



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 28th June 2012 at 7.15pm or at the conclusion of the Council acting as Trustees of the Farnham South Street Trust (whichever is the later).

Place

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

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 28th June 2012, at 7.15PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest to Ginny Gordon, the Mayor's Secretary, on the relevant form attached to this agenda by 5 pm on Wednesday 27th June 2012.

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.

Members of the Public are welcome and have a right to attend this Meeting



FARNHAM TOWN COUNCIL

Disclosure of Interests Form

Please use the form below to state in which Agenda Items you have a interest.
If you have a prejudicial or disclosable interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct paragraph 12(2) for details)

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

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, that I have a personal interest or a prejudicial interest in the following matter(s).

Council/

Working Group

Date

Name of Councillor

Agenda Item No	Nature of interest (please tick)		Type of interest (personal or prejudicial and reason)
	I am a Waverley Borough Councillor	Other	

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.15pm (or at the conclusion of the meeting of the Council acting as Trustee of the Farnham South Street Trust whichever is the later) on Thursday 28th June 2012.

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meeting, at 6.55pm, prayers will be said in the Council Chamber. Councillors and members of the public are welcome to attend.

Presentation by Colin Giddings, Waverley Borough Council

Colin Giddings, Senior Environmental Health Officer at Waverley Borough Council, will make a short presentation on air quality in Farnham.

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 Minutes

- (i) To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 10th May 2012 **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, or of any gifts and hospitality in line with Government Legislation.

NOTES:

- (i) *Members are requested to make declarations of interest, on the form attached to this agenda to be returned to 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.*
- (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 dispensation has been obtained.

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 I – Items for Decision

6 Working Group Notes

To receive the notes and any recommendations of the following Working Groups:

- | | | |
|------|---|----------------------|
| i) | Tourism and Events held on 15 th May 2012 | Appendix B |
| ii) | Community Enhancement held on 30 th May 2012 and 27 th June | Appendix C, D |
| iii) | Cemeteries and Appeals held on 31 st May 2012 | Appendix E |
| iv) | Strategy and Finance held on 18 th June 2012 | Appendix F |

7 Year End Accounts

- a. To receive and agree the draft Financial Statements financial for 2011/12 **Appendix G**
- b. To approve the earmarked reserves at March 31st 2012 **Appendix H**
- c. To consider the Internal Auditors Report for the Year Ended 31 March 2011 and agree the Council's response to the issues raised – **Appendix I** and **Appendix J**
- d. To approve the Annual Governance Statement and the Annual Return for the Year Ended 31 March 2012 for signature and submission to the External Auditor, **Appendix K**

8 Planning Applications

To receive the minutes of the Planning Consultative Group held on 17th May 2012 31st May 2012, and 21st June 2012. **Appendix L, M, N,**

Part 2 – Items to Note

9 Reports from other Councils

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

10 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

11 Date of next Meeting

To confirm the date of the next meeting.

12 Exclusion of the Press and Public

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 13 of the agenda in view of the confidential items under discussion

Part 3 – Confidential Items

13 Staffing matters update

EXEMPT APPENDIX O

To receive an update on current staffing matters and the notes of the HR Panel held on 18th June 2012.

The Town Mayor will close the meeting.

Membership:

Councillors Stephen Hill (Mayor), Patrick Blagden CBE (Deputy Mayor), David Attfield, David Beaman, , Carole Cockburn, Pat Frost, Carlo Genziani, Jill Hargreaves, Sam Hollins-Owen, Graham Parlett, Dr 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 post)

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 10 May 2012

Place

The Council Chamber, South Street, Farnham

Councillors

- * Jill Hargreaves (Mayor of Farnham - items 1-4)
- Stephen Hill (Mayor of Farnham items 5 onwards)
- * David Attfield
- * David Beaman
- * Patrick Blagden CBE (Deputy Mayor - item 8 onwards)
- * Carole Cockburn
- * Pat Frost
- * Carlo Genziani
- * Sam Hollins-Owens
- * Graham Parlett
- * Dr Jessica Parry
- * Julia Potts
- * Jennifer O'Grady
- * Stephen O'Grady
- A Susan Redfern
- * Jeremy Ricketts
- * Roger Steel
- * John Ward

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Kevin Taitt (Team Leader, Outside Services)
Jacqui Walker (Team Leader, Community Development)
Russell Reeve (Team Leader, Corporate Governance)
Ginny Gordon (PA to Mayor)

- C001/12 **Apologies for Absence**
Apologies were received from Councillor Redfern.
- C002/12 **Minutes**
The Minutes of the Farnham Town Council Meeting held on Thursday 12th April 2012 were agreed and signed by the Town Mayor as a correct record.
- C003/12 **Nominations to Working groups**
Vacancies on the Working Groups as set out on the Agenda Paper were agreed. **RESOLVED that Council approves the filling of the remaining vacancies for Working Groups for 2012/13 as follows: Cllr J Ricketts on Community Enhancement; Cllr D Attfield, Cllr P Blagden and Cllr S O’Grady on Tourism and Events; Cllr J Ward on Strategy and Finance; Cllr J Ward on Cemeteries and Appeals (with the revised memberships as attached at Annex I to these minutes)**
- C004/12 **Disclosures of Interest**
Members noted the advice that twin-hatted or triple-hatted councillors need to make their declarations of interest in relation to each item on the agenda and to avoid any misunderstandings of the nature of interests being declared members should record all declarations in writing at each meeting where such an interest occurs. It was **RESOLVED that: declarations of interest be made in writing on the form provided and handed to the relevant officer at each meeting of the Working Group, Task Group or Council at which the interest arises.**
- C005/12 **Declarations of interests**
There were no disclosures of interest relating to items on the agenda.
- C006/12 **Election of Mayor of Farnham**
Cllr John Ward proposed, and Cllr Graham Parlett seconded, that Cllr Stephen Hill be elected Mayor of Farnham for the Municipal Year 2012/2013. There were no other nominations.

RESOLVED: that Cllr Stephen Hill be elected Mayor of Farnham for the Municipal Year 2012/2013.

Cllr Hargreaves invested Cllr Hill with the Mayoral Chain and Badge of Office.
- C005/12 **The Mayor of Farnham’s Declaration of Acceptance of Office**
Having been invested with the Chain and Badge of Office, Cllr Stephen Hill made his Declaration of Acceptance of Office and commenced his duties as Mayor.
- C006/12 **The Mayor’s speech of acceptance**
The Mayor thanked councillors for electing him to the position of Mayor of Farnham and thanked outgoing Mayor Cllr Jill Hargreaves for her hard work and dedication. The Mayor said that it was a particularly exciting year to be Mayor with the Olympics and Paralympics, the Queen’s Diamond Jubilee, the 20th anniversary visit of Farnham’s twin town, Andernach, William Cobbett’s 250th birthday, George Sturt’s 150th birthday and the 50th anniversary of architect, Harold Falkner’s

death being just a few of the special occasions in Farnham. He looked forward, with his wife Helen as Mayoress, to a busy year ahead.

The Mayor announced that his chosen Charity was Farnham Foodbank which was one of 201 Foodbanks nationally. He had been shocked to find that in a fairly well-off town like Farnham people were having to be fed by a charity. With 70 volunteers from 12 churches across Farnham and with 22 schools supporting or issuing vouchers to families this was a community project which he looked forward to supporting.

The Mayor announced that he would be introducing real ale to civic events. It was a craft product brewed in over 700 breweries including at the Hogs Back Brewery, just four miles from the Town Hall.

C007/12

Presentation of the Mayoress' badge

The Mayor presented Mrs Helen Hill with the Mayoress' badge.

C008/12

Election of Deputy Town Mayor

Cllr Carole Cockburn proposed and Cllr Sam Hollins-Owen, seconded that Cllr Patrick Blagden CBE be elected Deputy Mayor for the Municipal Year 2012/13. There were no other nominations.

RESOLVED: That Cllr Patrick Blagden CBE be elected Deputy Mayor for the Municipal Year 2012/2013.

Cllr Stephen Hill, the Mayor of Farnham, invested Cllr Blagden with the Badge of Office of Deputy Mayor of Farnham.

C009/12

The Deputy Mayor's Declaration of Acceptance of Office

Having received the Badge of Office, Cllr Blagden made his Declaration of Acceptance of Office and thanked the Council for his appointment. He said he would work hard to ensure the trust placed in him was not misplaced and he was looking forward to working alongside the Mayor, the Clerk and his team and he hoped it would be a good combination.

C011/12

The Mayor, presented Mrs Ann Blagden with the Deputy Mayoress' Badge

Vote of thanks to the retiring Town Mayor

A vote of thanks to the retiring Mayor, Cllr Jill Hargreaves, was proposed by Cllr David Attfield and seconded by Cllr Julia Potts. Cllr Attfield thanked Cllr Hargreaves for her outstanding contribution over the past year, encouraging all who worked with the community in Farnham and undertaking some 300 appointments during the year. Cllr Potts said that the Mayor had worked tirelessly both in Farnham and further afield showing hard work and dedication in abundance. She recorded a huge thank you to Councillor Hargreaves on behalf of all councillors.

C012/12

In response, Cllr Hargreaves said she had had a wonderful year. It had been a year of celebrations, centenaries, anniversaries and openings which included the award of an honorary professorship to Sir Terence Conran at UCA; the opening of the Dove Centre at Phyllis Tuckwell Hospice and the David Lloyd Leisure Centre; the 10th Anniversary of Farnham Farmers' Market; the 20th anniversary of La Femme; the 35th Anniversary of Farnham Brass Band; Amnesty's 50th Birthday at Farnham Museum; ARC 75th Anniversary; British Legion 90th Birthday Party; the 90th

Anniversary of Farnham Society; and the 900 years of History Exhibition at Farnham Castle.

Cllr Hargreaves said that the emphasis of her term of office had been the community. Farnham is blessed with so many volunteers and philanthropic groups and it had been a great pleasure and privilege to meet and work with them.

A special target had been to raise the profile of Farnham ASSIST and with the inaugural Mayor's concert and other activities over £10,000 had been raised as well as great awareness of the charity.

In conclusion, Cllr Hargreaves thanked the Town Clerk, officers and councillors of the Town Council and her family and friends for their support. She wished the Cllr Stephen and Mrs Helen Hill Godspeed and a happy and successful year as Mayor and Mayoress.

C013/12 **Presentation of Past Town Mayor's badge**

The Mayor presented Cllr Jill Hargreaves with a Past Mayor's Badge.

Part 1 – Items for Decision

C014/12 **Appointment of Lead Member or Spokesperson for the council**

Cllr Ward proposed, and Cllr Attfield seconded, that Farnham's practice of recent years of the Spokesperson of the Council being the Lead Member of the Strategy and Finance Working Group be continued.

RESOLVED THAT the appointment of the Lead Member or Spokesperson for the Council as set out in Standing Order 4.1 be the Lead Member of the Strategy and Finance Working Group

Part 2 – Items Noted

C015/12 **Date of next meeting**

Members noted that the next Council Meeting would take place on Thursday 28th June at 7.15pm or at the conclusion of the Meeting of Council as Trustees of South Street Trust whichever was the later.

The Town Mayor closed the meeting at 7.45 pm

Date

Chairman

Annex I

FARNHAM TOWN COUNCIL

WORKING GROUPS 2012/13

Working Group	Working Group appointments 2012/2013
Strategy & Finance Working Group (6 members plus Lead Members (LM) from working groups not already appointed to this Working Group)	Cllr David Attfield Cllr Pat Frost Cllr Jill Hargreaves Cllr Roger Steel Cllr Jeremy Ricketts Cllr John Ward
Community Enhancement Working Group (6 members)	Cllr David Attfield Cllr Pat Frost Cllr Sam Hollins-Owen Cllr Julia Potts Cllr Susan Redfern Cllr Jeremy Ricketts
Planning Consultative Group (9 members – one from each ward)	Cllr David Beaman Cllr Paddy Blagden Cllr Carlo Genziani Cllr Stephen O’Grady Cllr Jessica Parry Cllr Jeremy Ricketts Cllr Roger Steel Wards not yet represented • The Bourne • Firgrove
Tourism & Events Working Group (6 members)	Cllr David Attfield Cllr David Beaman Cllr Paddy Blagden Cllr Jill Hargreaves Cllr Sam Hollins-Owen Cllr Stephen O’Grady
HR Panel (Task Group of Strategy and Finance) (5 Members. Lead Member of Strategy and Finance and four other members)	Cllr David Attfield Cllr Pat Frost Cllr Jeremy Ricketts Cllr Roger Steel
Cemeteries & Appeals Working Group (6 members)	Cllr Carole Cockburn Cllr Carlo Genziani Cllr Graham Parlett Cllr Susan Redfern Cllr Jeremy Ricketts Cllr John Ward



FARNHAM TOWN COUNCIL

B

Notes

Tourism and Events Working Group

Time and date

7.00pm on Tuesday 15 May 2012

Place

Council Chamber, South Street, Farnham

Attendees: Cllrs David Attfield, David Beaman, Paddy Blagden, Jill Hargreaves, Sam Hollins-Owen and Stephen O'Grady

Officers Present: Iain Lynch (Town Clerk)
Jacqui Walker (Community Development Team Leader)
Eleanor Bradfield (Projects Co-ordinator)

1. Lead Member of the Tourism and Events Working Group

Cllr David Attfield nominated Cllr Stephen O'Grady. There was no seconder and the proposal fell.

Cllr David Beaman nominated Cllr Jill Hargreaves, seconded by Cllr Sam Hollins-Owen. There were no other nominations.

Cllr Hargreaves was duly elected as Lead Member for 2012/13.

2. Apologies

There were no apologies for absence.

3. Notes of the last meeting

POINTS	ACTION
The notes of 2 February 2012 were agreed as an accurate record of the meeting.	

3.1 Matters Arising

POINTS	ACTION
Members discussed the future involvement of Farnham Town Council in the 2013 Duck Race. Members agreed that some sort of presence by Farnham Town Council, such as an info tent, should take place at the event.	EB to put on the Agenda for members to consider in December 2012.

