## Agenda Full Council

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### Time and date

7.00pm on Thursday 14<sup>th</sup> April 2011.

### Place

The Council Chamber, South Street, Farnham

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#### 1 Apologies

To receive apologies for absence.

#### 2 Minutes

To sign as a correct record the attached minutes of the Farnham Town Council meeting held on Thursday 10<sup>th</sup> March 2011 **Appendix A.**

#### 3 Disclosure of Interests

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

#### NOTES:

- (i) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to [ginny.gordon@farnham.gov.uk](mailto:ginny.gordon@farnham.gov.uk) by 12 noon on Wednesday 13<sup>th</sup> April 2011. Alternatively, members are requested to make declarations of interest on the relevant form and to hand to the Town Clerk before the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless he/she has obtained dispensation from the Standards Committee.*

#### 4 Statements by the Public

The Town Mayor to 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, 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 I – Items for Decision**

### **6 Working Group Notes**

- i) To receive the notes of the Corporate Development and Audit Working Group held on 29<sup>th</sup> March 2011 and adopt the new Financial Regulations **Appendix B**
- ii) To receive the notes of the Tourism and Events Working Group held on 6 April 2011 **Appendix C**
- iii) To receive the notes of the Cemeteries and Appeals Working Group held on March 24<sup>th</sup> 2011 and **Appendix D**
- iv) To receive the notes of the Farnham in Bloom Working Group held on March 14<sup>th</sup> 2011 **Appendix E**

### **7 Planning Applications**

To receive the minutes of the meetings of the Planning Consultative Group held on:

17<sup>th</sup> March 2011 attached at  
31<sup>st</sup> March 2011 attached at

**Appendix F**  
**Appendix G**

The above actions are taken with delegated authority.

### **8 Annual Accounts and Audit 2011.**

To receive and agree the report attached.

**Appendix H**

### **9 Transfer of Council Offices**

- 1) To note that the transfer of the Council Offices from Waverley Borough Council to Farnham Town Council took place on 31<sup>st</sup> March 2011.
- 2) To pass a resolution authorising the use of the Council Seal on the Transfer documents.

## **Part 2 – Items to Note**

### **8 Reports from Outside Bodies**

To receive from Members any verbal reports on Outside Bodies.

### **10 Date of Next Meeting**

To note the date of the special meeting of Council on Thursday 21<sup>st</sup> April 2011 and the date for the Annual Council Meeting – Thursday 12<sup>th</sup> May 2011. Both meetings will be held at 7pm in the Council Chamber, South Street, Farnham.

### **11 Exclusion of the Press and Public**

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Items 12 to 14 of the agenda in view of the confidential staffing items under discussion

## **Part 3 – Confidential Items**

### **12 Staffing Situation**

- 1) To approve the Confidential Minutes of the Full Council held on 10<sup>th</sup> March 2011 **Exempt Appendix I**

2) To consider the Confidential Notes of the HR Panel Meeting held on 8<sup>th</sup> April 2011  
**Exempt Appendix J**

**13 Job Evaluations**

**Exempt Appendix K**

To consider the report by South East Employers and recommendations in respect of the Job Evaluations for Staff

**14 Town Clerk Recruitment**

**Exempt Appendix L**

To note the timetable and arrangements for the recruitment of the new Town Clerk

The Town Mayor will close the meeting.

**After the meeting the Mayor, Councillor John Ward invites Councillors to stay for light refreshments to mark the end of the Council's term of office**

Note: The person to contact about this agenda and documents is Iain Lynch, Interim Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Membership: Councillors John Ward (Town Mayor), Jill Hargreaves (Deputy Town Mayor), David Attfield, Gillian Beel, Carole Cockburn, Victor Duckett, Lucinda Fleming, Pat Frost, Bob Frost, Carlo Genziani, Stephen Hill, Denise Le Gal, Alan Lovell, Janet Maines, Stephen O'Grady, Roger Steel, Chris Storey, Andrew Thorp.

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



# FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### Time and date

7.00pm on Thursday 10 March 2011

### Place

The Council Chamber, South Street, Farnham

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- \* Cllr J Ward (Town Mayor)
- \* Cllr G Hargreaves (Deputy Town Mayor)
- \* Cllr D Attfield
- \* Cllr G Beel
- \* Cllr C Cockburn
- \* Cllr V Duckett
- o Cllr (Mrs) P Frost
- \* Cllr R Frost
- \* Cllr L Fleming
- \* Cllr C Genziani
- \* Cllr S Hill
- \* Cllr D Le Gal
- o Cllr A Lovell
- \* Cllr J Maines
- \* Cllr S O'Grady
- \* Cllr R Steel
- \* Cllr C Storey
- o Cllr A Thorp
  
- \* Present
- Apologies for absence

### Officers Present:

Iain Lynch (Interim Town Clerk)

The proceedings of the meeting of Farnham Town Council held on Thursday 10 March 2011 were digitally recorded for Council purposes only.

## **QUESTIONS BY THE PUBLIC**

- 1) Mr Skingle said that he liked the new coloured version of the shield but wondered why the coloured version was different to the printed crest.

Cllr Attfield advised that it was based on the Crest of Farnham Urban District Council pre 1974 and not Farnham Town Council.

- 2) Mr Skingle noted that there was a substantial commitment to being a councillor and that there appeared to be a lack people wishing to become a councillor. He believed civil servants and council officers received reimbursement for expenses and wondered why councillors were not reimbursed. He also wondered if the same rules applied at district and county levels.

The Town Mayor responded by saying that at district and county levels councillors receive an allowance and travel expenses but at Farnham Town Council councillors, by custom and practice, have not received such allowances. The Mayor does receive a small allowance for the expenses of Office.

### **C 131/10 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs Frost, Lovell, and Thorp and Mrs Legal who indicated that she would arrive late.

### **C 132/10 MINUTES**

The Minutes of the Farnham Town Council Meeting held on Thursday 20 January 2011 were agreed and signed by the Town Mayor as a correct record. He advised Councillors that he had arranged for Notes of Working parties to be included as Part I items on the Agenda, as requested at the last meeting.

### **C 133/10 DISCLOSURE OF INTERESTS**

<b>Name of Councillor</b>	<b>Agenda/Minute Number</b>	<b>Subject</b>	<b>Type of Interest</b>	<b>Reason</b>
S O'Grady	9 (i) 15 (2)	Grants Staffing	Trustee of Rural Life Centre Related to a member of staff	Personal and prejudicial Personal
C Genziani	6	Contract Renewals	Contractor	Personal and Prejudicial
I Lynch (Interim Town Clerk)	9 (i)	Grants	Trustee of Rural Life Centre	Personal and Prejudicial

### **C 134/10 STATEMENTS BY THE PUBLIC**

Bill Baxter, Chairman of the Farnham Maltings, commented on how the Maltings was going from strength to strength and how it valued its long term relationship with both Waverley Borough Council and Farnham Town Council. He noted that the Council was considering Grants at this meeting and was aware that the Town Council had agreed three years of cuts at 20% per annum but that a further round of 20% reduction appeared to be applied this year as well but there was a minimal discussion with the Maltings over the policy.

