



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

Thursday 19th April 2018 at 7.00pm

### Place

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

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TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 18th April 2018, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached.

Yours sincerely

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

**Iain Lynch**  
Town Clerk

### **Members' Apologies**

**Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to Ginny Gordon, by 5 pm on the day before the meeting.**

### **Recording of Council Meetings**

This meeting is digitally recorded for the use of the Council only. Members of the public may be recorded or photographed during the meeting and should advise the Clerk *prior to the meeting* if there are any concerns about this.

### **Questions by the Public**

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 20 minutes overall.

**Members of the Public are welcome and have a right to attend this Meeting.** Please note that there is a maximum capacity of 30 in the public gallery



# FARNHAM TOWN COUNCIL

## Disclosure of Interests Form

Notification by a Member of a disclosable pecuniary interest in a matter under consideration at a meeting (Localism Act 2011).

*Please use the form below to state in which Agenda Items you have an interest.*

*If you have a disclosable pecuniary or other interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct for details)*

As required by the Localism Act 2011, I hereby declare, that I have a disclosable pecuniary or personal interest in the following matter(s).

FULL COUNCIL: 19th April 2018

Name of Councillor .....

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

\* Delete as appropriate



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 19th April 2018

### Place

The Council Chamber, South Street, Farnham

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### Prayers

Prior to the meeting prayers will be said by Revd Jane Walker of St Mary the Virgin, Frensham, in the Council Chamber. Councillors and members of the public are welcome to attend.

### 1 Apologies

To receive apologies for absence.

### 2 Disclosure of Interests

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

#### NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Cockburn, Fraser, Frost, Hargreaves, Hill, Hodge, Macleod, Mirylees, Potts, and Ward.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to him being a councillor of Surrey County Council: Cllr Macleod.*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to [ginny.gordon@farnham.gov.uk](mailto:ginny.gordon@farnham.gov.uk) by 5pm on the day before the meeting.*

*Members are reminded that if they declare a pecuniary interest they must leave before any debate starts unless dispensation has been obtained.*

### 3 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 8<sup>th</sup> March 2018.

### Appendix A

### 4 Questions and Statements by the Public

In accordance with Standing Order 10.1, the Town Mayor will invite members of the public present to ask questions or make statements.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 20 minutes overall.

**5 Town Mayor's Announcements**  
To receive the Town Mayor's announcements.

**6 Questions by Members**  
To consider any questions from councillors in accordance with Standing Order 9

## **Part I – Items for Decision**

**7 Working Group Notes**  
To receive the notes of:

- i) Tourism and Events Working Group held on 13<sup>th</sup> March 2018 **Appendix B**
- ii) Community Enhancement Working Group held on 14<sup>th</sup> March 2018 **Appendix C**
- iii) Strategy and Finance Working Group held on 10<sup>th</sup> April 2018 **Appendix D**

**8 Planning Applications**  
To receive the minutes of the Planning & Licensing Consultative Group held on 19<sup>th</sup> March 2018 and 9<sup>th</sup> April 2018. **Appendix E, F**

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

**9 National Joint Council for Local Government Services** **Appendix G**  
Staff at Farnham Town Council are employed on terms and conditions negotiated by the National Joint Council for Local Government Services (NJC). Agreement has now been reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from 1 April 2018 and 1 April 2019 (1% each year). Council is asked to adopt the new pay scales attached at Appendix G

**10 Financial Regulations** **Appendix H**  
To adopt the Council's revised Financial Regulations

**Appointment of Working Groups 2018/19** **Appendix I**  
To agree representatives on Working Groups for 2018/19

**Representatives on External Bodies 2018/19** **Appendix J**  
To agree the Council's representatives on external bodies 2018/19

## **Part 2 – Items to Note**

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

**12 Reports from other Councils**  
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council

**13 Reports from Outside Bodies**  
To receive from Members any verbal reports on Outside Bodies.

**14 Date of next meeting**

To note the date of the Annual Meeting of Full Council on Thursday 10<sup>th</sup> May 2017.

**15 Exclusion of the Press and Public (if required)**

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

**Part 3 – Confidential Items**

(None scheduled)

**Council Membership:**

Council Membership:

Councillors: Mike Hodge (Mayor), David Attfield (Deputy Mayor), David Beaman, Carole Cockburn, Paula Dunsmore, John Scott Fraser, Mrs Pat Frost, Jill Hargreaves, Stephen Hill, Sam Hollins-Owen, Mike Hyman, Andy Macleod, Kika Mirylees, Julia Potts, Susan Redfern, Jeremy Ricketts, John Ward.