4. Disclosure of Interests

POINTS	ACTION
<p>Cllr Stephen O’Grady declared a personal interest in relation to item 5 as the act ‘Good Ruby Rising’ scheduled to replace ‘Smooth Monkey’ at Picnic In The Park 2012, are personal friends.</p> <p>Cllr David Attfield declared a personal interest, as President of Aldershot & Farnham Camera Club, in relation to the items on the Jubilee Picnic and the Town Guide.</p>	

5. Events

POINTS	ACTION
<p>Members received verbal updates from EB on the following events:</p> <p>I. <u>Jubilee Picnic</u> Members considered involving representatives of the military if possible. Cllr Hargreaves suggested approaching Princess Wales Royal Regiment, and the TA.</p> <p>Members agreed suggested having more involvement from other churches on the day and at future events.</p> <p>Members considered the event being recorded for the website. Iain Lynch updated Members on the position on the Performing Rights Licence which had recently been sought by the Council, and suggested that Members consider the impact of this when allocating the budgets for 2013 events.</p> <p>Members discussed the possibility of the public being able to buy photographs with The Mayor or Town Crier on the day, perhaps organised by Aldershot & Farnham Camera Club, and for Farnham Town Council to give FTC branded badges away to public.</p> <p>Members’ support in staffing the Information Tent was requested. Members agreed that all FTC Councillors should be contacted via email to ask for their help on the day. Cllrs Stephen O’Grady, David Attfield, David Beaman & Paddy Blagden offered help. Members advised that the Mayor’s Charity, Farnham Foodbank, offered to provide helpers for the Pimm’s Tent.</p>	<p>Project Co-ordinator to explore options.</p> <p>Cllr Stephen O’Grady to encourage Catholic Participation.</p> <p>Project Co-ordinator/Community Development Team Leader to approach John Collins.</p> <p>Cllr David Attfield to approach Aldershot & Farnham Camera Club.</p> <p>EB to develop with David Fisher after initial approach.</p> <p>Project Co-ordinator to email all FTC Councillors, and confirm helpers from Mayor’s Charity for Pimms Tent.</p>

<p>2. <u>Music In The Meadow</u> Members looked at publicity surrounding event. It was suggested that the David Lloyd Coffee Shop should hold MITM postcards. Cllr Jill Hargreaves pointed out that many elderly establishments get missed out when distributing publicity.</p> <p>3. <u>Farnham Carnival</u> Members received an update on the Farnham Carnival's reciprocation of funding for amenities for 'Picnic in the Park' the following day. Members informed that FTC will not have to pay for marquees in 2013, contrary to £180 fee in 2012.</p> <p>Members asked that The Carnival ensure no vehicles are moving on Gostrey Meadow throughout event. Members asked for comments from parents involved in procession to be passed onto Carnival.</p> <p>Members advised of Charity Bike Ride's difficulties experienced in finding a Car Park to start from, following Waverley implementing policy that no two events can take place in Waverley Car Parks on same Weekend.</p> <p>4. <u>Picnic in the Park</u> Members agreed that a barbeque should be sought for the day, and to look at the Hale Carnival exhibitor list. Members considered whether there should be a Farnham Town Council Info Tent at Hale Carnival, and whether we should mention it in any publicity.</p> <p>5. <u>Farnham Grows</u> Members discussed trip to a garden of note. Members agreed that it should be at no cost to The Council, and that only 1 Officer should attend, or just 2 Councillors.</p> <p>6. <u>Feast of Food/Food Festival</u> Members requested that the rates for 2013 Food Festival be put on Agenda for December 2012. Cllr Hollins-Owen excused herself from meeting (8.30pm).</p> <p>Members discussed ways in which the separate event in Gostrey Meadow could be made larger. EB advised musical entertainment would be sought for 2012. Members agreed that Gostrey Meadow event should be focussed entirely towards children.</p> <p>Members advised that Officers were investigating possibility of having the Pizza Express Courtyard</p>	<p>Project Co-ordinator to ensure elderly homes receive publications.</p> <p>Project Co-ordinator to action.</p> <p>Cllr Stephen O'Grady to approach Waverley to find out more about this.</p> <p>Project Co-ordinator to approach possible vendors.</p> <p>Project Co-ordinator to approach Hale Carnival.</p> <p>Project Co-ordinator to incorporate into plans for Farnham Grows.</p> <p>Project Co-ordinator to put onto December 2012 Agenda.</p> <p>Project Co-ordinator to organise larger fair ground and more children's activities such as face painting.</p> <p>Project Co-ordinator to update members in run up to Food</p>
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<p>sectioned off for non-food stalls, after approach from Federation of Small Businesses.</p> <p>Members concerned about lack of cold drinks available on the day.</p> <p>Members considered Mayor's Charity tents at Key Events. Members agreed that Flagship Events could give priority to The Mayor's Charity, but that other Charities/Voluntary Organisations should not be excluded.</p> <p>7. <u>Olympic Reception</u> Members considered whether to hold an Olympic Reception for athletes and torch bearers representing Great Britain in the 2012 Olympics.</p> <p>Members agreed to proceed, depending on who was available, and that funding should be sought from Surrey County Council or local Businesses.</p> <p>Members were advised there could be implications in having commercial involvement with the Olympics.</p>	<p>Festival.</p> <p>Project Co-ordinator to seek exhibitor to sell cold drinks.</p> <p>Community Development Team Leader to organise Reception.</p> <p>Community Development Team Leader to approach Chamber of Commerce/Surrey County Council.</p> <p>Officers to review implications.</p>
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6. Publications

POINTS	ACTION
<ol style="list-style-type: none"> 1. <u>Town Guide</u> Members advised Town Guide had been signed off and should be delivered in next fortnight. 2. Members received an update on Aldershot & Farnham Camera Club holding photographic competition for front page of 2013-2015 Guide. 3. <u>DL Map</u> JW updated Members on Visitor Map. Members were advised that this would be a carry on from the Town Guide. 4. <u>Calendar</u> Members received update from JW on the 2013 Farnham Calendar. Blue Stevens had agreed a sale or return policy for 2013, and that copies would be ready for sale at the Food Festival 2012. 5. <u>Summer Brochure</u> Members received digital copies of the Summer Brochure advertising all events taking place in Gostrey Meadow over Summer 2012. Members commented on the good quality of the publication. 	

7. Work Programme

POINTS	ACTION
<p>1. Members discussed whether representatives from external organisations such as the Visitors Forum, the Chamber of Commerce and Aldershot & Farnham Camera Club should be invited to attend working groups where matters concerning their involvement were on the Agenda. Members agreed the Lead Member should represent the Working Group at external meetings such as Visitors Forum and the Chamber of Commerce meetings.</p> <p>2. Members discussed the progression of Farnham's Twinning with Andernach. Members were advised this was on the agenda for a future Strategy and Finance Working Group Meeting. Members discussed whether this should go to Tourism & Events Working Group for future consideration.</p> <p>3. Members discussed extending the bandstand. IL advised members that Alan Corcoran had compiled a preliminary report on this, and would be going to Strategy & Finance.</p> <p>4. Members requested that the possibility of closing Longbridge for Christmas Lights Switch-On 2012 be brought back to the next Tourism & Events Working Group Meeting.</p>	<p>Town Clerk to put on Agenda for Strategy & Finance.</p> <p>Strategy & Finance to consider.</p> <p>Project Co-ordinator to explore and update Members at next Working Group Meeting.</p>

8. Future Press Releases

POINTS	ACTION
Members had no extra requests for press releases	

9. Date of Next Meeting

POINTS	ACTION
It was agreed that the date and time of the next meeting would be 16 October 2012 at 7.00pm.	Project Co-ordinator/Town Clerk to send agenda one week prior to this.

10. Any Other Business

POINTS	ACTION
Cllr David Beaman commended Jacqui Walker on all her efforts at Farnham Town Council, prior to her leaving on 26 June 2012.	

Notes taken by Eleanor Bradfield



FARNHAM TOWN COUNCIL



Notes

Community Enhancement Working Group

Time and date: 30th May 2012

Place: Council Chamber, Council Offices, South Street, Farnham.

Attendees: Councillors Attfield, Frost, Hollins-Owen, Potts, Redfern and Ricketts

Officers Present: Iain Lynch (Town Clerk), Kevin Taitt (Grounds Services Manager) and Cath Sydenham (Rural Development Co-ordinator)

Community Present: Martin Billett for items 1-5

1. Lead Member of the Community Enhancement Working Group

Cllr Attfield nominated Cllr Potts
Cllr Hollins-Owen seconded

There were no other nominations

Cllr Potts was appointed Lead member of the Community Enhancement Working Group for 2012/13

2. Apologies No apologies

3. Disclosure of Interest

- Personal Interest Cllr Hollins-Owen – agenda item 9 child at South Farnham
- Personal Interest Cllr Ricketts – agenda item 9 child at Potters Gate
- Prejudicial Interest Cllr Frost – agenda item 7 sponsoring basket
- Personal Interest Cllr Frost – agenda item 8 business sponsored
- Personal Interest Cllr Frost – agenda item 9 school governor of 2 schools
- Personal Interest Cllr Frost – agenda item 14 xx
- Personal and Prejudicial Interest – Cllr Potts agenda item 7 business sponsoring
- Personal Interest – Cllr Potts agenda item 9 school governor at Hale School
- Personal Interest – Cllr Potts agenda item 14 member of WBC and Exec

4. Notes of last meeting

POINTS	ACTION
<p>The Notes of the 7th March meeting were agreed as an accurate record of the meeting and the following points discussed:</p> <ul style="list-style-type: none"> • Further clarification is awaited from WBC regarding Weybourne Allotments • Chantry's in Bloom weekend a great success with over 80 volunteers attending • Big Pick Week was a great success and has successfully upped the volunteer hours to 8000 for 2012. Thanks to the outside team for the speedy collection of litter. • Folly Hill School cleared up 	<p>Town Clerk to continue with WBC</p>

5 . Community Group Notes

POINTS	ACTION
<ul style="list-style-type: none"> • Martin Billett described the role of the Community Group and now they are making in-bloom a 12 month of the year project with something every 6/8 weeks and pushing bridges to engage people who might not otherwise be involved in the project. Recent and future projects include: <ul style="list-style-type: none"> ○ Successful sponsors morning at the Greenhouse ○ Entering a float into the 2012 carnival, suggested that leaflets are available to handout to people on what FIB is. ○ Will be considering whether to have a second Big Pick Week in the Autumn ○ Producing the graphical side of the portfolio ○ Farnham College have been involved with filming <p>Cllr Potts thanked the Community Group for all the work that they have been doing.</p>	

6. Judging Dates

POINTS	ACTION
<ul style="list-style-type: none"> • The Town Centre is being judged on Monday 16th July and the Large Town on Wednesday 18th July. • The detailed itineraries are still to be completed but will include changes such as visiting the Museum, URC, Bells gardens and the Chantry's. • Cllr Atfield and Ricketts agreed to litter pick on the mornings before the judges come. 	<p>Rural Development Co-ordinator to progress</p>

<ul style="list-style-type: none"> • Dates to be agreed for Railing painting but could possibility include WTS and the harbour Group. • A full itinerary of where the councillors need to be and at what times to be produced for Councillors. 	
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7. Sponsorship

POINTS	ACTION
<p>A target of £9000 was set for the project and to date a total of £9520 had been achieved.</p> <ul style="list-style-type: none"> • Cllr Redfern will speak to Firgrove Hill Chiropractors • Cllr Hollins Owen agreed to keep an eye on Bourne Flowers • Cllr Frost to speak to Wrecclisham Church about flowers on the wall for future years 	

7. Placement of baskets

POINTS	ACTION
<ul style="list-style-type: none"> • All baskets of businesses sponsored have been put up and no others will be put up until after the Jubilee Weekend. • 75 Baskets are made up and ready to go up in the town. These will be placed strategically around the town. • Councillors asked that they have information on which businesses paid for baskets in 2011, adding a further column onto appendix C. Cllr Potts will go into the businesses and see if they would like to sponsor. • Locog need some demonstration of where there money has been spent, pictures of planting. • Cllrs suggested emailing the Chamber of Commerce to see if any of their members would like to sponsor 	<p>Rural Development Co-ordinator to produce and circulate to Councillors</p> <p>Grounds Services Team Leader to produce</p>

8. Schools Hanging Baskets

POINTS	ACTION
<ul style="list-style-type: none"> • 13 Schools have taken part this year, 2 down on 2011. • The castle Street baskets went up on 29th May • The Mayor will be judging the schools in July and the certificates presented at Squires Garden Centre in September 	

9. Water Saving Measures

POINTS	ACTION
<p>Cllr Ricketts presented his water saving ideas project and the group discussed that</p> <ul style="list-style-type: none"> • Labels could be printed off the website • Ask the college students to make a short film on how to use • Have printed labels available for people to collect • Suggest where people can get bottles from <p>Could be entitled 'Water is Precious'</p>	<p>Cllr Ricketts to continue working on the project</p>

Cllr Hollins-Owen and Cllr Ricketts left the meeting at 10.30am

10. Wall of Fame

POINTS	ACTION
<p>Councillors discussed whether Peter Richards should be included on the wall of fame in South Street. Members considered the proposal from Farnham Rugby Club carefully and agreed that the connection to Farnham was not sustained and his contribution to the Farnham Community was not as strong as other applicants.</p>	<p>Town Clerk to write to Farnham Rugby Club with a response.</p>

11. Jubilee

POINTS	ACTION
<p>The Jubilee Fountain project is on target to be opened at the Jubilee picnic on 3rd July.</p> <p>The Jubilee Wharf project has been delayed due to permission being needed from the Environment Agency. The Environment Agency has said that the river is not allowed to be tided as the silt bed is a nature reserve for insects. Cllr Parry to talk to River Watch as a potential flooding issue. Community Development Team Leader to prepare costs for the projects, update on where the project is, how funding is going and a timetable for delivery.</p> <p>Cllr Frost agreed to put in £1000 of her Community Pride fund towards the project.</p>	<ul style="list-style-type: none"> • Town Clerk to discuss with Cllr Parry • Community Development Team Leader to prepare report for Council

12. Dual Recycling Bins

POINTS	ACTION
<p>The group discussed the locations for the dual recycling bins and asked that Sarah Wells in planning at WBC speak with Paul Redmond to ensure that the bins are in-keeping with Farnham's heritage.</p> <p>It was agreed that 2 further locations of UCA and South Street should be added to the list of bins.</p> <p>The agreed locations for WBC to fund are:</p> <ul style="list-style-type: none"> • UCA • Train Station – town side • Victoria Gardens • Library Gardens • Computers UK <p>WBC parks agreed to fund a bin for Gostrey Meadow which leaves:</p> <ul style="list-style-type: none"> • Train Station South side • East Street Bus Stop • Outside the leisure centre • South Street bus stop <p>Cllr Potts will speak to DC leisure to see if they will fund the leisure centre and the group agreed to allocate funds from either the street revenue budget or street furniture reserves for the further 3 bins.</p> <p>Costs and pictures to be requested from WBC</p>	<ul style="list-style-type: none"> • Rural Development Co-ordinator to liaise with WBC

13.DVD

POINTS	ACTION
<ul style="list-style-type: none"> • The group watched the draft DVD that has been produced by John Collins, a BBC cameraman, free of charge to FTC, and were very impressed. • Needs to be checked that it is Royalty free and have a letter to confirm this • Can the cars in Castle Street be edited out of the Castle Street images. 	