It was, he said, a critical time to make a decision, with the Arts Council looking at its funding for organisation over the next three years, and a reduction in local support could impact on funding. The Maltings' footfall had increased by 15% and it had embarked on three new festivals in the past year. The Maltings looked forward to strengthening the relationship with the Town Council and its continued support.

#### C 135/10 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor announced that he had:

- Hosted the Annual Town Meeting of Electors would be held in the Council Chamber on 3<sup>rd</sup> March and it had attracted 50 people compared with 23 in the previous year. It seemed to go well and a number of encouraging comments were received on the work the Council was undertaking;
- Held a further four coffee mornings for residents of Moor Park, Rowledge and Wrecclesham, Hale & Heath End and for representatives of Residents' Associations. A number of issues had been raised that were being progressed;
- Discussed Governance with pupils of Rowledge School;
- Attended the Lord Lieutenant's Poppy Appeal Awards and was delighted to see that TS Swiftsure in Farnham had received three awards;
- Attended the Women's day of Prayer with the Mayoress;

The Mayor also announced that he would be hosting a visit from a school in the Council's Twin Town of Andernach

### **Part I – Items for Decision**

#### C 136/10 CONTRACT RENEWALS

Members discussed a report on a series of contracts that were due for renewal. Members noted the advantages of agreeing one year extensions to some existing contracts to enable further contract reviews over the coming year. Members did not feel convinced that there was merit at this time in drawing up a Standing list of contractors for minor works.

#### **RESOLVED**

- 1) **Authority be delegated to the Corporate Development and Audit Working Party to determine contracts due for renewal; for new contracts required as a result of the Transfer of the Council Offices; and for contracts relating to the new roof for the Wrecclesham Community Centre;**
- 2) **Standing Orders be waived, in view of the timescales involved, to allow negotiations of extensions to existing contracts at the most economically advantageous rates;**
- 3) **A review of Contracts be brought to Council in the new Council year;**
- 4) **Authority be delegated to the Corporate Development and Audit Working Party to update the Financial Regulations and in particular the Contract Procedures and values to ensure they are fit for purpose.**

#### C 137/10 FINANCE

Members received a report on the end of year arrangements and on the appointment of auditors.

#### **RESOLVED :**

- 1) **To note the provisional timetable for the closure of accounts;**
- 2) **To agree the fees and charges for the current financial year; and**

**3) To consider a further report on the fees and charges that will come into effect from January 2012.**

**Working Group Notes**

C 138/10 The notes of the Corporate Development and Audit Working Group held on 10<sup>th</sup> February 2011 and attached to the record minutes as **Appendix D** were agreed.

C 139/10 The notes of the Corporate Development and Audit Working Group held on 22<sup>nd</sup> February 2011, attached to the record minutes as **Appendix E**, were agreed. Members discussed the allocation of grants in detail and confirmed that the Council was committed to a percentage of 5.67% of the its precept being allocated to grants. Discussion took place on the merits of allocating all of the available funds now, or on retaining some for a second round of applications in the Summer for organisations that may not have been able to submit applications in February. Some Councillors did not feel comfortable in holding back funds whilst others felt a second round would be good for local organisation. It was agreed that under the circumstances, retaining some funds for a second round of applications this year would be helpful. It was also agreed that those organisations that had applied for funding but had not received all their funds would be automatically be considered for the second round. Organisations that did not meet the criteria and were not being given a grant in this round would not be considered in the next round.

Cllr Beel proposed that the recommendations from Corporate Development should go through as printed. This was seconded by Cllr Hargreaves.

**RESOLVED**

**to allocate a total of £34,932 out of the budget available of £50,454, giving other organisations the opportunity of applying for the balance of £15,522 in a second tranche later which would be consider by Corporate Development at its June meeting.**

C 140/10 The notes of the Cemeteries and Appeals Working Group held on <sup>h</sup> February 24<sup>th</sup> attached to the record minutes as **Appendix F**, were agreed

C 141/10 The notes of the Farnham in Bloom Working Group held on February 9<sup>th</sup> 2011 attached to the record minutes as **Appendix G**, were agreed. It was noted that Farnham in Bloom had achieved a lot but was looking as though it would be under budget. If this was the case, it was agreed that £3,000 would be carried forward to help meet the 2011/12 shortfall. Members noted that the new logo was very good and were looking forward to the new work in surrounding villages. Discussion took place on a special planting feature for 2011 and this was referred back to the working group for further consideration.

C 142/10 PLANNING APPLICATIONS

Members received the minutes of the meeting of the Planning Consultative Group held on the 27<sup>th</sup> January 2011, 10<sup>th</sup> February 2011 and 24<sup>th</sup> February 2011. Councillors discussed the weight given to Farnham's comments when applications were considered by Waverley Borough Council. It was felt that ward councillors should give more input to enable more robust views to be put forward by the Planning Consultative Group.

CI43/10 It was noted that a special planning meeting to discuss the proposed Bridge for the East Street development was taking place. Cllr Fleming proposed that Cllr Genziani speak on behalf of the Council at this meeting. This was seconded by Councillor Bob Frost and agreed.



## Part 2 – Items Noted

### C 144/10 REPORTS FROM OUTSIDE BODIES

None received.

C 145/10 Members noted that the Government's intent for light touch administration for street parties was not being followed by Surrey County Council and there were onerous conditions being imposed on local communities.

C 146/10 The report on Purdah was noted.

C 147/10 Cllr Steel reported on the first meeting of the Conservation Area Review which had been positive and outlined the work programme for coming meetings. Discussion took place on the need for consistent signage; reduced signage; new street lighting that was in keeping with the Georgian street, the need for tighter management of Utility contractors so they replaced surfaces in keeping with the existing conservation areas.

### C 148/10 DATE OF NEXT MEETING

Members noted that the date of the next Council Meeting was Thursday 14<sup>th</sup> April 2011 at 7pm in the Council Chamber, and that the Annual Meeting would take place on Thursday 12<sup>th</sup> May..

### C 149/10 EXCLUSION OF THE PRESS AND PUBLIC

**RESOLVED:** That in view of the confidential nature of business to be transacted at Agenda Item 15, Staffing Situation, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at the end of Item 14.

## Part 3 – Confidential Items

### C 150/10 STAFFING MATTERS

to C155/10

Members considered the staffing matters.

The Town Mayor closed the meeting at 8.45.