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



# FARNHAM TOWN COUNCIL

# A

Minutes  
Council

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## Time and date

7.00pm on Thursday 8<sup>th</sup> March 2018

## Place

The Council Chamber, South Street, Farnham

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### Councillors

- \* Mike Hodge (Mayor of Farnham)
- \* David Attfield (Deputy Mayor)
- \* David Beaman
- \* Carole Cockburn
- \* Paula Dunsmore
- \* John Scott Fraser
- A Pat Frost
- A Jill Hargreaves
- \* Stephen Hill
- \* Sam Hollins-Owen
- \* Mike Hyman
- \* Andy Macleod
- A Kika Mirylees
- A Julia Potts
- A Susan Redfern
- \* Jeremy Ricketts
- \* John Ward
- A John Williamson
  
- \* Present
- \* Apologies for absence

### Officers Present:

Iain Lynch (Town Clerk)  
Iain Mccready (Business and Facilities Manager)

There were 4 members of the public in attendance.

**C155/17 Apologies for Absence**

Apologies were received from Cllr Frost, Cllr Hargreaves, Cllr Mirylees, Cllr Potts, Cllr Redfern and Cllr Williamson.

**C156/17 Minutes**

The Minutes of the Farnham Town Council Meeting held on 25<sup>th</sup> January were agreed and signed by the Mayor as a correct record.

**C157/17 Declarations of interests**

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

**C158/17 Questions and Statements by the Public**

- i) Mr George Hesse raised a question about the number of shop closures in the town and the potential of pay-on-exit parking to keep shoppers longer. He asked if there was information on there was any information on the trial in Cranleigh that had previously been reported by Cllr Potts.

Cllr Cockburn advised that the Town Council would seek an update on the position.

- ii) Mr George Hesse also asked about the latest position on the Library Gardens which continued to dilapidate. He thanked Farnham Town Council for what it was doing and encouraged the Council too continue with its endeavours.

The Town Clerk advised that Farnham Town Council had not received a positive response from Surrey County Council. Having asked for the Town Council to provide an update bid for the works the officer concerned had indicated they were happy with the quality of maintenance and would not consider the matter again until 2019.

Cllr Cockburn said that she AND Cllr Macleod would be meeting with Cllr Tim Oliver to see if matters could be progressed.

**C159/17 Town Mayor's Announcements**

The Town Mayor advised that the Ward-based Coffee mornings had gone well and a number of matters had been raised which were being progressed. Most of the issues related to principal authorities, but the Town Council would raise them with the relevant body.

The Services to Farnham Awards presentation evening had been a great occasion with some true community heroes recognised for the work they did on behalf of the town.

The Mayor had attended a wide range of community events including the Cadet Poppy Appeal evening which had been very positive.

**Questions by Members**

**C160/17** There were no Questions from Members.

## Part I – Items for Decision

CI61/17

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

Cllr Cockburn reported on the notes from the Working Group meeting on held on February 8<sup>th</sup> 2018, at Appendix B to the agenda.

Cllr Cockburn advised on the improvements taking place in the Garden of reflection which was being enlarged and with a better layout and fencing between the garden and the greenhouses/allotments.

Cllr Dunsmore said she had noticed a lot of dogs running free in the cemeteries and there had been further incidents of dog fouling with faeces being found on footpaths and graves. The Town Clerk advised that officers were discussing whether the new contract being introduced by Waverley to deal with inconsiderate owners could be extended to cover land managed by the Town Council. The Mayor advised that Waverley was looking at a zero tolerance approach to dog fouling.

CI62/17

Cllr Cockburn reported on the notes from the Working Group meeting on held on February 27<sup>th</sup> 2018, at Appendix C to the agenda.

The Working Group had considered the timetable for the External Audit and reviewed the latest financial position to 24<sup>th</sup> February including commitments. A paper had been reviewed setting out the benefits and disbenefits of making an additional employers' contribution into the pension fund given the relatively small 'pension pot' that related to Farnham. Advice had been sought from the Pension Fund actuaries (Hymans Robertson LLP), and after careful consideration, the Working group recommended paying an addition £100,000 into the pension fund from the 2017/18 accounts. It was noted this could not be subsequently withdrawn but the Council could take a payment holiday in future if required. The expectation was that there could be a reduction in the employer's contribution level at the next triennial review.