14. Any Other Business

None

15 Date of Next Meeting

POINTS	ACTION
Agreed meetings would be held on Wednesdays at 9am. Next meeting 27 th June at 9am And one following 5 th September at 9am.	

Notes taken by Cath Sydenham

Meeting finished at 11.30 a.m.



FARNHAM TOWN COUNCIL

D

Notes

Community Enhancement Working Group

Time and date: 27th June 2012

Place: Council Chamber, Council Offices, South Street, Farnham.

NOTES TO FOLLOW



FARNHAM TOWN COUNCIL

E

Notes

Cemeteries and Appeals Working Group

Time and date

10.00am on Thursday 31st May 2012

Place

Council Chamber, South Street, Farnham

Attendees: Cllr C Cockburn, Cllr S Redfern, Cllr J Ricketts,

Officers present: Iain Lynch (part), Russell Reeve, Adrienne Owen (part).

1. Election of Lead Member for the 2012/13 year

Councillor Carole Cockburn was elected as Lead Member for the 2012/13 year.

2. Apologies for absence:

Apologies for absence were received from Cllr C Genziani, Cllr G Parlett and Cllr J Ward.

3. Notes of previous meeting:

Notes of the meeting held on 16th February 2012 were agreed. The purchase of a new Mike Hawthorn gravestone with a contribution from the Mike Hawthorn Society would now be delayed as the Society wanted granite to replace the existing purbeck stone and did not yet have the funds.

4. Notes of meeting with undertakers and stonemasons

A successful liaison meeting with local undertakers and stonemasons had been held on 24th May. Councillors thanked the officers for the service provided over the last year, which was much praised by all those present at the meeting. A wide range of topics had been discussed. New cemeteries regulations, together with new forms and procedures, were agreed subject to some minor changes. The local undertakers and stonemasons were supportive of provisional plans for alternative uses being made of the cemetery chapel buildings. They were keen that NAMM be recognised as a suitable qualification for stonemasons and that the requirement for BRAMM registration should be removed.

It was **AGREED** that this would be considered at the next meeting of Cemeteries and Appeals (in September).

The local undertakers were also keen for Memories Christmas Tree (s) to be repeated this year, ideally in all cemeteries. Other topics discussed included provision of concrete runners for headstones – stonemasons were keen on this in principle.

5. Cemeteries Regulations:

The lasted version of the cemeteries regulations (attached at annex 1) was noted and it was **AGREED** that these would be presented to be ratified at the June 28th Council meeting.

6. Cemetery Chapels:

CWG noted progress on investigating bringing the Cemetery Chapels back into use. We were still awaiting the completion of the feasibility study being undertaken by the architect, but this was likely to propose:

- Green Lane chapel – possible conversion to a residential property. The building was in good condition but services (water etc.) would need to be connected.
- West Street chapel – possible workshop use envisaged. Some remedial works would be needed and services also again needed to be connected.
- Hale chapel – use as a community, school or spiritual use was proposed. There was also possibility of creating a mausoleum. However a lot of structural repair work was needed.

At the date of the CWG meeting, were still awaiting the full report from the architect, which would also include a financial appraisal and which was then due to be presented to Strategy and Finance Working Group on 18th June , and to a joint meeting on 21st June involving both the architect and the Farnham Building Presentation Trust. CWG was keen for the Council to meet its obligations for the maintenance of these historic buildings and to also enhance the much attractiveness of the Cemeteries by improving the neglected Chapels.

7. Nature Conservation:

It was noted that the biodiversity study on 21st June provided an opportunity for councillors to have a dialogue with Surrey Wildlife Trust (Frances Halstead) regarding the approach to approaches to nature conservation across all our cemetery sites, including approaches to grass cutting in different areas. The Installation of bat boxes was now to be delayed until September.

8. Memorials

The Group approved the installation of an unusual memorial, handcrafted by a parent whose son who had been buried in West Street Cemetery.

9. Signs for West Street Cemetery

Garden of Reflection marker – the design was noted and Purbeck stone agreed as the material to be used.

Lectern for West Street Cemetery – we now had the opportunity to obtain a stone lectern under a sponsorship arrangement, with the detailed design to follow.

10. Any other business

CWG agreed to waive the memorial permit fee for an exceptional case presented to the meeting.

11. Date of next meeting

Date of next meeting – noted as 13th September 2012

The meeting concluded at 11.50am.



FARNHAM TOWN COUNCIL

**REGULATIONS FOR THE MANAGEMENT OF
FARNHAM TOWN COUNCIL CEMETERIES**

Index

Introduction.....	26
Definitions.....	27
Admission to cemeteries.....	27
Burial rights and fees	27
Burials	28
Opening and closing times	28
Special circumstances.....	28
Booking a burial.....	28
Second interments.....	30
Memorials	30
Certificate of compliance	32
Working in the cemetery.....	33
Our commitment to quality of service and appeals over decisions made	33

FARNHAM TOWN COUNCIL

REGULATIONS FOR THE MANAGEMENT OF FARNHAM TOWN COUNCIL CEMETERIES

Introduction

1.0 The Council owns and manages four cemeteries:

Badshot Lea Cemetery, Badshot Lea Road, Farnham, GU9 9HX.

Green Lane Cemetery, Green Lane, Farnham, GU9 8TQ.

Hale Cemetery, Alma Lane, Farnham, GU9 0LR.

West Street Cemetery, West Street, Farnham, GU9 7AP.

1.1 All queries or comments regarding the cemeteries should be sent to:

The Town Clerk

Farnham Town Council

South Street

Farnham

Surrey

GU9 7RN

01252 712667

Email: customer.services@farnham.gov.uk

The Council's Cemetery Service office is open at the above address:

- Monday to Thursday 9.00 am to 4.30 pm
- Friday 9.00 am to 4.00 pm

In addition an online and mobile phone booking service is available to registered funeral directors 24 hours per day, 365 days per year.

- 1.2 It is your right to use the Town Council's complaints procedure if you are dissatisfied about any service provided by the Town Council.
- 1.3 These regulations are in addition to the Local Authorities' Cemeteries Order 1977
- 1.4 Farnham cemeteries have a lawn style layout – this is where the grave space around the memorial is kept turfed and mown. This practice has been adopted as a cost effective procedure for operating more economically and for health and safety reasons. You are only allowed lawn type memorials and a maximum of two flower containers as per regulation 5.4. Kerbs, wire or fencing/ railings or surrounds of any material (including loose chippings) are not permitted. Such items can pose a danger, restrict access and make maintenance difficult. The Council reserves the right to move them.
- 1.5 Anyone who fails to comply with these Regulations may be refused access to the Council's cemeteries, or where there is a breach of legislation, legal action may be taken.

Definitions

- 1.6 In these Regulations,
“Council” means Farnham Town Council acting as the Burial Authority
“Cemeteries” means the cemeteries provided and managed by Farnham Town Council
“Grave space” means any burial plot
“NAMM” means National Association of Memorial Masons
“BRAMM” means British Register of Accredited Memorial Masons

Admission to cemeteries

- 2.0 The cemeteries will be open to visitors every day of the year from sunrise to sunset.
- 2.1 Any person creating a disturbance or nuisance by
- Interfering with a burial
 - Interfering with any grave, headstone, memorial or flowers
 - Interfering with the operation of the Council’s cemeteries or its staff or contractors
 - Behaving in a disorderly manner
- will be required to leave the cemetery immediately and may be the subject of subsequent legal action.
- 2.2 No dogs or animals, with the exception of trained and approved guide and assistance dogs, will be allowed in the cemeteries without the permission of the Council.
- 2.3 No recreational activities are allowed in the cemeteries.
- 2.4 No bicycles or motor vehicles (with the exception of funeral vehicles) are allowed in the cemeteries outside of designated parking areas. The Council will consider exceptions to this in cases of illness or mobility difficulties, upon request. The Council reserves the right to refuse admission to any vehicle (including hearses) at any time even if on authorised business use. Vehicles permitted to access the cemeteries must only use the tarmac roads provided.
- 2.5 A notice board displaying the general layout of each cemetery and other information will be provided at each entrance of the cemetery, together with contact details of the Council. A detailed plan showing the position and allocation of grave spaces at each cemetery may be seen by appointment with the relevant authorised Council officer.

Burial Rights and Fees

- 3.0 The current fees for all matters relating to burials and memorials are available on request. These are subject to annual review and may be changed without notice by resolution of the Council.
- 3.1 Exclusive Rights of Burial (ownership) for graves can be purchased for a thirty year period. After the first five years this period is extendable by five year periods to the maximum of thirty years. Burials can be arranged without the need to purchase a grave. However, no second interment or any memorial will be permitted in any grave until the Exclusive Right of Burial has been purchased. The Exclusive Rights of Burial may be purchased at a later date.
- 3.2 The ownership of an Exclusive Right of Burial is usually transferred on the death of the purchaser to the next of kin or executor by deed or probate. The next of kin/executor must contact the Council to arrange for a formal transfer of the Exclusive Rights of Burial. No transfer of ownership can take place until an appointment has been made and appropriate forms completed,

and payment made. A fee is payable on all transfers of ownership.

- 3.3 The Burial Records relating to Farnham Town Council cemeteries are kept at the Council's offices, South Street, Farnham and may be inspected only by prior arrangement. Certified extracts may be obtained upon request. Copies of certified extracts may be subject to a charge.
- 3.4 A non-resident is a person who did not live in Farnham at the time of their death. An exemption to non-resident fees will only be given in the following circumstances:
1. The Exclusive Rights of Burial are owned by the surviving spouse who is a resident of Farnham (relationship of father, mother, daughter or son no longer applies);
 2. The deceased was originally a Farnham resident and died in a nursing / carer home outside the town (at the discretion of the Town Council).

Burials

Opening and Closing times

- 4.0 Burials are permitted Monday to Friday (excluding Good Friday, Easter Monday, Bank Holidays or any other public holiday and for the period between Christmas Day and New Year's Day). In addition, the Council may restrict burials due to operational needs.
- 4.1 All burials must take place between:
- 9.30am and 3.00pm April to October
 - 9.30am and 2.30pm November to March

Special Circumstances

- 4.2 Unless a certificate is produced to the Cemetery Services that immediate burial is necessary on the grounds of public health, or by special arrangement (e.g. religion) and at the discretion of the Town Clerk or the Grounds and Services Manager, any burial or interments outside the above hours will be subject to an additional fee.
- 4.3 Burials may not be carried out without the permission of the Grounds and Services Manager.
- 4.4 Coffins and caskets must be of a biodegradable material; all coffins shall have a securely fixed non-corroding plate bearing the name of the deceased.
- 4.5 A provisional booking **must** be made through the Council Cemetery Service (Tel No. 01252 712667) prior to any burial taking place.

Booking a burial

- 4.6 The Council has adopted the practice identified by the Department of Constitutional Affairs Guide for Burial Ground Managers
- Before a burial is arranged, confirmation of the availability, location and number of a grave space or cremation plot in the cemetery **must be agreed** with the Cemetery Service within the Town Council.
 - If the family of the bereaved wishes to select a grave then an allowance for extra time to select the grave must be allowed before confirming a booking.
 - **No burial shall be confirmed or take place** until the person or funeral director arranging the burial has submitted **all** the following documents to the Council:-

1. A completed Notice of Burial form (It is imperative that the size of the coffin is recorded on the form and the coffin dimensions are provided on the pre-drawn sketches).
 2. A cheque made payable to Farnham Town Council for the appropriate fee.
 3. The Registrar's Certificate of Disposal (Green or White as appropriate) and in the case of a stillborn child, a Certificate from the Registrar confirming that he or she has either registered the stillbirth or received official notice of it or received the Coroner's Order of Burial.
- A Transfer of Exclusive Rights of Burial requires the applicant to contact the Council for further advice.
 - On receipt of all the documentation, **the Council requires two clear working days** to arrange for the excavation and preparation of the grave by the Council's contractor.

Failure to comply fully with the above administration procedures and deadlines may result in a burial being delayed. The Council accepts no responsibility for any subsequent delay in a burial or interment for persons or funeral directors as a result of not complying with the above procedures.

- 4.7 It is the responsibility of the funeral director, or the person arranging the burial to arrange a minister to officiate, if required.
- 4.8 Funeral directors are required to report to the Town Council's representative upon arrival at the cemetery to enable the funeral party to be escorted to the designated grave space.
- 4.9 The Council reserves the right to remove adjacent memorials in the interests of health and safety prior to a grave being excavated. The Town Council will take all reasonable steps to give prior notification to the owner(s) of the memorial(s) in question.
- 4.10 The Council reserves the right to designate areas of the cemeteries for certain denominations, including Church of England, Roman Catholic and Non-Conformist, and the right to designate areas of the cemeteries for the burial of children and cremated remains.
- 4.11 The selection of the sites of all graves is subject to the approval of the Council. Graves can be selected by the family of the bereaved but only with the agreement of the Council. Graves for cremated remains cannot be chosen, these are allocated in numerical order by the Council.
- 4.12 All graves are to be excavated only by grave diggers appointed by the Council and under the direction of the Council. No walled graves or vaults will be permitted.
- 4.13 The purchaser of the grave must choose the depth of the first interment for the deceased in accordance with the following applicable depths and subject to the ground conditions:
 - Double depth grave – 8' (this will allow for a second interment at a later date)
 - Single depth grave – 6'
 - Ashes – 2'

A grave space shall be 9' x 4' (adult). All grave spaces must maintain a 7 inches (17.5cms) perimeter of open space around the grave to allow access to adjoining spaces.

Second Interments

- 4.14 In the case of second interments, no disturbance of remains shall be permitted without an Exhumation Order. A minimum 6 inch depth between interments must be maintained. The top coffin must be laid at least 3 feet below the ground surface of the grave.
- 4.15 The purchaser/undertaker must inform the Council's Cemetery Service of the depth of the grave at the time of completion of the Notice of Burial form.
- 4.16 Ashes may be scattered on purchased or unpurchased graves without the need to inform the Council's Cemetery Service. However, as the Council will have no record of this scattering, the name of the deceased may not be added to the memorial on that gravesite. (See Regulation 5.4 for further information.)
- 4.17 If the ashes are scattered on a purchased grave with the permission of the Council's Cemetery Service, (see regulation 4.6 for the procedure for this), the Council will maintain a record of the scattering, and the name of the deceased may be added to the memorial on the gravesite. (See Section 5 for more information on memorials).
- 4.18 In cases where the family of the deceased wishes to divide cremated remains, the normal booking procedures will apply and the Council will require an original copy or certified copy of the White Certificate of Disposal in order to comply with statutory Burial Regulations.
- 4.19 The Council shall arrange to rectify sinkage during the first year after burial on a non-chargeable basis. After the first year, responsibility for rectifying sinkage of soil will lie with the purchaser of the grave; however, the purchaser can request this service to be provided by the Council on a chargeable basis and subject to staff availability.
- 4.20 Floral tributes may be placed on the grave space but the Council reserves the right to move these, with care, to allow for grass cutting to be carried out.