Date

Chairman



# FARNHAM TOWN COUNCIL

## Notes

### Corporate Development and Audit Working Group

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#### Time and date

09.00am Thursday 29 March 2011

#### Place

Town Clerk's Office, South Street, Farnham

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#### Attendees:

Cllr L Fleming, Cllr C Cockburn, Cllr J Maines, Cllr S O'Grady, Cllr S Hill

Officers present: Iain Lynch, Town Clerk (Interim),

**1. Apologies :** Cllr J Hargreaves

#### 2. Declarations of Interest:

- 2.1 Councillors Cockburn, Maines and Fleming declared personal interests in relation to item 8, on account of being Past Mayors.
- 2.2 Councillor O'Grady declared a personal interest in relation to item 13, Staffing on account of being a relative of a member of staff.

#### 3. Notes of Meeting held on 22<sup>nd</sup> February 2011 .

POINTS	ACTION
The notes were agreed.	

#### 4. Contracts

POINTS	ACTION
Members discussed the report at Exempt Appendix B. Agreed that Contract issues should be added to the Terms of Reference for Corporate Development & Audit.	<b>To be recommended to Council for the new Council year.</b>
Members considered each Contract set out in Exempt Appendix B and agreed the proposals set out for the renewal of contracts for	<b>Town Clerk to progress</b>

<ol style="list-style-type: none"> <li>1. Financial and Cemeteries Management Software. Edge Design.</li> <li>2. IT Remote Maintenance and Support Contract – Edge Design</li> <li>3. Insurance. Zurich Municipal.</li> <li>4. Website Management Contract. Wise Tiger.</li> <li>5. Email system – as set out in the report</li> <li>6. New Contracts required as a result of the Transfer of the Building from Waverley Borough Council to Farnham Town Council</li> <li>7. Wrecclisham Community Centre- Contract for the management of the tender process and overseeing of the roofing project. Drake &amp; Kennamayer</li> </ol> <p>With the exception of item seven all contracts are for an initial one year with a further detailed review to be considered during the coming Council year.</p>	<p><b>contract arrangements as agreed.</b></p>
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### 5. Financial Standing orders

POINTS	ACTION
<p>Members considered the proposals for revised Financial Regulations to better reflect existing practice and thresholds that were fit for purpose. Some minor changes were agreed to the paper attached as Annex C1 to the Agenda</p> <p>The new proposed Financial Regulations are attached at Annex I.</p>	<p><b>Financial Regulations to be adopted by Council on 14<sup>th</sup> April</b></p>

### 6. Financial Report

POINTS	ACTION
<ol style="list-style-type: none"> <li>1) Members considered the latest budget position as set out in Appendix D</li> <li>2) Members approved the list of Direct Debits attached at Annex D1 to the agenda</li> <li>3) Members noted the latest investment position set out in Annex D2</li> <li>4) Members received the latest bank reconciliations set out at Annex D3</li> <li>5) Members considered the Financial Budget Comparison at Annex D4 and the indications for the end of year outturn.</li> <li>6) Members recorded their thanks to Catherine O’Grady for the good work in bringing all the data together and the progress made.</li> </ol>	

### 7. New Financial Regulations

POINTS	ACTION
<ol style="list-style-type: none"> <li>1) Members noted that Farnham was one of 150 respondents to consultation and that the proposals will come into effect from March 31<sup>st</sup>. This means that Farnham will not have to adopt</li> </ol>	

<p>the more costly Audit procedures for the end of year accounts.</p> <p>2) Lead Member and Town Clerk are meeting on 29<sup>th</sup> March with Paul Grady from the Audit Commission to consider the implications for Farnham and also seek advice for the end of year process to ensure that Farnham is following best practice in a cost-effective way.</p>	<p><b>Lead Member and Town Clerk o report back.</b></p>
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### 8. Past Mayoress Badges.

POINTS	ACTION
<p>Corporate Development &amp; Audit considered the report at Appendix E and considered options in the proposals. However it was felt that this was not appropriate for Farnham in the current climate.</p>	<p><b>No further action proposed</b></p>

### 9. Items for future Meetings.

POINTS	ACTION
<p>The following items were discussed</p> <ul style="list-style-type: none"> <li>• Investment Policy</li> <li>• Twinning – 20<sup>th</sup> Anniversary with Andernach</li> <li>• Grants (June)</li> <li>• Review of larger expenditure items</li> <li>• Future Strategy and Vision for the Council</li> <li>• Induction programme for new councillors</li> </ul>	<p><b>Town Clerk to progress for future meetings</b></p>

### 7. Date and Time of Next Meeting

POINTS	ACTION
<p>Members agreed that the next meeting would take place on Wednesday 27<sup>h</sup>April, 2011 at 9am.</p>	<p><b>Town Clerk to circulate agenda</b></p>

### Item discussed in Confidential

### 8. Staffing

POINTS	ACTION
<p>Members noted current progress on the Staffing Review and the arrangements for the recruitment of the Town Clerk.</p>	



## FARNHAM TOWN COUNCIL

### FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on 14 April 2011.

#### **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

## **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 Corporate Development & Audit 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 Corporate Development 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 extreme 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 effected by 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, and the due date for payment is before the next scheduled Meeting of Council, 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 Corporate Development and Audit 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 Corporate Development and Audit 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.

- 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.
- 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, 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.

## **11 CONTRACTS**

### **11.1 General**

- a) Every contract shall comply with these financial regulations. The following, however, are exceptions to the regulations set out in 11.2 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.
- b) the Council shall not be obliged to accept the lowest or any tender, quotation or estimate.

## **11.2 Contract Levels**

- a) For contracts with an estimated value in excess of £156,000 for supplies and services and £3,927,000 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 Clerk by a stated date and time;
  - iv) tenders submitted are to be opened, after the stated closing date and time, by the 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 78, 84, 85 and 89 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 Clerk by a stated date and time;
  - iv) tenders submitted are to be opened, after the stated closing date and time, by the 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.

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# FARNHAM TOWN COUNCIL

# C

## Notes

### Tourism and Events Working Group

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#### Time and date

9am on Wednesday 6<sup>th</sup> April 2011

#### Place

Council Chamber, South Street, Farnham

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**Attendees:** Cllr LeGal & Cllr Hargreaves

**Officers Present:** Helen Brooker (Projects Co-ordinator)  
Iain Lynch (Interim Town Clerk)  
Cath Sydenham (Rural Development Co-ordinator)

**1. Apologies** Apologies were received from Cllr Hargreaves, Cllr Hill & Cllr Storey

As the meeting was not quorate the Town Clerk advised that the meeting could be held informally with the notes circulated to all members of the working group and for Council to agree the recommendations.