**It was RESOLVED *nem con* that the Town Clerk, in consultation with the Leader, make an additional contribution of up to £100,000 to the Pension Fund.**

CI63/17

Council noted that the Sandy Hill Bungalow was in a two year funding agreement and **RESOLVED *nem con* that a grant of £1000 be awarded to the Farnham Festival 2018.**

CI64/17

Councillor Cockburn updated Council on the Neighbourhood Plan advising that the new call for sites had commenced on 22<sup>nd</sup> February and would last until 23<sup>rd</sup> March. Assessments of sites put forward would be based on previous approved methodology which had withstood a legal challenge. The Working group recommended that recommend that the end date for the Neighbourhood Plan be revised to 2032 to harmonise with the amended Local Plan end date. It was hoped there would be relatively few items in the Neighbourhood Plan needing to be changed and the early review meant Farnham Town Council could use the current evidence base. It was hoped that any Referendum would be held in advance of the May 2019 election.

Cllr Macleod said that the Air Quality Task Group was hoping the site assessment would review impacts on air quality. Cllr Cockburn responded by saying that air quality was an issue in the Neighbourhood Plan but the impact was not always supported by Inspectors at appeal.

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

- i) a revised Neighbourhood Plan end date of 2032 be adopted



ii) **the approach being taken in the Neighbourhood Plan review and the call for sites be endorsed**

- C165/17 Council received an update on contracts relating to cemeteries, Victoria Garden CCTV and allotments.  
**It was RESOLVED *nem con* to:**
- i) **Note the improvements to the Garden of Reflection;**
  - ii) **Agree the installation of an extended boundary fence at a cost of an additional £3,400;**
  - iii) **Secure the boundary of West Street Cemetery with the Bishops Meadow with a new fence at a cost of up to £11,000 with the costs met from the 2017/18 Cemeteries Maintenance budget;**
  - iv) **agree the use of the Council Seal on the lease for the Weybourne allotments**
- C166/17 Cllr Cockburn advised Council on the progress being made in preparation for the new General Data Protection Regulation (GDPR coming into force in May. It was noted that the Corporate Governance Officer would be the Data Protection Officer based on current advice that it is best to have the role separate to the Town Clerk. Officers were reviewing data sets and processes using model guidance from the National Association and Society of Local Council Clerks.
- Council also noted that the Council's IT supplier was providing encryption advice and that all suppliers who managed data on behalf of the Council would be asked to certify that they were complying with the GDPR requirements.
- Council noted that a briefing note for Members would be produced in due course.
- C167/17 Council heard that the Heritage Lottery Fund application for the Hale Chapels had not been successful and that officers would be taking advice on whether the bid could be resubmitted although it was noted that the £30,000 grant award from Surrey County Council was now likely to be lost as a result
- C168/17 Council noted the plans to commemorate the centenary of the end of World War I, and that 'Silent Soldiers' would be purchased to place near the War Memorials.
- C169/17 Cllr Cockburn advised that the Infrastructure Planning Group had drafted a response to the Major Road Network Consultation with a proposal to add a Western relief Road from the A325 to the M3 as a missing Link. Such a link could be developed in stages with phase 1 to the A31 and Phase 2 from the A31 to the M3.
- Members noted the importance of declassifying the A roads which went through the town to help mitigate the air pollution issues at the intersection of the A325/A287.
- Cllr Dunsmore welcomed the proposed comments and the support being given to the Wrecclesham residents campaigning for a bypass to avoid the problems with the railway bridge.
- It was RESOLVED *nem con* to respond to the Major Routes Consultation on the lines proposed.**
- C170/17 Cllr Cockburn introduced the Internal Auditor's report at Appendix D to the Council agenda. Members noted the issues raised, the Officers comments and the action taken and proposed.

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

- i) **The report of the Internal Auditor and Officers comments be welcomed**
- ii) **Mr Paul Hartley's contract be extended to cover the 2018/19 financial year.**

C171/17

### **Planning and Licencing Applications**

Cllr Hyman advised that there had been three meetings of the Working Group on 5<sup>th</sup> and 19<sup>th</sup> February and on 5<sup>th</sup> March. He outlined the numbers considered (98) and that objections had been raised to 21 where there were conflicts with the Neighbourhood Plan, where materials were not suitable in a conservation area, or where there were impacts on neighbours' amenity.