Memorials

- 5.0 All memorials and inscriptions (and the installation thereof) are subject to the prior approval of the memorials section of the Council's Cemetery Service and payment of the required fees. All memorials must be installed in accordance with the current NAMM specifications by a stone mason who is a registered member of the BRAMM. Stonemasons are required to be registered with the Council (forms are available from the Council)
- 5.1 The placing of a memorial on an unpurchased grave is not permitted.
- 5.2. A completed application for a permit to erect a memorial or add an inscription must be submitted to the memorial section of the Cemetery Services. In addition:
- The form must be signed by the owner of the Exclusive Rights of Burial (purchaser) to confirm their permission; the only exception is when a copy of a Power of Attorney is provided or in the case of Probate.
 - This form must include a diagram/drawing showing the size and dimensions of the memorial and the copy of any proposed inscription in English or accompanied by a certified English translation.
 - A copy of any photograph to be included on the memorial must be provided to the Council for approval prior to the issuing of a Memorial Permit.

- The Council reserves the right to refuse permission for a memorial to be placed in the cemetery when the inscription is deemed to be unsuitable.
- All applications will be considered on their merit.
- No memorial may be installed or inscription added without a permit from the Council (see regulation 6).
- Installations of memorials will only be permitted on a grave after a minimum period of 8 months has passed from the date of the burial.
- Memorial Permit Applications for the installation of memorials will be considered within 8 months after an interment, although any processed applications will be issued a post dated permit to allow installation after 8 months from the date of interment.
- The Council will allow the installation of a memorial on the same day as ashes burial providing this has been authorised by the Council's Cemetery Service.
- Memorials cannot be installed until the burial has taken place.
- A permit must be obtained from the Council's Cemetery Service before any additional inscriptions or repairs are carried out to any memorial.
- A fee will be charged for any additional inscriptions and remedial works.
- Any memorial works that involve cleaning at the grave site will require notification by telephone call to the Cemetery Services, before the stonemason proceeds with the work.

5.3 The cemeteries are "lawned cemeteries" (this will not affect existing memorials) and with the exception of a headstone or cross and adjoining plinth (for the placing of floral tributes) no other memorial, railings or enclosures of wood, iron or other metal or kerbstones shall be allowed to be placed on the lawned or seeded area with the exception of a temporary cross which shall be allowed for eight months after a burial until a permanent memorial can be installed.

5.4 Memorials shall conform to the following:

- Memorials shall only be placed at the head of the grave
- Memorials shall be built of a durable natural stone or granite
- Memorials must be installed in a satisfactory way, meeting any health and safety regulations and not, in the opinion of the Council, disfigure the cemetery or cause concern, offend, or be insensitive to other bereaved families.
- Applicants are reminded that the cemeteries are shared public areas where other users must be considered.
- Burial headstones must not exceed the following maximum dimensions shown below:
 - Height 3 feet 6 inches (42 inches) or 105cms
 - Width 2 feet 10 inches (34 inches) or 85cms
 - Depth of base 12 inches or 30cms
 - Depth of headstone 6 inches or 15cms
 - Width of plinth/base 3 feet 4 inches (40 inches) or 100cms
- A plinth (for the placing of floral tributes) forming part of the base of headstone will be permitted, to place a maximum of **two** vases only. Vases are placed at the owners' risk and must comply with the design and specification in the NAMM memorial specification guide. Vases must not be made of glass, plastic or compound materials
- Plaques and tablets will only be allowed on 'cremation only' plots.

- Cremation Headstones must not exceed the following maximum dimensions shown below;
 - Height 26 inches or 65cms
 - Width 18 inches or 45cms
 - Depth of base 12inches or 30cms
 - Depth of headstone 6 inches or 15cms
 - Width of plinth/base 24 inches or 60cms
- Plaques and tablet memorials for cremated remains should not exceed:
Width 18 inches or 45cms x Depth 17 inches or 42.5cms x Height 2 inches or 5cms
- All inscriptions as approved by the Cemetery Service are made on the front of the memorial only.
- If ashes have been scattered in a place other than on the grave where the memorial is to be sited and there is a request for an inscription the phrase “whose ashes lie elsewhere” or similar must be included in the inscription. Ashes that have been scattered without notifying the Council may not have the deceased’s name on the memorial.
- The grave number **must** be engraved on the rear of the headstone (near bottom) on the base of the headstone. No other engraving or mark shall be permitted on the rear of the headstone.

NAMM Specification Guide

Only the following designs of Memorials, as identified in the attached guide will be considered. Those memorials marked through with a red cross will not be permitted.

Standard Headstone Shapes

H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11, H12, H13, H14, H15, H16, H17, H18, H19, H20, H21, H22, H23, H24, H25, H26, H27, H28, H29, H30, H31, H31, H33, H35, H36, H37, H38, H39, H40, H42. (All headstones must not exceed the maximum dimensions outlined above).

Lawn Type Bases

B1, B2, B3, B4, B5, B6, B7, B8, B9, B10. (all bases must not exceed the maximum dimensions outlined above)

Crosses

C1, C2, C3, C4, C5, C6, C7 (crosses not to exceed the maximum dimensions outlined above)

Die and Step Bases for Crosses

DS1, DS2 (bases for crosses not to exceed the maximum dimensions outlined above)

Books and Supports

BK1, BK2, BK3, BK4, BK5, BK6 (all supports and books must not exceed the maximum dimensions for headstones and bases as outlined above and BK1, BK2 and BK3 must be supported on a “Tick or Plain Rest”)

Vases

V1, V2, V3, V8, V9, V10, V5, V6, V4 (all vases must not exceed the maximum dimensions to fit on the base of the headstone, as outlined above)

Plaques for Cremation Plots

P1, P2 (all Cremation Plaques must not exceed the maximum dimensions for Cremation Plaques as outlined above).

Certificate of compliance

5.5 Memorial Masons are required to provide the Town Council with a certificate of compliance

within 5 working days of the installation of any memorial.

- 5.6 The maintenance of memorials is the responsibility of the owner and all memorials must be kept safe and in good repair. In the event of any memorial becoming unsafe due to lack of maintenance by the owner, the Council reserves the right to make safe and charge the owner for any costs which are so incurred.
- 5.7 As part of the Health and Safety programme all memorials are inspected every 5 years.
- Where a memorial fails the inspection, the Council will charge, in advance, an administration fee for the re-inspection of the repairs.
- 5.8 The Council will not be responsible for any damage to memorials or headstones by storm, wind, lightning, subsidence, acts of third parties or any other cause other than as a direct result of negligence of their employees.
- 5.9 The Council reserves the right to remove, cut down or prune any plant or shrub if it becomes neglected, unsightly or overgrown or when it is necessary to enable the grave or surrounding graves to be used again.
- 5.10. The Council reserves the right to remove any neglected, damaged or decayed memorials.
- 5.11 The Council reserves the right to remove any neglected, damaged or decayed tributes.
- 5.12 Glass vases will not be permitted on graves and the Council reserves the right to remove these items.

Working in the cemetery

- 6.0 No work shall be carried out in the cemeteries without the prior permission of the Council. Any stone mason authorised to work in the Council's cemeteries shall be required to notify the Council in advance. Upon completion of any work undertaken in the cemeteries, a completed Permit reply form must be passed to the Council's Manager or left at the Town Council's offices on the day the work is completed. Permission for a burial or installation or alteration of a memorial includes permission for all necessary work.
- 6.1 Anyone working in the cemeteries must comply with all relevant provisions of the Local Authorities' Cemeteries Order 1977, the Health and Safety at Work Act 1974, and all reasonable directions of the Grounds and Service Manager and must make good at their own expense any damage they have so caused.
- 6.2. Following completion of any works, all spoil and rubbish must be removed and the site left in a clean and tidy condition.
- 6.3 The Council does not accept any responsibility for, or liability in respect of, any damage or injury to any person or thing arising from work done in the cemetery, except that arising from work done by its own employees.

Our commitment to quality of service and appeals over decisions made

These Regulations should be read in conjunction with the Farnham Town Council Cemeteries

Charter. The Cemeteries Charter outlines Farnham Town Council's commitment to quality of service and refers to matters of appeal in the event that users of the service are unhappy with a decision made by the Council, with reference to the Cemeteries Service, and the standards that any user of the cemetery has a right to expect.



FARNHAM TOWN COUNCIL

F

Notes

Strategy and Finance Working Group

Time and date

10.00am Tuesday 18th June 2012

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Appointed Members: Councillors David Attfield, Pat Frost, Jill Hargreaves, Jeremy Ricketts, Roger Steel, John Ward.

Lead Members: Carole Cockburn, Julia Potts

Other Councillors: Stephen Hill (Mayor), Paddy Blagden

Officers present:

Iain Lynch (Town Clerk), Russell Reeve (Team Leader Corporate Governance)

1. Election of Lead Member 2012-13

Cllr Hargreaves proposed Cllr John Ward, seconded by Cllr Roger Steel.

Cllr Potts proposed Cllr Pat Frost but as there was no seconder the proposal fell. There were no other nominations and Cllr Ward was duly elected as Lead Member for 2012-13.

Cllr Frost said that she felt that it was wrong that a councillor who was not elected in the initial ballot to the Working Group should be appointed as Lead Member. Cllr Potts endorsed this view.

2. Task Groups 2012/13

- a) The Infrastructure Planning Task Group was reappointed with membership comprising Cllrs Blagden, Cockburn, Genziani, Ricketts and Steel
- b) The Offices Working Group comprising Cllrs Attfield and Genziani was reappointed.

3. Apologies

There were no apologies

4. Declarations of Interest:

The following declarations of interest were made:

- Item 9 Cllr Pat Frost, Personal interest in relation to the Memorial Hall as a member of Waverley Borough Council

- Item 9 (i) Cllr Julia Potts, Personal and Prejudicial in relation to the Compulsory Purchase Orders as a Member of Waverley's Executive
- Item 9 ii) Cllr Julia Potts, Personal and Prejudicial as Portfolio Holder for the Memorial Hall
- Item 9 Cllr Carole Cockburn, Personal as a Member of Waverley Borough Council
Cllr Jill Hargreaves, Personal as a Member of Waverley Borough Council
Cllr Roger Steel, Personal as a Member of Waverley Borough Council
Cllr John Ward, Personal as a Member of Waverley Borough Council
- Item 15 Cllr Pat Frost, Personal interest as Chairman of the Farnham Traffic Task Group.
Cllr Julia Potts, Personal as the Waverley Borough Council representative on the Farnham Traffic Task Group
Cllr Roger Steel, Personal as a Waverley representative on the Farnham Traffic Task Group (although it was later confirmed that he is also the Farnham representative)

Cllr Potts requested that a copy of the declaration form be included in the agenda papers.

5. Notes of Meeting held on 27th March 2012

POINTS	ACTION
<p>1) The notes were agreed.</p> <p>Cllr Frost asked if any progress had been made in relation to the action point on the Community Task Force. The Town Clerk confirmed that a meeting had taken place with David Coker of the Crime Prevention Panel and that a wider meeting would be scheduled later in the year.</p>	

6. Finance Statements and the Annual Return 2011-12

POINTS	ACTION
<p>1) Members received and discussed in detail each of the following documents which had been circulated to all councillors:</p> <p>i) Budget variances against revised budget. Appendix B</p> <p>ii) The Bank Reconciliation as at 31st March 2012 Appendix C</p> <p>iii) The Trial Balance 2011/12 Appendix D</p> <p>iv) The outturn on reserves Appendix E</p> <p>v) The Asset Register at 31st March 2012 Appendix F</p> <p>vi) The Internal Audit letter 2011/12 and Officers' response Appendix G</p> <p>vii) The Draft Financial Statements for 2011/12 Appendix H</p> <p>viii) The Intermediate Audit Questionnaire for 2011/12 Appendix I</p> <p>ix) The Annual Governance Statement (section 2 of the</p>	

<p>Annual Return) x) The Draft Annual Return for 2011/12 Appendix J</p> <p>2) The difference in the outturn on the Edge system and the Statement of accounts was clarified. It was noted that the Edge system did not effectively cater for receipts in advance and the difference was due to the opening receipts in advance from 2010-11 and the closing receipts in advance being carried into 2012-13. This was demonstrated in the Trial Balance.</p> <p>3) The Outturn for the year was £22, 770.08 accounted for by reduced expenditure such as of management of vacancies and contract savings; and additional income from events and higher than expected cemetery income in the last quarter.</p> <p>4) Members received clarification in relation to a number of specific points and noted the issue of the VAT debtor that related to previous year. This was due to be claimed in the next VAT quarter.</p> <p>5) It was noted that the Mayor's Charity income should ideally have been on the variance list. The Town Clerk confirmed that it would not be a variance at the Outturn since it was carried forward as a receipt in advance to the new financial year and the opening and closing balances for 2011-12 would be zero.</p> <p>6) The Assets list was noted and agreed.</p> <p>7) The earmarked reserves list was noted and agreed.</p> <p>8) The Internal Auditor's letter was welcomed. The Comments in relation to the RBS Omega system and installation were noted. Members discussed the varying advice in relation to VAT on pitches at markets. It was felt that the approach of not charging VAT on Farmers' Market pitches was correct but that further discussion should take place in relation to events such as the Food Festival. Members believed it was right to charge VAT on this event as the pitch element was incidental to the main activity.</p> <p>9) The draft Report and Financial Statements were agreed for approval by Council</p> <p>10) The responses to the Intermediate Audit Questionnaire were agreed</p> <p>11) The Draft Annual Return was agreed for approval by Council.</p> <p>12) Cllr Frost suggested that as all papers had been circulated to all councillors, not all the background papers need be included in the agenda for full Council. This was agreed.</p>	<p>Recommendation to Council for approval</p> <p>Recommendation to Council for approval</p> <p>Town Clerk to discuss further with the Internal Auditor and review the advice received from HMRC.</p> <p>Recommendation to Council for approval</p> <p>Recommendation to Council for approval</p>
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<p>13) Cllr Steel congratulated officers on the work done on completing the end of year accounts and the clarity of the presentation.</p>	
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7. Other financial matters