#### 2. Notes of Previous Meeting

POINTS	ACTION
The notes of the last meeting held on 12 <sup>th</sup> January were agreed as accurate record of the meeting	

#### 3. Disclosure of Interest

POINTS	ACTION
Cllr O'Grady declared a personal interest in item 5ii as his wife is a member of staff	

#### 4. Spring Festival – 14<sup>th</sup> May 2011

POINTS	ACTION
The group were updated on the event plans.	
Phyllis Tuckwell will be in Gostrey Meadow for their	

<p>annual fete, and FTC will have a Mayoral tea tent at the Maltings. FTC will provide stilt walking daffodils, entertainment at the Maltings and at the link footpath to Gostrey Meadow.</p> <p>Income for the event will not be achieved due to FTC not organising the stalls, however the expenditure will be reduced and there should be approximately £1500 saving.</p> <p>Signage for the front of the gazebo is needed to highlight and promote we are FTC</p>	<p><b>Action Helen / Cath to purchase</b></p>
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#### 5i. Music in the Meadow Update

POINTS	ACTION
<p>The group were updated on Music in the Meadow and informed that all the bands are now booked and all but 2 charity tea tents are filled.</p> <p>Suggested that the Future Opportunities Group idea of a Pimms tent should be explored further with the publicans.</p> <p>Publicity will be produced asap and include Picnic in the Park details.</p> <p>The issue over the ice-cream seller's income will be discussed in further depth with WBC</p>	<p><b>Action Helen to explore</b></p> <p><b>Action Helen / Cath to explore</b></p> <p><b>Action Cllr O'Grady to speak to WBC</b></p>

#### 5ii Music in the Meadow staff

POINTS	ACTION
<p>The group discussed the different ways in which the Music in the Meadow concerts could be staffed and agreed for 2011 to issue a contract for somebody to be employed to run the concerts – to be reviewed after the current series of events. The contract should include a couple of days training for the person.</p>	<p><b>Action Iain to recruit</b></p>

#### 6. Picnic in the Park

POINTS	ACTION
<p>The group were updated on the plans and agreed that income needs to be achieved from food and drink and there needs to be more variety of food.</p> <p>The event needs to be publicised more around town and on the bandstand itself.</p> <p>Agreed the 2 day stage hire would be the better option with the smaller 24ft stage and FTC would pay the Carnival's contribution due to the smaller grant they received from FTC.</p>	<p><b>Action Cath / Helen to source</b></p> <p><b>Action Cath / Helen to publicise</b></p>



## 7. Princess of Wales Royal Regiment Freedom Parade

POINTS	ACTION
<p>Cllr O'Grady declared a personal interest as he is member of WBC's Executive.</p> <p>Agreed that WBC should be paying for the event but that £500 should be earmarked for the event should it be needed for the additional publicity FTC would like to do.</p>	<p><b>Action Cath to publicise</b></p>

## 8. Town Guide

POINTS	ACTION
<p>The group looked at the first proofs and were pleased with the look and feel of the guide.</p> <p>More information should be included on the Farnham Maltings and future proofs should be emailed to the Tourism and Events Working Group</p>	<p><b>Action Cath to amend text and circulate to Tourism and Events Working Group Members</b></p>

## 9. Wifi in Gostrey Meadow

POINTS	ACTION
<p>The group noted that wifi was now available in Gostrey Meadow courtesy of Wise and Co.</p> <p>This should be added to the Music in the Meadow Leaflet and Picnic in the Park Leaflet</p>	<p><b>Action Helen</b></p>

## 10. Any other Business

POINTS	ACTION
<p>The next Future Opportunities Group is on 18<sup>th</sup> April at 6pm in Cote. Cote have allowed use of the room and FTC to provide drinks and nibbles.</p> <p>A list of all events happening in Farnham would be useful and should be included on future workplans.</p>	

## 10. Date of the next meeting

POINTS	ACTION
<p>It was agreed that the date and time of the next meeting would be Tuesday 24<sup>th</sup> May 2011 at 12noon</p>	<p><b>Cath to email Members Agenda and papers nearer the time.</b></p>



# FARNHAM TOWN COUNCIL

# D

## Notes

### Cemeteries and Appeals Working Group

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#### Time and date

10.00am on Thursday 24<sup>h</sup> March 2011

#### Place

Town Clerk's Office, South Street, Farnham

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Attendees: Cllr C Cockburn, Cllr Fleming, Cllr Duckett, Cllr Genziani

Officers present: Iain Lynch (Town Clerk- Interim), A.Owen (Memorials administrator)

1. Apologies  
Cllr Hargreaves

#### 2. Appeal regarding use of non **BRAMM** registered stonemason in Farnham cemetery

POINTS	ACTION
Mrs C has appealed against the Council's decision to allow only Bramm registered stonemasons to work in Farnham Town Council Cemeteries. Mrs C's mother is buried in West Street and she wishes to restore the headstone with her choice of a non Bramm stonemason.	<b>AO will make an inspection of the headstone once CC has contacted Mrs C to establish plot number.</b>

#### 3. **BRAMM** Registration

POINTS	ACTION
The current situation regarding a pending judicial review outcome against Cardiff City Council who use only Bramm registered fixers in their cemeteries was discussed. Farnham will review its policy following the decision of this case.	<b>The judicial review outcome is awaited pending further discussion..</b>

#### 4. Friends of Farnham Cemeteries

POINTS	ACTION
<p>i) Photography in the Cemeteries: Aldershot and Farnham Camera Club were not able to run a competition at this time, however an exhibition of photos themed 'Life in the Cemeteries' may be suitable during the Heritage Week in September.</p> <p>ii) There is a Butterfly Open Day – 13 April 2011 , West Street cemetery</p> <p>iii) A Biodiversity Survey was carried out by Surrey wildlife – 14 March. Some interesting wildflower species have been identified-</p>	<p><b>AO to contact the University of Creative Arts in Farnham photography course, to see if students may wish to enter a competition to run alongside Heritage Week.</b></p> <p><b>AO to assist 'Friends' to organise- press release, use of chapel on the day.</b></p> <p><b>AO to put up an info note in the cemetery that a small patch will remain uncut until these flowers have re seeded.</b></p>

## 6. Other Matters discussed

POINTS	ACTION
<p>Green Lane Chapel.</p> <p>Further action to prepare for Green Lane Chapel to be sold agreed. Agreed that planning permission should be sought attached and that the proceeds of the sale be ring-fenced to cemeteries' improvements.</p>	<p>The chapel door remedial works to be progressed.</p>

## 7. Date of next Meeting

Agreed for 10 am 26 April, Tuesday.



# FARNHAM TOWN COUNCIL

# E

## Notes

### Farnham in Bloom Working Group

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#### Time and date

10.00 am on Wednesday 14 March 2011

#### Place

Council Chamber, South Street, Farnham

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Attendees: Cllr Jill Hargreaves, Cllr David Attfield, Cllr O'Grady, Iain Lynch, Kevin Taitt, Cath Sydenham, Sheila Rayner

#### 1. Apologies

Apologies were received from Cllr Mrs Frost

#### 2. Minutes of the last meeting

The notes of the last meeting held on 9 February 2011 were agreed. Kevin confirmed that the plants for the floral tribute at the Police Station had been ordered.

#### 3. FIB 2011

POINTS	ACTION
<p>a) It was reported that sponsorship so far totalled £1910. Kevin reported that Squires Garden Centre would contribute to the value of £400 and it was expected that Forest Lodge would contribute to the value of £300</p> <p>A general reminder would need to be sent at the end of March/beginning of April.</p> <p>Agreed that Wadham and Isherwood should be approached</p> <p>The Chairman reported that her letter to Sainsburys had not attracted sponsorship from the national fund but she had been given the local duty manager contact details. She reported that she would make contact before going away.</p> <p>It was suggested that Waitrose should be approached for a contribution from the local green token fund and Sainsburys from the reused bags fund</p>	<p>Iain Lynch</p> <p>Cllr Hargreaves</p> <p>Cllr Hargreaves</p>
<p>b) Cllr Hargreaves reported that Hamptons had agreed to donate £1,500 for corporate</p>	<p>Sheila to write to</p>

<p>sponsorship. (Cllr Hargreaves had already requested Sheila to write to Hamptons)</p> <p>c) Cath reported on the locations for extending FIB to the villages in 2011:</p> <p>Rowledge, Heath End, Wrecclesham, Badshot Lea, The Bourne, Folly Hill, Sandy Hill, The Ridgeway, Weybourne and Firgrove (TBC)</p> <p>d) it was agreed that additional plants and planters should be purchased rather than the timber cover ups. It was agreed however that alternative sources for timber cover ups should be sought for 2012 including sponsorship from local building merchants/fencing contractors and developers. An approach to also be made to a charitable trust in Godalming</p> <p>e) It was confirmed that a sunflower competition was already held. It was suggested that Tozers be approached to sponsor the seeds</p>	<p><b>Hamptons</b></p> <p><b>Cath/Kevin to implement</b></p> <p><b>Kevin to plan for 2012</b></p> <p><b>Kevin</b></p>
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#### 4. South and South East in Bloom

<b>POINTS</b>	<b>ACTION</b>
<p>a) It was confirmed that Farnham town centre had been entered into the town centre category</p> <p>b) It was confirmed that the whole of Farnham and its villages had been entered into the large town category.</p> <p>The marking sheets for both categories were noted. Discussion about the assessment guidance led to the suggestion that the following matters may be considered:</p> <p>Green cones-especially in schools</p> <p>Wrap-the SCC initiative</p> <p>Street furniture to be cleaned by the FIB Community Group</p> <p>Requesting sponsorship from Johnson Wax</p> <p>Seeking payment for cleaning street furniture from SCC/WBC</p> <p>Maintenance of roundabouts</p> <p>Possible planting of Hinckleys Corner and land near the railway station(work in progress for judges to inspect) with possible sponsorship of Merrow Tyres</p> <p>The possibility of an Awards for All application by the FIB Community Group</p> <p>c) Noted that Bourne Conservation will not be entering Middle Bourne Gardens into the Conservation Area of the Year Category-to</p>	<p><b>Kevin to discuss with Patrick Giles</b></p> <p><b>Cath to research</b></p>

include in tour route though d) Noted that Hale Place had not confirmed entry into Its Your Neighbourhood-to include in tour route though	<b>Kevin to prepare a route for both categories</b>
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## 5. Litter Warden

POINTS	ACTION
<p>The Chairman referred to a TV programme 'Country File' and the appointment of a litter warden. Agreed that the matter should be referred to the FIB community group.</p> <p>The following matters were also agreed;</p> <p>Discuss the clean up of the A31 with SCC</p> <p>Check the status of the road (SCC/DoT?)</p> <p>Involve the MP</p> <p>Consider applying for a land fill tax grant and Gatwick Airport trust grant</p>	<b>Kevin</b>

## 6. FIB community group

POINTS	ACTION
<p>The administration of the FIB community group was discussed with a view to one of the volunteers servicing the group (rather than an FTC officer) but with FTC retaining the power of veto.</p>	<b>Kevin to place on next FIB community group agenda</b>

## 7. Publicity

POINTS	ACTION
<p>The group</p> <ul style="list-style-type: none"> <li>Noted that the 2011 FIB press release programme was underway</li> <li>The group considered 2 designs for a new logo and selected the sunflower design. The stickers will now be ordered and the artwork be produced for the new banners agreed at the previous meeting</li> <li>Agreed that new badges would not be ordered but the stick on label badges would be used for events such as the launch event, judging day and presentation events.</li> </ul>	<b>Cath to place the order</b>

## 8. Themes for 2012

POINTS	ACTION
<p>The group acknowledged that the Olympic Games, the Diamond Jubilee and anniversary of the Farmers' Market would be scheduled into 2012 plans</p>	<b>Kevin</b>

### 9 Presentation venues

POINTS	ACTION
It was agreed that the Schools presentation would be held at Squires on 22 September and the general presentations in the Council Chamber in Oct . Date to be confirmed	<b>Kevin to inform Sarah Squire</b>

### 10. Date of next meeting

POINTS	ACTION
The next meeting will be held on Thursday 19 May at 10am	



# FARNHAM TOWN COUNCIL

# F

## Minutes Planning Consultative Group

**Time and date**

6.00pm on Thursday 17 March 2011

**Place**

Town Clerk's Office, South Street, Farnham

**Members Present**

- \* Cllr C G Genziani (Lead Member)
- \* Cllr D J Attfield (Deputy Lead Member)
- \* Cllr V Duckett
- \* Cllr L Fleming
- o Cllr R D Frost
- o Cllr G Hargreaves
- \* Cllr J E Maines
- o Cllr O'Grady
- \* Cllr C Storey

- \* Present
- o Apologies for absence.

PCG 000/10

PLANNING APPLICATIONS - CONSIDERATIONS

**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**

Apologies for absence were received from Councillors Maines, Duckett, Storey, Attfield and Frost.

**2 Disclosure of Interests**

Name of	Application	Subject	Type of	Reason
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Councillor	Number		Interest	
Cllr L Fleming	WA 11/0341	Erection of single storey extension following demolition of part of existing dwelling	Personal	Know the applicant

### 3 **Planning Applications Considered**

**NMA**  
**11/0027** Amendment to WA/2010/1696 to substitute slate roof tiles for clay; installation of external flue for wood burning stove and the provision of a window in the north east elevation.  
5 Longley Road, Farnham

**No comment**

**NMA**  
**11/0030** Amendment to WA/2010/1323 to provide changes to structure of chimneys, new side dormer and changes to internal layout.  
5 Old Park Lane, Farnham

**No comment**

**NMA**  
**11/0031** Amendment to WA/2010/1123 to provide removal of vertical timber boarding from garage and gable heads and replace with white UPVC vertical cladding to match new barge boards and rear gable of garage.  
Kasmira, Orchard Road, Badshot Lea

**No comment**

**NMA**  
**11/0032** Amendment to WA/2010/2046 to provide changes to the roof; omission of flat crowns on two main pitched roofs and extension of pitches to form traditional ridges.  
4 Bat and Ball Lane, Farnham