POINTS	ACTION
<p>1) The Town Clerk updated members on progress in installing the new financial system. The first day's training had been completed and the accounts reconciled for April. It had been decided to move all of the 2012/13 documentation onto the RBS system to avoid the need for double entries and the change part way through the financial year. Good progress was being made and additional training and support from RBS was being used to ensure the data capture and entry was robust.</p> <p>2) Cllr Ward said huge progress was being made and it would be good to have the new analysis from the RBS system.</p> <p>3) Members agreed to the proposal contract a management accountant with experience of RBS and local councils, Claire Connell, to assist with month-end and year-end processes and reports subject to a satisfactory reference from another local council. Costs would be met from the Professional Services budget.</p>	<p>Recommendation to Council to agree to contract Claire Connell with costs met from the professional services budget.</p>

8. HR Panel

POINTS	ACTION
<p>1) The Notes of the HR Panel held on 22nd February were agreed.</p> <p>2) Cllr Attfield noted that the HR Panel comprised mostly the same members as on Strategy and Finance. This could be problematic if an appeal panel needed to be constituted. Cllr Frost felt the Panel should be more independent of Strategy and Finance. Cllr Ward said it was important to learn from experience and let things evolve as a result. It was agreed that a report should be drafted for the September meeting reviewing the Panel and how it should operate, and how it should be composed. In the meantime it was agreed to recommend to Council that members should be co-opted as needed.</p> <p>3) The Town Clerk updated members on staffing matters and that exit interviews would be undertaken with the Mayor for the team leader changes.</p> <p>4) It was noted that there was an HR Panel taking place after Strategy and Finance.</p>	<p>Town Clerk to prepare a report for September Strategy and Finance.</p> <p>Recommendation to Council to agree to HR Panel co-opting two members if required.</p>

9. Discussions with WBC

POINTS	ACTION
<ol style="list-style-type: none"> 1. It was noted that papers for compulsory purchasing parts of the East Street Scheme had been issued. 2. The Town Clerk advised that Waverley had asked if Farnham Town Council would be interested in managing the Memorial Hall. Members felt that it should not just be a letting agent for Waverley and the terms had to be fair to both sides. A full repairing lease would not be acceptable given the works needed on the building. Cllr Frost suggested getting a full profit and loss account for the building to allow for a proper evaluation of the proposal. 3. It was felt that any discussion in relation to the Memorial Hall should also include other community assets identified as being suitable for local management and ownership such as Gostrey Meadow, Borelli Walk and the Haren Gardens. 4. The Town Clerk should respond to Waverley proposing a wider discussion. 5. The Town Clerk provided an update on progress on discussions for an agency arrangements for the reception service. 6. Cllr Ward reported on correspondence with the Leader of Waverley Borough Council in planning a meeting to discuss matters relating to East Street. It was agreed that Farnham needed to be clear on the issues to be discussed on behalf of the town to get the most out of the meeting, and that the meeting had to include officers from both councils if any effective progress were to be made. Cllr Frost thought that a series of meetings with Waverley may be needed. It was agreed that a small group of Farnham Councillors should meet (the Infrastructure Planning group) to determine the best outcome from any such meeting in relation to matters raised by local people in relation to the development itself and other matters including traffic and parking. 7. It was agreed it was now appropriate to invite Crest Nicholson to meet with the Strategy and Finance Group. 	<p>Recommendation to Council to discuss further the Memorial Hall and other sites identified as being local community assets.</p>

10. Chapel Buildings

POINTS	ACTION
<ol style="list-style-type: none"> 1. Members noted the latest position on the project with the Farnham Buildings Preservation Trust to see how the Chapel Buildings could be brought back into active use. 2. It was noted that the architect was meeting with representatives of both organisations on 21st June. Options 	<p>Further report after</p>

<p>were emerging for all three sites with the ability to use funds from the sale or long lease of one building to restore others for community or craft use. Cllr Frost advised members that there was a Community Infrastructure Fund at Surrey County Council that may be appropriate to apply to for a grant.</p>	<p>consideration has been given to architects proposals.</p>
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11. Infrastructure Planning Group

POINTS	ACTION
<ol style="list-style-type: none"> 1) Cllr Cockburn advised members of progress on the work of the Infrastructure Planning Group. The Group had responded as agreed to the Infrastructure Plan produced by Waverley and was continuing work on the Neighbourhood Plan. 2) The Group had decided to put in an application for a Portas Award in the round which closed in June. Although there was tough competition for these awards (only 12 made to the 300+ applicants in the first round) it fitted with the work for the Neighbourhood Plan and was important to do what we can to help sustain a thriving town. 3) Cllr Ricketts reported on an application to DEFRA that was being prepared in combination with Waverley Borough Council to raise awareness of the problems of air quality in Farnham and empower local people to make incremental changes to make a difference. Cllr Ricketts was greatly excited by the opportunity and thanked WBC for their support. 	<p>Town Clerk to clarify date and circulate agenda</p>

12. Council Prayers and Council Chaplain

POINTS	ACTION
<ol style="list-style-type: none"> 1) Members discussed the best arrangements for prayers before Council Meetings. It was agreed that prayers should take place five minutes before the start of public questions and be rotated around the churches in Farnham. The Mayor said he had been advised that there were 26 at the last count. It was noted that the Revd Andrew Tuck, the retiring rector from St Andrew's would be the first. 2) Members noted the suggestion that the Town Council has a chaplain for staff as happens in other areas. It was agreed that Farnham Town Council was not large enough for a formal arrangement. 	

13. Farnham Community Games

POINTS	ACTION
<ol style="list-style-type: none">1) Members noted the legacy event of a Community Games that was being initiated by Farnham Community Rugby Club in conjunction with the Farnham Sports Council, Farnham Sports Centre, David Lloyd Leisure Centre and Waverley Borough Council. It is intended to showcase sports clubs in Farnham and encourage people to try and get involved with local sports clubs and will take place in-between the Olympic and Paralympic games on 27th August. It was noted the Mayor will launch the event at the 2012 Reception being held in the Council Offices on 25th June.2) Members felt schools should be encouraged to participate in the Community Games.3) Cllr Cockburn said this was a very good initiative and the Town Council should support the Farnham Sports Council in getting more people involved in sports.4) It was agreed that a small grant of £200 to match fund the Community Games should be made.	Town Clerk to clarify date and circulate agenda

14. Creating new parish councils

POINTS	ACTION
<ol style="list-style-type: none">1) Members noted advice and information given to a resident of Rowledge following a question raised at the Annual Town Meeting.2) It was noted that further matters needed to be raised through Waverley Borough Council.	

15. Farnham Traffic Task Group

POINTS	ACTION
<ol style="list-style-type: none">1) Members noted that a meeting had taken place on how to optimise the value of the Farnham Traffic Task Group. It was requested, and agreed, that Farnham Town Council takes the notes of the Task Group. These would be available for all councillors on a confidential basis. It was also noted that there may be two or three scheduled meetings a year and that Farnham Town Council would be invited to put items on the agenda for discussion.	

16. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on 17 th July at 9am.	Town Clerk to circulate agenda

Meeting ended at 13.10

Notes written by Iain Lynch

Appendix **G**



Report and Financial Statements
Year ending 31st March 2012

Farnham Town Council

Financial statements for the year ended 31 March 2012

Explanatory Foreword

Farnham Town Council's financial statements for the year ended 31 March 2012 are set out on the pages attached and consist of the following:

- **The Income & Expenditure Account**, showing income and expenditure on all services.
- **The Balance Sheet**, setting out the Council's financial position at the year end.
- **Notes to the Accounts**, providing information on amounts included in the statements.

This foreword provides a brief summary of the more important aspects of Farnham Town Council's activities and its financial position.

Basis of preparing the financial statements

As the Council's income is less than £6,500,000, the Council's accounts follow the CIPFA Accounting Guidance for medium-sized councils. The balance sheet therefore excludes the value of fixed assets such as premises, equipment and infrastructure and the cost of services excludes depreciation. The accounts also exclude adjustments that would be necessary to meet accounting standard FRS 17, which relates to the accounting treatment for retirement benefits, as compliance is not required.

External Auditor's Opinion

The External Auditor's Opinion is provided on an Annual Return provided to the Council's Auditors:

BDO LLP
Arcadia House
Ocean Village
Southampton
SO14 3TL

The figures provided in these statements are consistent with those provided in the Annual Return.

Outturn for the year

The outturn for the year is set out in the Income & Expenditure Account on page 3 and may be summarised as follows:

	£
Cost of services	984,725
Income received	-129,095
	<hr/>
Net spending	855,630
Precept on Waverley Borough Council	<hr/> 878,400
	<hr/>
Amount added to balances for the year	<div style="border: 1px solid black; padding: 2px; display: inline-block;">22,770</div>

Capital expenditure

The funding for capital expenditure in the 2011/12 year was all from revenue and balances (there was no borrowing in the year).

Statement of responsibilities for the Statements of Accounts

The Council is required to:

- Make arrangements for the administration of its financial affairs;
- Ensure that one of its officers (referred to as the Responsible Financial Officer) is responsible for the administration of those affairs. At Farnham Town Council, that officer is the Town Clerk.
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The Responsible Financial Officer is responsible for preparation of the Council's statements of accounts in accordance with the CIPFA Accounting Guidance so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2012 and its income and expenditure for the year then ended. In preparing the statements of accounts, the Responsible Officer has:

- Selected suitable accounting policies and applied them consistently;
- Made judgements that were reasonable and prudent; and
- Complied with the Guidance.

The Responsible Officer has also:

- Kept proper accounting records that were up to date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

Councillor Jill Hargreaves
Town Mayor (2011-12 year)

Farnham Town Council
Council Offices
South Street
Farnham
Surrey
GU9 7RN

June 2012

Farnham Town Council
Income & Expenditure for the year ended 31 March 2012

Services	Year ended 31 March 2012			2010/11
	Expense	Income	Net	Net
	£	£	£	£
1 Parks, Gardens and Open Spaces	339,065	12,765	326,300	310,693
2 Allotments	40,083	8,211	31,872	12,661
3 Tourism and Farmers Market	140,034	28,471	111,563	72,145
4 Cemeteries	129,551	63,177	66,374	65,169
5 Administration	180,161		180,161	268,006
6 Grants	49,923		49,923	57,423
7 Infrastructure costs	29,617		29,617	23,372
8 Other	76,291	16,471	59,820	39,796
Net cost of services	984,725	129,095	855,630	849,265
			£	£
Precept on the Borough Council			-878400	-875,939
Surplus(-) for the year			-22,770	-26,674
Movement on General Fund balance and reserves:				
Balance brought forward			972,245	945,571
Surplus for the year			22,770	26,674
Balance carried forward			995,015	972,245

Farnham Town Council Balance Sheet at 31 March 2012

	Notes	31 March 2012		31 March 2011	
		£	£	£	£
Fixed assets					
Tangible fixed assets	1, 3				
Current assets					
Investments		1,000,000		930,000	
Debtors (including VAT recoverable)	4	31,636		31,443	
Bank		53,911		97,881	
			1,085,547		1,059,324
Current liabilities					
Creditors and accrued expenses	5		-90,532		-87,079
Total assets less current liabilities			995,015		972,245
Capital and reserves					
Earmarked Reserves	6		526,000		532,287
Non Earmarked Reserves			469,015		439,958
			995,015		972,245

The Notes on pages 6 to 9 also form part of the financial statements.

The Council falls within the Audit Commission's 'lighter touch' audit regime and so the external audit opinion is provided on the Annual Return, which includes a summary of the Income and Expenditure Statement and Balance Sheet.

The above statement presents fairly the financial position of the Council as at 31 March 2012 and reflects its income and expenditure for the year. These financial statements reflect statements that were approved at a meeting of the Council held in June, 2012

.....
Town Mayor

.....
Responsible Financial Officer

Farnham Town Council

Notes to Financial Statements for the year ended 31 March 2012

I. Principal accounting policies

Accounting convention

The financial statements have been prepared in accordance with the CIPFA Accounting Guidance for Local Councils, which is recognised by statute as representing proper accounting practices, as applied to the accounts of local councils.

Fixed assets

The Council's financial statements are not required to include the value of fixed assets on the balance sheet or depreciation in the Income & Expenditure Account. The acquisition, creation or enhancement of fixed assets is charged to revenue each year, and disposal proceeds are credited to a capital receipts reserve if not immediately used to fund capital expenditure.

Fixed assets are valued in the Notes to the Financial Statements on the bases recommended by CIPFA and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

- Land, operational properties and equipment, infrastructure and community assets are valued at the lower of purchase price, net current replacement cost and net realisable value. Assets not subject to formal valuation in the year have replacement values increased annually by a percentage approximating to general inflation.
- Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Assets considered to have no appreciable realisable value are stated at zero value.

Debtors and creditors

The Council's financial statements are maintained on an accruals basis. Amounts due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

Stocks and work in progress

Stocks of office supplies and for grounds maintenance have been treated as consumed because their value was not material.

Reserves

The Council maintains certain operational reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 6.

General administration and support service costs

Central administrative support costs are reallocated direct to the services concerned, so far as they can reasonably be ascertained. The remaining administrative costs, including those relating to the democratic process, are shown as a separate service cost in the Income & Expenditure Account.

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2012
(continued)

2. Pension costs

The Council's staff members are eligible to become members of the Surrey Superannuation Fund, which is administered by Surrey County Council. The Council's contributions during the year ended 31 March 2012 were 18.8% of pensionable salaries, together with additional employer pension fund cost during the year of £4,419.

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees. These contributions are determined by the Fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the Fund, in accordance with relevant government regulations.

3. Fixed assets

£

Operational land and buildings (on historic cost basis)

Council Offices	1,075,480
Other Public Buildings	426,094
Wrecclesham Community Centre	500,000
Depot	108,211

Vehicles and equipment

Vehicles	32,024
Audio and Visual Systems	21,304
Christmas Decorations	94,394
Civic Insignia	46,065
Grounds Equipment	27,372
Computers, telephones and office equipment	70,730
Other	11,750

Infrastructure assets

Bus shelters	44,995
CCTV	43,324
Boards and Signs	13,303
Litter bins	14,700
Seats	2,782

Community assets

Cemeteries	571,291
Allotments and Gardens	30,857

Total value	3,134,676
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Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2012
(continued)

4. Debtors and prepayments	2012	2011
	£	£
Debtors	19,546	16,121
Value added tax	12,090	15,322
	31,636	31,443

5. Creditors and accrued expenses	2012	2011
	£	£
Creditors	71,682	77,373
Income in advance	18,850	9,706
	90,532	87,079

6. Earmarked Reserves and Non earmarked Reserves

Category	Balance at 31.3.12	Comments
Election and By-election Fund	£20,000	To cover Election and By-election costs. WBC invoices after an election.
Legal Expense fund	£10,000	To cover unforeseen legal costs.
New Equipment	£35,000	Planned equipment upgrades.
Wrecclesham Community Centre	£26,000	To fund required building works.
Bus Shelters and Street Furniture	£25,000	Infrastructure to be developed.
Additional CCTV equipment	£40,000	To fund programmed investment.
Gostrey Meadow and public space enhancements	£25,000	Includes bandstand and war memorial.