**No comment**

**NMA**  
**11/0033** Amendment to WA/2010/1079 to provide an increase in size to window (labelled W-107) on West elevation and removal of oval window on North Elevation.  
Robin Hey, Tilford Road, Farnham

**No comment**

**TM**  
**11/0016** Application of works to trees subject of Tree Preservation Order 09/09  
2 Winston Walk, Lower Bourne, Farnham

**No objections subject to the approval of the Arboricultural Officer**

**TM**  
**11/0017** Application for works to trees subject to Tree Preservation Order 33/99  
2 Winston Walk, Lower Bourne, Farnham

**No objections subject to the approval of the Arboricultural Officer**

**WA** Erection of single storey extension.

11/ 0228 135 Roman Way, Farnham

**No objections**

**WA** Erection of extension over existing garage.  
11/0234 12 Longhope Drive, Farnham

**No objections**

**WA** Application for a Certificate of Lawfulness under Section 191 for the use of a single  
11/ 0245 dwelling to two separate dwellings.  
Park Cottage, Hillside Road, Frensham

**No objections**

**WA** Erection of a two storey extension.  
11/0247 Glen Cottage, Guildford Road, Farnham

**Concerned that all materials used should be in keeping with the existing building.**

**WA** Erection of extension to outbuilding (Revision of WA/2010/0192)  
11/0250 Hawthorn Cottage, Runfold St George, Farnham  
Previous comments on 25.02.2010 were as follows: No objections subject to the approval of the Listed Buildings Officer and the use remains conditioned for use as stables only.

**Same comments still apply: No objections subject to the approval of the Listed Buildings Officer and the use remains conditioned for use as stables only and all tree preservation orders should be enforced.**

**WA** Erection of 14 dwellings with associated access, car parking and landscaping following  
11/0251 demolition of existing 3 dwellings.  
25 – 31 Hurlands Close, Farnham

**Strongly object – there will be an adverse impact on already congested traffic with an accumulative affect from development already approved in nearby Monkton Lane. Concerned about the inadequate infrastructure, loss of green space and garden grabbing.**

**WA** Erection of first floor extensions.  
11/0252 13 Weydon Lane, Farnham

**No objections**

**WA** Erection of two single storey side extensions and alterations.  
11/0258 69a West Street, Farnham

**No objections but the materials should be in keeping with the existing.**

**WA** Erection of two storey extension and alterations.  
11/0259 89 Riverdale, Wrecclesham

**Concerned about the adverse impact on the street scene and that all materials should be in keeping with the existing materials.**

**WA**  
**11/0261** Erection of first floor extension.  
30 Stephendale Road, Farnham

**Concerned about the possible adverse impact on the neighbours' amenities at No.32.**

**WA**  
**11/0262** Erection of front porch  
6 West Close, Farnham

**No objections**

**WA**  
**11/0263** Erection of single storey and first floor rear extensions.  
31a Grove End Road, Farnham

**Concerned about the possible adverse impact on the residential amenities of the neighbours.**

**WA**  
**11/0270** Erection of a garage  
7 Nutbourne, Farnham

**No objections**

**WA**  
**11/0274** Erection of single storey extension, demolition of porch and conservatory, internal alterations, change of use from two dwellings to one dwelling.  
Garden Cottages, 22 & 24 Gardeners Hill Road, Lower Bourne.

**No objections**

**WA**  
**11/0276** Erection of extensions and alterations (revision of WA/2010/1345)  
The Shieling, Upper Hale Road, Farnham  
Previous comments on 02.09.2010 were as follows: Concerned about the impact on the residential amenities on the neighbouring properties and concerned that the proposed development is not in keeping with the street scene.

**Same comments still apply: Concerned about the impact on the residential amenities on the neighbouring properties and concerned that the proposed development is not in keeping with the street scene.**

**WA**  
**11/0279** Certificate of Lawfulness under Section 192 for the erection of a single storey extension.  
Penrose, Laurel Grove, Farnham

**No comment**

**WA**  
**11/0282** Erection of two storey extension  
29 Menin Way, Farnham

**Concerned material should be in keeping with the existing.**

**WA**  
**11/0286** Certificate of Lawfulness under Section 192 for the erection of single storey outbuilding and sun room following demolition of existing garage and store.  
Westwards, West Street, Farnham

**Concerned that the proposed development should be conditioned for non-residential use only.**

- WA**  
**11/0287**      Erection of two storey extensions following demolition of rear wing; part demolition of existing outhouse (revision of WA/2010/2047)  
3 Lodge Hill Close, Farnham
- Same comments still stand: Concerned about the affect on the street scene and the adverse affect on the neighbours' amenities.**
- WA**  
**11/0288**      Erection of dwelling with ancillary parking  
Land to Rear of 22 Little Green Lane, Farnham
- Object, strongly. This is infilling (see p31 of Farnham Town Design statement) and could set a pattern for further development in the area.**
- WA**  
**11/0294**      Erection of three detached dwellings with associated garages, access drive and landscaping following demolition of existing building.  
Land at Tattingstone, 70 Frensham Road, Farnham
- No comment**
- WA**  
**11/0298**      Erection of dwelling and garage  
Land at 17 Larkfield Road, Farnham
- Concerned about destruction of garden and garden grabbing.**
- WA**  
**11/0299**      Display of illuminated and non-illuminated signs  
6 Castle Street, Farnham
- Farnham Town Council is very concerned about illuminated signs in the town and would suggest this be referred to the Conservation Officer.**
- WA**  
**11/0300**      Listed Building Consent for the erection of illuminated and non-illuminated signs.  
6 Castle Street, Farnham
- Farnham Town Council is very concerned about illuminated signs in the town and would suggest this be referred to the Conservation Officer.**
- WA**  
**11/0301**      Conversion of bungalow to two storey dwelling and erection of detached double garage.  
Minadhu, Manley Bridge Road, Farnham
- Concerned about the possible adverse impact on the residential amenities of the neighbouring properties.**
- WA**  
**11/0302**      Erection of two storey rear extension following demolition of existing extension.  
23 Castle Street, Farnham
- No objections subject to the approval of the Conservation Officer**
- WA**  
**11/0303**      Listed Building Consent for the erection of two storey rear extension following demolition of existing extension.  
23 Castle Street, Farnham
- No objections subject to the approval of the Conservation Officer**
- Erection of first floor extension

**WA  
11/0307**

64 Copse Avenue, Farnham

**Concerned about the impact on the street scene and possible adverse impact on the residential amenities of the neighbours' amenities and materials should be in keeping with the existing.**

**WA  
11/0308**

Certificate of Lawfulness under Section 192 for a hip to gable conversion, box dormer and single storey rear extension.  
12 Newcome Road, Farnham

**Concerned about the street scene and possible adverse impact on the residential amenities of the neighbouring properties. Strongly object to the dormer window.**

**WA  
11/0310**

Conversion of existing bungalow into part single storey, part two storey dwelling (revision of WA/2010/2113)

25 Aveley Lane, Farnham

Previous comments on 13.01.2011 were as follows: Materials should be in keeping with the existing.

**Previous comments still stand: Material should be in keeping with the existing.**

**WA  
11/0311**

Erection of first floor extensions and alterations  
5 Beech Avenue, Farnham

**No objections**

**WA  
11/0318**

Certificate of Lawfulness under Section 192 for the erection of an ancillary outbuilding  
53 Waverley Lane, Farnham

**No objections**

**WA  
11/0321**

Application for new planning permission to replace extant permission WA/2008/0145 for the erection of a replacement dwelling following demolition of existing dwelling  
Heather Bank, Swingate Road, Farnham

**No comment**

**WA  
11/0322**

Application for conservation area consent to replace extant consent WA/2008/0146 for the demolition of existing dwelling.  
Heather Bank, Swingate Road, Farnham

**No comment**

**WA  
11/0323**

Erection of dwelling and associated works. (revision of WA/2010/2038)

Land to the Rear of 63 Shortheath Road, Farnham

Previous comments on the 13.01.2011 were as follows: Objection, this is infill garden grabbing and contrary to PPG2.

**Still feel previous comments still stand: Objection, this is infill garden grabbing and contrary to PPG2.**

Erection of single storey extension.  
11a Bat and Ball Lane, Farnham

**WA**  
**11/0332**

**No objections**

Erection of single storey extension following demolition of existing conservatory  
57 Woodside Road, Farnham

**WA**  
**11/0335**

**Concerned about the possible adverse impact on the residential amenities of the neighbouring properties.**

Construction of dormer window (revision of WA/2010/2105)  
13 Vicarage Lane, Farnham

**WA**  
**11/0338**

**No objections**

Erection of single storey extension, loft conversion with associated dormer window and roof lights.

**WA**  
**11/0339**

8 Birch Close, Wrecchesham

**No objections**

Erection of single storey extension following demolition of part of existing dwelling  
Park Farm, Middle Old Park, Farnham

**WA**  
**11/0341**

**No objections**

Consultation under Regulation 3 for erection of single storey extension to provide art studio and extension of pitched roof over existing flat-roofed extension.

**WA**  
**11/0343**

Land at Farnham Adult Education Centre, 25 West Street, Farnham

**Concerned about the adverse impact on the residential amenities of the neighbouring properties and concerned about the size and mass of the proposed development. Would suggest the Listed Buildings Officer be consulted.**

Consultation under Regulation 3 for erection of single storey extension to provide art studio and extension of pitched roof over existing flat-roofed extension (Listed Building Consent)

**WA**  
**11/0344**

Land at Farnham Adult Education Centre, 25 West Street, Farnham

**Concerned about the adverse impact on the residential amenities of the neighbouring properties and concerned about the size and mass of the proposed development. Would suggest the Listed Buildings Officer be consulted.**

Erection of extensions and alterations  
Magnolia House, 10 The Avenue, Rowledge

**WA**  
**11/0348**

**No objections**

Erection of extensions and alterations  
18 School Lane, Farnham

**WA**  
**11/0352**

Concerned this is overdevelopment of the site and the possible adverse impact on the residential amenities of the neighbours' properties.

**WA**  
**11/0353**

Erection of two storey side extensions and porch canopy following demolition of existing attached garages. Access and driveway alterations and erection of entrance gates and piers (revision of WA/2011/0353)  
30 Crooksbury Road, Farnham

**No objections**

**WA**  
**11/0354**

Erection of extension, alterations and garage  
4 Dene Lane, Farnham

**No objections**

**WA**  
**11/0364**

Certificate of Lawfulness under Section 192 for the erection of single storey rear extension, rear dormer window and external alterations.  
12 Abbots Ride, Farnham

**No comment**

**WA**  
**11/0369**

Certificate of Lawfulness under Section 192 for the erection of a single storey rear extension  
3 Gorse Cottages, Frensham

**No comment**

The meeting closed at 6.30 pm



# FARNHAM TOWN COUNCIL

# G

## Minutes

### Planning Consultative Group

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**Time and date**

6.30pm on Thursday 31 March 2011

**Place**

Town Clerk's Office, South Street, Farnham

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**Members Present**

Cllr C G Genziani (Lead Member)  
\* Cllr D J Attfield (Deputy Lead Member)  
Cllr V Duckett  
\* Cllr L Fleming  
Cllr R D Frost  
0 Cllr G Hargreaves  
\* Cllr J E Maines  
\* Cllr O'Grady  
Cllr C Storey

\* Present

o Apologies for absence.

PCG 000/10

PLANNING APPLICATIONS – CONSIDERATIONS

**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**  
Apologies for absence were received from Councillors Maines, Duckett, Storey, Attfield and Frost.

2 **Planning Applications Considered**

**TM 11/0018** Application for works to trees subject of Tree Preservation Order Far 13  
17 Red Lion Lane, Farnham

**No objections subject to the approval of the Arboricultural Officer**

**TM 11/0020** Application for works to trees subject of Tree Preservation Order WA/72



3 The Old Vicarage, The Street, Wrecclesham

**No objections subject to the approval of the Arboricultural Officer**

**TM 11/0021** Application for works to trees subject of Tree Preservation Order 09/01  
7 Greystead Park, Wrecclesham

**No objections subject to the approval of the Arboricultural Officer**

**TM 11/0032** Application for works to trees subject of Tree Preservation Order WA214  
8 Chartwell, Farnham

**No objections subject to the approval of the Arboricultural Officer**

**NMA 11/0041** Amendment to WA/2008/0871 to provide increase in ridge height, changes to windows and internal layout  
Land Adjacent to 27 Three Stiles Road, Farnham

**No comment**

**WA 11/0377** Application for new planning permission to replace extant permission WA/2008/1336 for the erection of extensions and alterations and detached garage.  
Owlswood, Leigh Lane, Farnham

**No details provided so we cannot be expected to comment.**

**WA 11/0378** Erection of extensions, conversion of loft space and garage to habitable accommodation  
Pine Ridge West, 16 Longdown Road, Farnham

**No objections, but materials should be in keeping with the existing.**

**WA 11/0379** Erection of a conservatory and construction of a dormer window.  
13 Ball and Wicket Lane, Farnham

**No objections.**

**WA 11/0381** Erection of detached outbuilding and carport following demolition of existing outbuilding.  
Greenwood House, Frensham Road, Farnham

**No objections.**

**WA 11/0387** Erection of roof extension and dormer windows to form a new flat.  
65 Badshot Lea Road, Farnham

**Strongly object, this is out of keeping with the character of early 1900s houses, the flat roof is out of keeping and there is an absence of sufficient parking. It is in the centre of Badshot Lea village where there is no 'off street' parking available and it will only exacerbate the chronic lack of parking. A three storey building is totally out of character of the village.**