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2012
(continued)

Planning	£15,000	Provision for Neighbourhood Plan.
Environment	£10,000	Provision for Air Quality and other initiatives.
Cemetery Chapels	£150,000	Major repairs are required to the Chapels.
Cemetery Enhancements	30,000	Programme of works to footpaths.
Cemeteries	£20,000	Other identified costs.
IT investment	£15,000	To fund required investment/ upgrades.
Farmers Market	£2,000	Equipment replacement.
Tourism Development	£20,000	To fund improved services.
Public Conveniences	£20,000	Upgrade to improve public conveniences.
Town Hall	£63,000	To fund required building works.
Total Earmarked	£526,000	
Non Earmarked	£469,015	FTC Policy states that the general reserves should not dip below 50% of the total annual precept or operating expenditure.
Total Reserves	£995,015	

7. Contingent liabilities

There were no contingent liabilities at 31 March 2012 (2011: none).



FARNHAM TOWN COUNCIL



Report

Strategy & Finance Working Group

Earmarked Reserves and General Reserve - 2011/12 year end

Category	Description	Balance at 1.4.2011	Transfers/ Receipts in during year	Year end adjustments to reserve levels	Provision carried forward to 2012/13
		£	£	£	£
Election Fund	Provision for WBC invoices for elections	30962	4500	-15462	20000
Legal Expense fund	Provision for unexpected legal expenses	10000	0	0	10000
New Equipment	Rolling programme of equipment upgrades such as new mowers	41565	0	-6565	35000
Wrecclesham Community Centre	Re-roofing project - Wrecclesham	26000	0	0	26000
Bus shelters & Street Furniture	Bus shelter(s) - includes SCC earmarked funds	35816	0	-10816	25000
CCTV	CCTV infrastructure development	46388	0	-6388	40000
Gostrey Meadow and public space enhancements	Includes bandstand and war memorial (reports to follow)	15000	0	10000	25000
Planning	Provision for Neighbourhood Plan	0		15000	15000
Environment	Provision for Air quality and related issues	0		10000	10000

Cemeteries - Chapels	Repairs to the Cemetery Chapels	139407	0	10593	150000
Cemeteries - maintenance and enhancements	Programme of works in Cemeteries - footpaths etc. (Objectives Summary for 2013 allocated £15K for improved signage to and within the cemetery, £20K over next 4 years for tree surgery and re-planting, and £16K for benches and litterbins in all cemeteries.)	30807	0	-807	30000
Cemeteries - other	Identified other commitments/ costs	10000	0	10000	20000
IT investment	To fund rolling programme of spending and investment. (Advised that £25K needed over next 5 years)	6000	0	9000	15000
Farmers' Market	Equipment replacement	2000	0	0	2000
Tourism Development	Implement strategy, possibly information point (report to follow)	27000	0	-7000	20000
Public Conveniences	Upgrades to improve public conveniences, especially lighting and water pressure.	22342	0	-2342	20000
Town Hall - external	Replacement windows in Town Hall, and Town Hall maintenance. (£65K required over next 5 years)	48000	0	-18000	30000
Town Hall - internal	Internal decoration of Town Hall Building and to replace the Chamber furniture.	38000	0	-5000	33000
Deleted:-					
Administration	Provision for 'Round & About' magazine	1000	0	-1000	
Administration	Training provision	1000	0	-1000	
Community Safety	Purchase of Radar Speed-gun	1000	0	-1000	
Earmarked reserves		532287			526000
General reserve	Policy - balance to be at least 50% of precept of £938,117 (£470,000).	439958			469015
Total reserves		972245			995015



Report

From Strategy & Finance Working Group to Council

Internal Auditor's letter 2011/12 and the Council's response

- 1 Attached at Appendix J is the Internal Auditor's letter on the closing of accounts for 2011/12. Mr Harland has confirmed that once the Council has confirmed its responses to the Annual Governance Statement in Section 2 of the Return, he will provide an unqualified internal auditors report for section 4.
- 2 Mr Harland provided a rigorous test of the closing of accounts and the draft financial statements providing some helpful suggestions for the manner in which the council moves from the old financial system provided to Edge to the new financial system provided by RBS. The summary of points suggested are set out in section 1 of the report.
- 3 The Internal Auditor has noted that there are some monies outstanding from events in 2011/12 and including one debtor who owes the Council £1,200. These outstanding monies are being actively pursued, and an update will be provided at the meeting. As a result of purchasing the Omega Financial System, the Council will be able to provide regular updates of aged debtors and it is intended that these will be reported to Strategy and finance on a regular basis during the year.
- 4 One of the matters highlighted during the 2010/11 end of year process was a potential claim needing to be made from HMRC for input VAT amounting to £2,091.98. After further investigations, the internal auditor has confirmed that this sum is due, and a claim will be made at the end of the first quarter of 2012/13.
- 5 The internal auditor has drawn attention to a discrepancy in the way VAT is charged on pitch rentals for events such as farmers' markets. The Council's practice has been to charge VAT as some other organisations (such as Waverley Borough Council) do bearing in mind the extra work involved in organising the event, arranging promotional material and hiring in equipment as required. This should be a simple matter but HMRC provides different advice on the matter depending on how the question is phrased. There does appear to be a difference in relation to the scale of the activity i.e. the pitch rental at an event such as the Food Festival is ancillary to the main activity whereas it is the significant activity in a farmers' market. As such officers are currently looking into the possibilities of making a refund to farmers' market attendees and making a corresponding claim back from HMRC (the effect will be cost neutral). For the Food Festival 2012, consideration is being given to the charge for attendance being split, as suggested by the Internal Auditor, or being with VAT in view of the service provided and the advice from HMRC.

Recommendation

Members are asked to welcome the Internal Auditor's report and the actions being progressed by officers in response and recommend both for adoption by Council. Officers discuss further the issue in relation to VAT on pitch rents where the pitch is ancillary to the main event.

ALAN J. HARLAND FCA
Accounting and Advisory Services

380 WOKINGHAM ROAD, EARLEY, READING, BERKSHIRE RG6 7HX
TELEPHONE: 0118 926 2910 MOBILE: 07801 374338 E-MAIL: alan.harlandI@btinternet.com

Mr I Lynch
Clerk to Farnham Town Council
Council Offices
South Street
Farnham
Surrey
GU9 7RN

7 June 2012

Dear Iain

Internal audit, year ending 31 March 2012; review of draft financial statements and annual return for external audit

Following our meetings last week, I confirm that I have completed my review of the draft financial statements and the numbers taken therefrom for inclusion in the summary accounts in section 1 of the annual return. I have now agreed the numbers with Russell and confirm that provided the Council's responses to the affirmations in the annual governance statement in section 2 of the return are affirmative, my internal auditor's report in section 4 will be unqualified.

A number of matters have arisen from my review, which also included the preparations for implementing the RBS Omega financial accounting system, as follows:

1. Managing and using the RBS Omega financial system

I note that the Omega financial system is being installed and will be operational with effect from the start of the new financial year. I have briefed Russell and Catherine on some of the more practical issues relating to installation and start-up, including the control accounts that come as standard with the system, the input of accurate opening balances at 1 April 2012 and historic data for 2011/12 on income, expenditure, and March 2012 balances.

Operation of the system will also need to be managed so that correct month-end routines are followed to maintain the integrity of the ledger. I am pleased to note that the Council is planning to engage an experienced accountant for this specific purpose and for preparation of annual accounts in due course.

I did suggest to Russell that the reallocation of staffing costs to activities could be achieved through percentage allocations of individuals' pay and related employer oncosts on a monthly basis, using spreadsheet analyses of the monthly payroll. I showed Russell an example from another local council and have provided him with electronic and paper copies of the relevant documents for consideration.

Once the Omega system is installed and operating satisfactorily, the Council will need to consider how the system may best be used to provide financial information to officers, the Council and working groups. The system's reports are structured specifically for local councils but will probably still need some tailoring to local needs.

2. Amounts due to the Council

I noted that at 31 March 2012 the Council was still owed approximately £2,400 from various traders, etc, that had participated at Council-organised events in the past year, notably £1,200 from the ice-cream vendor for summer 2011. These amounts are recorded in the AdvantEdge financial system and need to be pursued as a matter of urgency.

The Omega financial system will generate a listing of unpaid invoices for each debtor as required, and I recommend that this is scrutinised regularly by Finance staff to ensure that amounts are being settled when due.

3. VAT

The financial statements still show the sum of £2,091.98 as due from HMRC in respect of input VAT that was apparently omitted from VAT return(s) in past years. This needs to be investigated as soon as possible, bearing in mind that resolution becomes more difficult as time progresses, and there is a four-year time limit on VAT claims.

I note that the Council has decided, following advice from HMRC, to treat pitch rentals at markets and similar activities as VAT-exempt with effect from April 2012, and to charge a separate fee (bearing VAT at standard rate) in respect of administration and marketing at occasional events. This will enable the input VAT on administrative, etc, costs to be reclaimed as they will clearly be associated with revenue bearing VAT.

I also note that the Council may be making a retrospective adjustment to traders in respect of pitch fees previously subject to VAT. The Council will decide how much such an adjustment may be, but please note the four-year statutory time limit for VAT adjustments.

The VAT partial exemption calculations for 2012/13 will need to be modified following these changes in VAT treatment of revenue, and I shall be glad to advise on this once the Omega system has become operational.

* * * * *

I trust that these observations and recommendations are self-explanatory, but if you would like to discuss further, please contact me. I confirm that I shall be visiting the Council on 29th June to sign the completed annual return.

Yours sincerely



Alan Harland
Copy to Russell Reeve, Team Leader – Corporate Governance

Annual Return for submission



Local Councils in England Annual return for the year ended 31 March 2012

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages two to five is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2012.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do **not** leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

The annual return, together with your bank reconciliation as at 31 March 2012, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your appointed external auditor by the due date.

Your auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2012.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements for

FARNHAM TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance							
	31 March 2011 £	31 March 2012 £								
1 Balances brought forward	945,571	972,207	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.							
2 (+) Annual precept	875,939	878,400	Total amount of precept received or receivable in the year.							
3 (+) Total other receipts	117,821	129,095	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.							
4 (-) Staff costs	533,870	564,192	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.							
5 (-) Loan interest/capital repayments	10,227	10,227	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).							
6 (-) All other payments	423,027	410,268	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).							
7 (=) Balances carried forward	972,207	995,015	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)							
8 Total cash and short term investments	1,027,842	1,053,911	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.							
9 Total fixed assets and long term assets	3,088,274	3,134,676	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.							
10 Total borrowings	77,469	73,457	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).							
11 Trust funds (including charitable) disclosure note	<table border="1"> <tr> <td>YES</td> <td>NO</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>✓</td> <td></td> <td>✓</td> <td></td> </tr> </table>	YES	NO	YES	NO	✓		✓		Disclosure Note: The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)
YES	NO	YES	NO							
✓		✓								

I certify that for the year ended 31 March 2012 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date 29/06/2012

I confirm that these accounting statements were approved by the council on this date:

28/06/2012

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date 29/06/2012

Section 2 – Annual governance statement

We acknowledge as the members of:

FARNHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2012, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓		has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	✓	YES NO NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

MINUTE REFERENCE

dated **28/06/2012**

Signed by:

Chair **SIGNATURE REQUIRED**

dated **29/06/2012**

Signed by:

Clerk **SIGNATURE REQUIRED**

dated **29/06/2012**

***Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 3 – External auditor’s certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2012 of

ENTER LOCAL COUNCIL NAME HERE

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2012; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor’s report

(Except for the matters reported below)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor’s signature

External auditor’s name Date

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Section 4 – Annual internal audit report to

FARNHAM TOWN COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2012.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose from one of the following		
	Yes	No*	Not covered**
A Appropriate books of account have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Print name of person who carried out the internal audit **ALAN J. HARLAND FCA**

Signature of person who carried out the internal audit _____ Date **29/06/2012**

***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2012 annual return

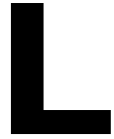
- 1 Proper practices for preparing this annual return are found in the *Practitioners' Guide**. This publication is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the auditor.
- 4 Do not send the auditor any information not specifically asked for. Doing so is not helpful. However, you must advise the auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your auditor with the annual return covers **all** your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The auditor must be able to agree your bank reconciliation to Box 8 on the Statement of Accounts. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guide**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The auditor wants to know that **you** understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide** to assist you.
- 7 If the auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2011) equals the balance brought forward in the current year (Box 1 of 2012).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	YES
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	YES
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	YES
	An explanation of significant variations from last year to this year is provided?	YES
	Bank reconciliation as at 31 March 2012 agreed to Box 8?	YES
	An explanation of any difference between Box 7 and Box 8 is provided?	N/A
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	YES
Section 2	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 4	All green boxes completed by internal audit and explanations provided?	YES

***Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guide* is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk



FARNHAM TOWN COUNCIL



Minutes

Planning Consultative Group

Time and date

7.00pm on Thursday 17 May 2012

Place

Council Offices, South Street, Farnham

Members Present

* Cllr C G Genziani
A Cllr D Beaman
* Cllr P Blagden
A Cllr S O'Grady
* Cllr J Parry
A Cllr J Ricketts
A Cllr R Steel

A Apologies for absence.

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 Beaman, Ricketts, O'Grady and Steel.

2. Disclosure of Interests

Name of Councillor	Planning Application Number	Subject	Type of Interest	Reason
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None received.

3. Election of Lead Member

Councillor Bladgen proposed Councillor Genziani as Lead Member. This was seconded by Councillor Parry. There being no other nominations Councillor Genziani was elected as Lead Member for the 2012/13 year.

4. Applications Considered By The Planning Consultative Group On Thursday 17 May 2012

WA/2012/0692	Farnham Bourne	Erection of extensions and alterations.	2 OLD FRENHAM ROAD, LOWER BOURNE GU10 3PU
		Approved after consideration on 17 May 2012.	
WA/2012/0654	Farnham Bourne	Erection of single storey extension.	8 SWINGATE ROAD, FARNHAM GU9 8JJ
		Approved after consideration on 17 May 2012.	
WA/2012/0682	Farnham Firgrove	Installation of replacement windows.	FLAT 9, WESTBOURNE PLACE, FARNHAM GU9 8EF
		Approved after consideration on 17 May 2012.	
WA/2012/0652	Farnham Hale and Heath End	Erection of single storey rear extension.	5 QUEEN ANNES GATE, WHITE HOUSE WALK, FARNHAM GU9 9AN
		Approved after consideration on 17 May 2012.	
WA/2012/0638	Farnham Hale and Heath End	Erection of two storey and first floor extension.	10 THE WARREN, FARNHAM GU9 9AS
		Approved after consideration on 17 May 2012.	