**WA 11/0391** Certificate of Lawfulness under Section 192 for a single storey rear extension.  
5 Firgrove Hill, Farnham

**No comment**

**WA 11/0395** Erection of extensions and alterations or bungalow to form a chalet bungalow  
68 Middle Bourne Lane, Lower Bourne, Farnham

**No objection**

**WA 11/0396** Erection of double garage with log store  
Rownhams, 52 Waverley Lane, Farnham

**No objection**

**WA 11/0399** Construction of dormer windows and alterations  
Yardarm, Sandrock hill Road, Farnham

**No objection**

**WA 11/0401** Erection of single storey extension and alterations (revision of WA/2010/2026)  
29 Adams Park Road, Farnham

**Previous comments of 16.12.2010 still stand: Concerned about the adverse impact on the residential amenities of the neighbouring properties.**

**WA 11/0407** Erection of extensions and double carport and formation of new vehicular access  
24 Abbots Ride, Farnham

**Strong objection, this is overdevelopment of the site. The proposed carport is situated ahead of the building line and unacceptable to the street scene and the extension is overdevelopment creating unacceptable bulk and mass.**

**WA 11/0409** Erection of single storey extension  
55 Ridgeway Road, Farnham

**No objections.**

**WA 11/0410** Erection of 14 dwellings together with formation of access road and associated works following demolition of existing buildings (follows invalid application WA/2010/1996)  
44 Frensham Road, Farnham

**Concerned about the impact on the infrastructure and traffic, although the proposed development seems to conform to the Design Statement:- ' New development in The Bourne should reflect the need for a wider variety of housing types. The Bourne is a network of narrow winding lanes, where smaller houses might be more appropriate for the setting.'**

**WA 11/0414** Erection of single storey rear extension.  
35 Badshot Park, Farnham

**Concerned about the possible adverse impact on the residential amenities of the neighbouring properties and material should be in keeping with the existing.**

**WA 11/0426** Certificate of Lawfulness under Section 192 for the erection of a single storey extension and alterations.  
2 Holland Close, Farnham

**No comment**

**WA 11/0427** Erection of single storey extension.  
37 Bridgefield, Farnham

**No objections**

**WA 11/0428** Erection of single storey extension and detached carport following demolition of existing extension.  
Woodlands, Pine Ridge Drive, Lower Bourne

**No objections**

**WA 11/0434** Erection of a garage/store building, construction of vehicular access and porch area.  
5 Peartree Lane, Rowledge

**No objections**

**WA 11/0435** Erection of extensions and alterations  
Corriemount, Tilford Road, Farnham

**Materials should be in keeping with the existing materials.**

**WA 11/0436** Variation under Section 73 to vary condition 1 of WVA/2009/0281 to allow the use of alternative materials.  
Boundaries, The Green, Farnham

**No details provided so cannot comment, but would expect the materials to be in keeping with neighbouring properties and the character of the neighbourhood.**

**WA 11/0443** Erection of two storey extension.  
6 Lodge Hill Road, Farnham

**No objections, but materials should be in keeping with the existing.**

**WA 11/0444** Variation under Section 73 to remove condition 3 of WVA/2006/1210 (to allow garage to be used for habitable accommodation or commercial purposes)  
Greystones, Longley Road, Farnham

**No comment**

**WA 11/0456** Erection of extensions and alterations  
63 Stoke Hills, Farnham

**Strongly object, this is completely out of character with the street scene and neighbouring properties and overdevelopment of the site causing excessive bulk and mass.**

**WA 11/0458** Erection of extensions and alterations  
3 Giffards Meadow, Farnham

**No objections, but material should be in keeping with the existing.**

The meeting closed at 7.30 pm.



# FARNHAM TOWN COUNCIL



## Report

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**Report to** - Full Council - Thursday 14 April 2011

**Title** – Annual Accounts and Audit 2011.

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### **1 Purpose of the Report**

This report is to note the outcome of the Consultation of the Accounts and Audit Regulations and to seek authority for the Audit Commission to be commissioned to undertake a short review to check the robustness of its financial and audit processes for the end of year accounts

### **2 Summary of Key Issues**

- 2.1 Farnham Town Council was one of 150 respondents to the Accounts and Audit Regulations Consultation. The proposed changes which include bringing Audit requirements for local councils in line with the expenditure thresholds set out in the Companies Acts, were endorsed. This means that the threshold for producing FRSSE (Financial Reporting Standard for Smaller Entities) accounts is now £6.5million with effect from 31<sup>st</sup> March and that Farnham can continue to produce accounts for a “limited assurance audit” which carries a significantly lower Audit fee. The Council could choose voluntarily to adopt the FRSSE regime, but this course of action with additional work involved for both staff and auditors is not felt to be appropriate at this time.
- 2.2 The Council uses good management accounts to keep track of its income and expenditure and inform Councillors of progress of budgeted income and expenditure. It is useful from time to time to review processes and compare how the Council is performing against best practice in the sector and to assure Councillors and residents that proper records are kept and procedures are employed to evidence financial statements. Part of this process is undertaken through the internal audit process and part of this by the external auditors.
- 2.3 As a result of Farnham’s expenditure exceeding £1m (prior to the Consultation changes set out above), a number of developments were planned in anticipation of the requirements of the expected full audit regime. These had been put on hold during the Consultation period. Whilst it will not now be necessary to implement all of these, some of them will provide improved management information for councillors and residents, and it is proposed that a review of the Council’s procedures and record keeping is undertaken at this stage to ensure that a focus is put on those issues which give best return for the work involved.
- 2.4 The Lead Member for Corporate Development and Audit and the Interim Town Clerk met with Paul Grady of the Audit Commission to discuss future arrangements of Audit

confirming that the Council was likely to continue with the limited audit regime but seeking an overview of good practice processes for the closedown and production of its financial statements. It is also a timely opportunity to have an informed external view as to whether the Council is maintaining appropriate records to support and evidence the figures within its financial statements.

- 2.5 The Audit Commission have reviewed our request and provided a proposal (attached at Annex 1) which will provide some advice and support for the end of year processes between April and June and provide a bullet point check list of issues, and of strengths and weaknesses which the Council can address as required in future. As the Council will be following the limited assurance audit, the auditor will be independent of the Audit Commission.
- 2.6 The cost for this work as proposed is £4,500, but the Town Clerk will update Councillors at the meeting of an alternative approach which may see a reduced fee. The costs will be met from within the Audit budget for 2011/12.

**3 Recommendation. It is recommended that the Council:**

- 1) Note the outcome of the Consultation on the Accounts and Audit Regulations**
- 2) Agree to appoint the Audit Commission to provide advice and support in the preparation of the end of year accounts and review procedures and practices at Farnham in accordance with best practice guidance at a cost of up to £4,500 with the costs met from the 2011/12 Audit budget.**

8 April 2011

Note: The person to contact about this report is the Town Clerk Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)