WA/2012/0664	Farnham Hale and Heath End	Erection of extensions and alterations following demolition of existing garage. Approved after consideration on 17 May 2012.	9 HIGHLANDS ROAD, FARNHAM GU9 0LX
WA/2012/0612	Farnham Moor Park	Certificate of Lawfulness under Section 192 for construction of a dormer window and conversion of the roof space into habitable accommodation. Approved after consideration on 17 May 2012.	3 WYKEHAM ROAD, FARNHAM, GU9 7JR
WA/2012/0663	Farnham Moor Park	Certificate of Lawfulness under Section 192 for the erection of a detached garage. Approved after consideration on 17 May 2012.	11 CROOKSBURY ROAD, FARNHAM GU10 1QB
WA/2012/0677	Farnham Moor Park	Erection of extensions and alterations. Approved after consideration on 17 May 2012.	4 GIFFARDS MEADOW, FARNHAM GU9 8DA
WA/2012/0687	Farnham Shortheath and Boundstone	Erection of extension and alterations. Approved after consideration on 17 May 2012.	27 GREEN LANE, FARNHAM GU9 8PY
WA/2012/0627	Farnham Upper Hale	Erection of gates. Approved after consideration on 17 May 2012.	13 BALL AND WICKET LANE, FARNHAM GU9 0PD
WA/2012/0653	Farnham Upper Hale	Erection of extensions and alterations to existing bungalow to form a chalet bungalow. Approved after consideration on 17 May 2012.	34 FOLLY HILL, FARNHAM GU9 0BH

WA/2012/0616	Farnham Wrecclesham and Rowledge	Erection of a conservatory. Approved after consideration on 17 May 2012.	6 FULLERS ROAD, FARNHAM GU10 4BP
TM/2012/0072	Farnham Castle	Application for works to trees subject of Tree Preservation Order WA66.	5A WEST END GROVE, FARNHAM, GU9 7EG
		Approved after consideration on 17 May 2012.	
WA/2012/0707	Farnham Firgrove	Installation of replacement window.	FLAT 10, WESTBOURNE PLACE, FARNHAM GU9 8EF
		Approved after consideration on 17 May 2012.	
TM/2012/0076	Farnham Wrecclesham and Rowledge	Application for works to trees subject of Tree Preservation Order 12/99.	1 CLARE MEAD, FARNHAM GU10 4BJ
		Approved after consideration on 17 May 2012.	
WA/2012/0708	Farnham Wrecclesham and Rowledge	Erection of porch and carport following demolition of existing garage.	65 RIVERDALE, WRECCLESHAM GU10 4PJ
		Approved after consideration on 17 May 2012.	
WA/2012/0656	Farnham Bourne	Erection of a detached dwelling.	SITE OF 2 DEEPCENE, FARNHAM GU10 3QR
		Lack of information about how access is to be created off Deepdene. Details needed.	

WA/2012/0660	Farnham Bourne	Change of use of dwellinghouse (C3) to a residential Care Home (C2).	REEVE HOUSE, FRENHAM ROAD, FARNHAM GU10 3HJ
		Approved after consideration on 17 May 2012.	
WA/2012/0640	Farnham Bourne	Erection of extension, roof terrace and car port together with alterations following demolition of existing extension and garage.	6 GREENHILL ROAD, FARNHAM GU9 8JN
		Approved after consideration on 17 May 2012.	
WA/2012/0695	Farnham Castle	Consultation under Regulation 3 for single storey extensions and associated hard and soft landscaping works to facilitate expansion of existing primary school from 1 form of entry (210 places) to 2 forms of entry (420 places).	POTTERS GATE PRIMARY SCHOOL, POTTERS GATE, FARNHAM GU9 7BB
		Approved after consideration on 17 May 2012.	
WA/2012/0681	Farnham Castle	Change of Use of units from B1/D1 use to 2 flats.	UNITS 3 & 5, CARLTON YARD, VICTORIA ROAD, FARNHAM GU9 7RD
		Approved after consideration on 17 May 2012.	
WA/2012/0657	Farnham Castle	Listed Building Consent for internal alterations and erection of externally illuminated fascia sign.	TOWN HALL BUILDINGS, THE BOROUGH, FARNHAM GU9 7ND
		Matter for the Conservation officer.	
WA/2012/0624	Farnham Castle	Listed Building Consent for the display of non-illuminated fascia sign.	87 WEST STREET, FARNHAM GU9 7EN
		Matter for the Conservation officer. Sign is too vivid in colour.	

WA/2012/0623	Farnham Castle	Advertisement consent for the display of non-illuminated fascia sign.	87 WEST STREET, FARNHAM GU9 7EN
		Objection - defacing a listed Georgian building in the Conservation Area.	
WA/2012/0632	Farnham Firgrove	Erection of extensions and alterations (revision of WA/2011/2219).	25 TILFORD ROAD, FARNHAM GU9 8DJ
		No comment after consideration on 17 May 2012.	
WA/2012/0609	Farnham Moor Park	Certificate of Lawfulness under Section 192 for the erection of an ancillary outbuilding.	25 CROOKSBURY ROAD, FARNHAM GU10 1QD
		Approved, but condition needed to prevent outbuilding becoming a dwelling.	
WA/2012/0611	Farnham Moor Park	Alternate proposal 1: Extensions and alterations and dormer window.	11 WYKEHAM ROAD, FARNHAM GU9 7JR
		Concerned about impact on amenity of neighbouring properties.	
WA/2012/0610	Farnham Moor Park	Alternate proposal 2: Erection of extensions and alterations.	11 WYKEHAM ROAD, FARNHAM GU9 7JR
		Concerned about impact on amenity of neighbouring properties.	
WA/2012/0665	Farnham Shortheath and Boundstone	Erection of extensions and alterations following demolition of part of existing dwelling and associated ground works.	4 BAT AND BALL LANE, FARNHAM GU10 4RA
		No comment after consideration on 17 May 2012.	
WA/2012/0631	Farnham Moor	Erection of extensions and	6A HIGH PARK ROAD ,

	Park	alterations and erection of a detached garage.	FARNHAM, GU97JL
		No plans seen.	
WA/2012/0680	Farnham Shortheath and Boundstone	Erection of a dwelling following demolition of existing dwelling.	45 BURNT HILL ROAD, WRECCLESHAM GU10 4RU
		No comment after consideration on 17 May 2012.	
WA/2012/0693	Farnham Shortheath and Boundstone	Erection of single storey side and rear extensions.	19 JUBILEE LANE, FARNHAM GU10 4SZ
		No comment after consideration on 17 May 2012.	
WA/2012/0694	Farnham Upper Hale	Certificate of Lawfulness under Section 191 for use of land as residential garden area.	THE BARN, RAVENSWOOD FARM, HALE ROAD, FARNHAM
		No comment after consideration on 17 May 2012.	
WA/2012/0644	Farnham Weybourne and Badshot Lea	Consultation on a County Matter; temporary importation of up to 5,000 tonnes of sand and gravel per month and stockpiling of that material to be used in conjunction with the existing concrete batching plant for a period expiring on 31 December 2012.	FARNHAM QUARRY, RUNFOLD ROUNDABOUT, FARNHAM GU10 1QJ
		No comment after consideration on 17 May 2012	
WA/2012/0621	Farnham Weybourne and Badshot Lea	Erection of extensions and alterations following demolition of existing conservatory (revision of WA/2011/1370).	MEADOW COTTAGE, MONKTON LANE, FARNHAM GU9 9AA
		No comment after consideration on 17 May 2012	

WA/2012/0684	Farnham Wrecclesham and Rowledge	Erection of 2 detached dwellings and associated works.	LAND TO REAR OF 90-96 BOUNDSTONE ROAD, ROWLEDGE GU10 4AU
		Concerned about garden grabbing and over development of site in this rural location.	
WA/2012/0671	Farnham Wrecclesham and Rowledge	Erection of two storey extension following demolition of existing garage.	2A YELLOW ROSE COTTAGE, PROSPECT ROAD, ROWLEDGE GU10 4AH
		No comment after consideration on 17 May 2012	
WA/2012/0614	Farnham Wrecclesham and Rowledge	Erection of club house following demolition of existing club house together with the installation of external lighting (revision of WA/2012/0080).	WRECCLESHAM TENNIS CLUB, RIVERDALE, FARNHAM GU10 4PJ
		No comment after consideration on 17 May 2012	
WA/2012/0679	Farnham Wrecclesham and Rowledge	Erection of 2 dwellings.	LAND AT CHERRYFIELDS COTTAGE, FULLERS ROAD , FARNHAM GU10 4DF
		Concerned about over development of site in this rural location and infill which is contrary to Farnham Design Statement.	
WA/2012/0700	Farnham Castle	Listed Building Consent for alterations to existing garage.	26 WEST STREET, FARNHAM GU9 7DR
		Refer to conservation officer.	

WA/2012/0722	Farnham Castle	Display of externally illuminated fascia sign. Matter for the Conservation officer.	TOWN HALL BUILDINGS, THE BOROUGH, FARNHAM GU9 7ND
WA/2012/0699	Farnham Castle	Alterations to existing garage.	26 WEST STREET, FARNHAM GU9 7DR
		Refer to conservation officer.	
WA/2012/0707	Farnham Firgrove	Installation of replacement window.	FLAT 10, WESTBOURNE PLACE, FARNHAM GU9 8EF
		No objection subject to no loss of amenity for overlooked property.	
WA/2012/0701	Farnham Hale and Heath End	Erection of single storey rear extension following demolition of existing extension and conservatory.	3 EAST AVENUE, FARNHAM GU9 0RA
		No comment after consideration on 17 May 2012	
WA/2012/0740	Farnham Moor Park	Creation of a new access.	58 EAST STREET, FARNHAM GU9 7TH
		No comment after consideration on 17 May 2012	
WA/2012/0714	Farnham Weybourne and Badshot Lea	Certificate of Lawfulness under Section 191 for the erection of an outbuilding.	33 WEYBOURNE ROAD, FARNHAM GU9 9ET
		No comment after consideration on 17 May 2012	

PC/2012/0017	Farnham Weybourne and Badshot Lea	Consultation from Surrey County Council for an application in a neighbouring authority for the erection of concrete batching plant and aggregate depot facility with associated infrastructure, batch cabin, weighbridge, weighbridge office and hardstanding, Concerned that a batching plant established as temporary facility for the Quarry is now to be used as a permanent facility.	FARNHAM QUARRY, RUNFOLD ROUNDABOUT, RUNFOLD
PC/2012/0016	Farnham Wrecclesham and Rowledge	Consultation from a neighbouring authority for detached double garage/garden store/log store with store to first floor, two dormers and 2.1m x 26m long boundary wall to south east.	1 YEW TREE COTTAGE, FARNHAM ROAD, FARNHAM GU10 4LA
		No plans seen.	
WA/2012/0738	Farnham Wrecclesham and Rowledge	Erection of single storey extension and porch.	114 BOUNDSTONE ROAD, FARNHAM GU10 4AU
		No plans seen.	

The meeting closed at 8.50 pm



FARNHAM TOWN COUNCIL

M

Minutes

Planning Consultative Group

Time and date

7.00pm on Thursday 31 May 2012

Place

Council Offices, South Street, Farnham

Members Present

Cllr C G Genziani
Cllr D Beaman A
Cllr P Blagden
Cllr S O'Grady A
Cllr J Parry A
Cllr J Ricketts A
Cllr R Steel

A Apologies for absence.

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 S O'Grady, D Beaman, J Parry and J Ricketts

2. Disclosure of Interests

Name of Councillor	Planning Application Number	Subject	Type of Interest	Reason
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None received.

3. Applications Considered By The Planning Consultative Group On Thursday 31 May 2012

CA/2012/0053	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.	7 MAVINS ROAD, FARNHAM GU9 8JT
		Approved after consideration on 31 May 2012	
TM/2012/0084	Farnham Bourne	Application for works to trees subject of Tree Preservation Order 23/05.	3 PARKLANDS CLOSE, FARNHAM GU9 8AZ
		Approved after consideration on 31 May 2012	
WA/2012/0748	Farnham Firgrove	Erection of single storey rear extension.	30 ARTHUR CLOSE, FARNHAM GU9 8PE
		Approved after consideration on 31 May 2012	
WA/2012/0773	Farnham Shortheath and Boundstone	Erection of extensions.	7 BOUNDSTONE ROAD, FARNHAM GU10 4TH
		Approved after consideration on 31 May 2012	
WA/2012/0762	Farnham Shortheath and Boundstone	Erection of extensions together with alterations to loft to form habitable accommodation.	20 UPPER BOURNE LANE, FARNHAM GU10 4RQ
		Approved after consideration on 31 May 2012	
WA/2012/0749	Farnham Wrecclesham and Rowledge	Erection of conservatory following demolition of existing conservatory.	HEATHER HOUSE, HEATHER CLOSE, FARNHAM GU9 8SD
		Approved after consideration on 31 May 2012	

WA/2012/0806	Farnham Bourne	Erection of extensions and alterations following demolition of existing garage.	2 ERNEST CLOSE, FARNHAM GU10 3NL
		Approved after consideration on 31 May 2012	
WA/2012/0797	Farnham Bourne	Erection of single storey rear extension and construction of dormer windows.	1 KILN LANE, FARNHAM GU10 3LR
		Approved after consideration on 31 May 2012	
WA/2012/0798	Farnham Castle	Erection of porch and alterations.	34 BEAVERS ROAD, FARNHAM GU9 7BD
		Approved after consideration on 31 May 2012	
WA/2012/0790	Farnham Upper Hale	Erection of detached garage.	CONIFERS,HEREFORD LANE, FARNHAM GU9 0JQ
		Approved after consideration on 31 May 2012	
WA/2012/0767	Farnham Bourne	Erection of single storey rear extension.	2 DENE WALK, FARNHAM GU10 3PL
		Approved consideration on 31 May 2012	
WA/2012/0768	Farnham Firgrove	Erection of single storey side and rear extensions.	38 FIRGROVE HILL, FARNHAM GU9 8LQ
		Concern about impact on neighbouring properties and loss of privacy.	
WA/2012/0744	Farnham Hale and Heath End	Erection of extensions following demolition of existing lean-to.	73 HEATH LANE, FARNHAM GU9 OPX
		Approved consideration on 31 May 2012.	

WA/2012/0775	Farnham Hale and Heath End	Erection of single storey rear extension.	11 POPLAR WALK, FARNHAM GU9 0QL
		Concerned about closeness to neighbouring property and loss of amenity.	
WA/2012/0741	Farnham Moor Park	Erection of a single storey side extension.	1 DOLLIS DRIVE, FARNHAM GU9 9QD
		Approved after consideration on 31 May 2012.	
WA/2012/0772	Farnham Upper Hale	Erection of single storey extensions and alterations.	129A UPPER HALE ROAD, FARNHAM GU9 0JG
		Concerned that out of character with area.	
WA/2012/0751	Farnham Wrecclesham and Rowledge	Erection of single storey extension following demolition of existing garage.	26 SCHOOL HILL, WRECCLESHAM GU10 4QD
		Approved consideration on 31 May 2012.	
WA/2012/0781	Farnham Wrecclesham and Rowledge	Change of Use of outbuilding to a function room and alterations.	BEAR AND RAGGED STAFF, 48 THE STREET, WRECCLESHAM GU10 4QR
		Needs to be considered by conservation officer.	
NMA/2012/0070	Farnham Bourne	Amendment to WA/2003/1225 to provide obscure glazed window and omission of roof lights.	22 KILN LANE, FARNHAM GU10 3LU
		Approved consideration on 31 May 2012.	

NMA/2012/0068	Farnham Bourne	Amendment to WA/2010/1195 to relocate bathroom in Plot 2, provide additional window and allow extension to Plot 1.	21 LODGE HILL ROAD, FARNHAM GU10 3QW
		Approved consideration on 31 May 2012.	
WA/2012/0815	Farnham Castle	Certificate of Lawfulness under Section 192 for the erection of a single storey extension.	2 FOX YARD, FARNHAM GU9 7EX
		Approved consideration on 31 May 2012.	
WA/2012/0822	Farnham Moor Park	Erection of extensions and alterations following demolition of existing outbuilding.	GREEN SHUTTERS, 24 CROOKSBURY ROAD FARNHAM GU10 1QE
		Concerned that trees close to property are protected.	
WA/2012/0824	Farnham Shortheath and Boundstone	Erection of extensions and alterations.	12 BIRCH CLOSE, WRECCLESHAM GU10 4TJ
		Approved consideration on 31 May 2012.	
WA/2012/0814	Farnham Weybourne and Badshot Lea	Construction of vehicular access and hard standing.	110 LOWER WEYBOURNE LANE, FARNHAM GU9 9LF
		Propose use of material that allows water to drain away.	
WA/2012/0644	Farnham Weybourne and Badshot Lea	Consultation on a County Matter; temporary importation of up to 5,000 tonnes of sand and gravel per month and stockpiling of that material to be used in conjunction with the existing concrete batching plant for a period expiring on 31 December 2012.	FARNHAM QUARRY, RUNFOLD ROUNABOUT, FARNHAM GU10 1QJ
		Concerned that there should be no extension to the expiry date.	

The meeting closed at 8.00 pm



FARNHAM TOWN COUNCIL

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Minutes

Planning Consultative Group

Time and date

6.00pm on Thursday 21st June 2012

Place

Council Offices, South Street, Farnham

Members Present

Cllr C G Genziani A
Cllr D Beaman
Cllr P Blagden
Cllr S O'Grady A
Cllr J Parry
Cllr J Ricketts
Cllr R Steel A

A Apologies for absence.

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 C G Genziani, R Steel and S O'Grady.

2. Disclosure of Interests

Name of Councillor	Planning Application Number	Subject	Type of Interest	Reason
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None received.

3. Applications Considered By The Planning Consultative Group On Thursday 21 June 2012

WA/2012/0855	Farnham Bourne	Erection of single storey side extension.	63 AVELEY LANE, FARNHAM GU9 8PS
TM/2012/0095	Farnham Bourne	Approved after consideration Application for removal of a tree subject of Tree Preservation Order Far60, area 1.	NEW HORIZON, 1 PINE GROVE, FARNHAM GUI0 3RG
CA/2012/0056	Farnham Bourne	Approved subject to the approval of the Arboriculturalist GREAT AUSTINS FARNHAM CONSERVATION AREA. Removal on one fir tree.	2 GREENHILL ROAD, FARNHAM GU9 8JN
CA/2012/0054	Farnham Bourne	Approved subject to the approval of the Arboriculturalist GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.	1A GREENFIELD ROAD, FARNHAM GU9 8TN
TM/2012/0091	Farnham Bourne	Approved subject to the approval of the Arboriculturalist Application for removal and works to trees subject of Tree Preservation Order WA217, area one.	LATCHWOOD, 12 LATCHWOOD LANE, FARNHAM GUI0 3HB
TM/2012/0088	Farnham Bourne	Approved subject to the approval of the Arboriculturalist Application for work to remove tree subject of Tree Preservation Order Far21, area 1.	WOODLANDS, GOLD HILL, FARNHAM GUI0 3JH
		Approved subject to the approval of the Arboriculturalist	

WA/2012/0846	Farnham Firgrove	Erection of outbuilding and boundary fence.	THE RIDGES, 2 BRIDGEFIELD, FARNHAM GU9 8AN
WA/2012/0856	Farnham Firgrove	Approved after consideration Erection of extensions and alterations following demolition of existing outbuilding.	3 AVON ROAD, FARNHAM GU9 8PF
WA/2012/0835	Farnham Moor Park	Approved after consideration Application under Section 73 to vary Condition 15 (details drawing numbers) of WA/2011/1496 (for the erection of 5 dwellings following demolition of existing buildings) to add extensions to units 2 & 3, increase the eaves height, add pitched roof to Unit Previous comments on 22.09.2011 approved after consideration	PENNYBEE, ST CROSS ROAD, FARNHAM GU9 7JZ
WA/2012/0832	Farnham Shortheath and Boundstone	Same comments still stand Erection of single storey side and rear extensions (revision of WA/2012/0078). Previous comments on 09.02.2012 were as follows: Considered on 09.02.2012 and no further comment.	26 LYNTON CLOSE, FARNHAM GU9 8US
WA/2012/0839	Farnham Wrecclesham and Rowledge	Same comments still stand Erection of garage, stable and store building following demolition of existing outbuildings.	HOLTSLIDE, 47 LICKFOLDS ROAD, ROWLEDGE GU10 4ER
NMA/2012/0073	Farnham Wrecclesham and Rowledge	Approved after consideration Amendment to WA/2011/0434 to provide 3 roof lights to east elevation. Previous comments on 31.03.2011 - no objections	5 PEARTREE LANE, ROWLEDGE GU10 4DW
TM/2012/0093	Farnham Wrecclesham and Rowledge	Same comments still stand Application for works to trees subject of Tree Preservation Order 11/06. Approved subject to the approval of the Arboriculturalist	LAND AT ECHO BARN LANE, FARNHAM GU10 4NQ

TM/2012/0092	Farnham Wrecclesham and Rowledge	Application to remove one tree subject of Tree Preservation Order 9/01.	LAND AT GREYSTEAD PARK, FARNHAM
		Approved subject to the approval of the Arboriculturalist	
WA/2012/0881	Farnham Castle	Erection of single storey extension to provide new entrance lobby and disabled WC following demolition of existing lobby.	EMMANUEL CHURCH, SOUTH STREET, FARNHAM GU9 7RE
		Approved after consideration	
WA/2012/0884	Farnham Hale and Heath End	Erection of detached garage following demolition of existing garage.	7 THE CRESCENT, FARNHAM GU9 0LE
		Approved after consideration	
WA/2012/0862	Farnham Moor Park	Erection of extensions and alterations.	WYVERNE, 24 HIGH PARK ROAD, FARNHAM GU9 7JL
		Approved after consideration	
WA/2012/0873	Farnham Shortheath and Boundstone	Erection of extensions and alterations.	11 BAT AND BALL LANE, WRECCLESHAM GUI0 4RA
		Approved after consideration	
NMA/2012/0076	Farnham Wrecclesham and Rowledge	Amendment to WA/2012/0128 to increase side extension by 450 mm. Previous comments on 23.02.2012 - considered on 23.02.2012. Same comments as at 8.12.2011 concerned about the impact on the amenities of the neighbours.	29 HIGH STREET, ROWLEDGE GUI0 4BT
		Same comments - concerned about the impact on the neighbours' amenities	

CA/2012/0060	Farnham Bourne	1x Oak - Installation of a non-flexible cable steel brace. Removal of deadwood	WAVERLEY ABBEY, WAVERLEY LANE, FARNHAM
WA/2012/0898	Farnham Castle	Approved subject to the approval of the Arboriculturalist Consultation under Regulation 3 for amendment to WA/2012/0695 single storey extensions and associated hard and soft landscaping works to facilitate expansion of existing primary school from 1 form of entry (210 places) to 2 forms of entry (420 places). Previous comments: Approved after consideration on 17.05.2012	POTTERS GATE PRIMARY SCHOOL, POTTERS GATE, FARNHAM GU9 7BB
WA/2012/0891	Farnham Moor Park	Approved after consideration Erection of extensions and alterations.	66 LYNCH ROAD, FARNHAM GU9 8BT
WA/2012/0892	Farnham Shortheath and Boundstone	Approved after consideration Erection of side extension.	1 SHORTHEATH BEACON, 95 SHORTHEATH ROAD, FARNHAM GU9 8RZ
WA/2012/0908	Farnham Upper Hale	Approved after consideration Listed Building Consent for the erection of extensions and alterations.	LAWDAY HOUSE FARM, ODIHAM ROAD, FARNHAM GUI0 5AB
WA/2012/0907	Farnham Upper Hale	Approved subject to the approval of the Listed Buildings Officer Erection of garage/workshop building and new internal garden wall with associated works, following demolition of car port. Approved subject to the approval of the Listed Buildings Officer	LAWDAY HOUSE FARM, ODIHAM ROAD, FARNHAM GUI0 5AB

WA/2012/0902	Farnham Upper Hale	Erection of single storey extension following demolition of existing conservatory (revision of WA/2012/0317). Previous comments: approved after consideration on 22.03.2012	7 LAWDAY PLACE, FARNHAM GU9 0AA
		Same comments still stand: approved after consideration	
WA/2012/0893	Farnham Wrecclesham and Rowledge	Listed Building Consent for internal and external alterations.	BEAR AND RAGGED STAFF, 48 THE STREET, WRECCLESHAM GU10 4QR
		Approved subject to the approval of the Listed Buildings Officer	
WA/2012/0831	Farnham Bourne	Change of use from residential (Class C3) to a Residential Care Home (Class C2) for adults with learning disabilities for a temporary period of 2 years.	WAVERLEY COURT FARM, MONKS WALK, FARNHAM GU9 8HT
		Approved after consideration on 21 June 2012	
WA/2012/0838	Farnham Castle	Change of use from Business (Class B1) to residential together with two storey extension following demolition of part of commercial unit to form additional dwelling and alterations (revision of WA/2011/1911).	VINE WORKS, WEST STREET, FARNHAM GU9 7ED
		Approved after consideration on 21 June 2012	
WA/2012/0830	Farnham Castle	Display of two non-illuminated fascia signs.	13 LION AND LAMB YARD, FARNHAM GU9 7LL
		Approval conditional on size being reasonable.	
WA/2012/0842	Farnham Castle	Change of Use of buildings to form 2 dwellings.	UNITS 3 & 5, CARLTON YARD, VICTORIA ROAD, FARNHAM GU9 7RD
		Concerned about increasing trend to change of use applications from business to residential.	

NMA/2012/0074	Farnham Firgrove	Amendment to WA/2012/0159 to lower level of lounge floor and lounge windows lowered to match floor level. Side lounge window in east elevation moved south. French door and two windows to lounge in north elevation replaced with 5 Bi-fold door.	23 SHEEPHOUSE, FARNHAM GU9 8LR
WA/2012/0833	Farnham Hale and Heath End	Approved after consideration on 21 June 2012 Erection of extension and alterations.	70 WILLOW WAY, FARNHAM GU9 0NT
WA/2012/0870	Farnham Bourne	Approved after consideration on 21 June 2012 Erection of extension to form new hall.	SOUTH FARNHAM SCHOOL, SCHOOL LANE, LOWER BOURNE GU10 3PE
WA/2012/0879	Farnham Hale and Heath End	Approved after consideration on 21 June 2012 Erection of 15 dwellings and associated works following demolition of existing house and outbuildings.	HEATH HOUSE, HEATH LANE, FARNHAM GU9 0PF
WA/2012/0868	Farnham Wrecclesham and Rowledge	Concerned about over development of site (size and number of houses), impact of traffic on narrow local roads with limited on street car parking, and this appearing to be 'garden grabbing'. Erection of extensions and alterations following demolition of existing conservatory.	23 COPSE WAY, WRECCLESHAM GU10 4QL
WA/2012/0916	Farnham Bourne	Approved after consideration on 21 June 2012 Erection of extensions and alterations.	4 VALLEY LANE, FARNHAM GU10 3NQ
		Approved after consideration on 21 June 2012	

WA/2012/0915	Farnham Castle	Advertisement consent for the display of externally illuminated fascia and projecting sign.	ROBERT DYAS LTD 42-43 DOWNING STREET, FARNHAM GU9 7PH
		Approved with exception of illuminated signs not being in line with the Design Statement.	
WA/2012/0910	Farnham Hale and Heath End	Erection of extensions and alterations.	38 WINGS ROAD, FARNHAM GU9 0HW
		No plans provided.	
WA/2012/0911	Farnham Moor Park	Provision of temporary construction access to the A31, comprising bridge across the River Wey, pedestrian underpass, other supporting infrastructure and re-instatement works including re-siting of the proposed footbridge across the River Wey from that approach	LAND TO THE SOUTH OF EAST STREET, FARNHAM
		<u>Referred to Council meeting for observations before comment.</u>	
WA/2012/0887	Farnham Moor Park	Display of internally illuminated signs.	UNIT 1 - 3 ROMANS INDUSTRIAL PARK, EAST STREET, FARNHAM GU9 7SY
		Approved after consideration on 21 June 2012	
WA/2012/0912	Farnham Moor Park	Application for a new planning permission to replace extant permission WA/2008/0279 (time extension). Mixed-use redevelopment comprising: 9,814 sq m of retail, restaurant and cafe-bar accommodation (Use Classes A1, A3 & A4, including the change of use	LAND AT EAST STREET, FARNHAM
		<u>Referred to Council meeting for observations before comment.</u>	

WA/2012/0919

Farnham
Shortheath and
Boundstone

Erection of extensions and
alterations following demolition of
existing garage.

13 LAUREL GROVE,
WRECCLESHAM
GU10 4NU

**Approved after consideration
on 21 June 2012**

Response to Waverley Borough Council consultation on its proposed revised Car Parking Guidelines for new developments – It was difficult to compare the new proposals with those at which currently exist, but the Town Council would be concerned about any relaxation on the number of spaces required for new developments.

The meeting closed at 7.00pm