Concern had been expressed on the further use of Non Material Amendments in Brightwells to make what seemed to be significant changes. This time the issue was the change of planning conditions which by definition were material. There was also concern about the speed at which a decision notice had been issued, prior to consultation with the Town Council. Council discussed the issues causing concern and it was agreed the Town Clerk should write to Waverley Borough Council setting out the Council's views.

C172/17

Council received a report on nominations to the Isabella Schroder Trust at Appendix H. Council noted that the Trust Deed had been changed to include an additional Trustee but that the Council still nominated two of the Trustees by rotation.

It was **RESOLVED** *nem con to*:

- i) **Note that the Trust body now had six trustees;**
- ii) **Approve Col Jack Crawford and Mrs Jill Beaumont as its nominated Trustess to the Isabella Schroder Trust**

## **Part 2 – Items Noted**

C173/17

### **Actions under the Scheme of Delegation**

The Town Clerk advised there were no actions which had not already been reported.

C174/17

### **Reports from other Councils**

Cllr Beaman asked that his appreciation be recorded to Councillor Potts for resolving an issue with relation to a user at the Memorial Hall.

C175/17

### **Reports from Outside Bodies**

Cllr Fraser reported that he has attended a meeting of the Farnborough Aerodrome Consultative Committee but that there was no specific changes in operation to report.

C176/17

### **Date of next meeting**

Members noted that the next Council Meeting would take place on Thursday 19<sup>th</sup> April 2018.

The Town Mayor closed the meeting at 8.46pm.

Date

Chairman



# FARNHAM TOWN COUNCIL

# B

Tourism & Events Working Group

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## Time and date

10am on Tuesday 13 March 2018

## Place

Byworth Room, Council Offices, South Street, Farnham

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**Attendees:** Councillors D Beaman and S Hill

**Officers Present:** Helena Jarman (Events Officer), Iain Lynch (Town Clerk).

### 1. Apologies

Apologies for absence were received from Councillor J Hargeaves

### 2. Notes of the last meeting

The notes of the meeting of 9 January 2018 were agreed as an accurate record.

### 3. Disclosure of Interests

There were no disclosures of interest.

**The meeting started at 10.15am. The meeting was inquorate but members agreed to continue with informal discussions.**

### 4. Flash Festival Presentation from representatives of Performers Together

POINTS	ACTION
<p>Members received a presentation from Mike Silver and Kate Napier, representatives from Performers Together (organising committee of the Farnham Flash Festival). They reported the 2017 Flash Festival included 75 performances across 30 days held in a variety of venues. It involved 52 performers and 25 venues. The month showcased a variety of performing talent. They thanked Farnham Town Council and The Farnham Institute for the financial support provided. They emphasised that the festival is not-for-profit and that members just pay a small membership fee (£10) to become a member of Performers Together.</p> <p>Plans for 2018 were also communicated to members, this included the objective of the festival; to encourage performers to play, encourage visitors to the area, encourage businesses to participate and support and to also create an enjoyable month</p>	

of performances for the residents of Farnham. It was reported that the brochure costs are estimated at £3,000. Mike Silver requested a Farnham Town Council contribution of £2500 or £3000 (a funding request has been formally submitted). Councillors questioned the scope for future funding if the festival became an annual event. Both Mike Silver and Kate Napier agreed that commercial sponsorship would have to be sourced, and outlined a wide variety of approaches made to date which had received limited success. Councillors agreed to discuss the funding requested with colleagues.

### 5. 2018 Event Updates

POINTS	ACTION
<p>Members received an update on the planning for the 2018 events programme. Arrangements for the Summer in Farnham programme were noted and members suggested that a notice of the wet weather option for Music in the Meadow is included on the promotional flyer that is distributed to the public. It was also requested that members receive a report on the total amount raised through the charity tea tents from all events organised in 2018.</p>	

### 6. Date of Next Meeting

The next meeting was agreed as Tuesday 26 June at 10am.

Notes taken by Helena Jarman (Events Officer).



# FARNHAM TOWN COUNCIL



## Notes

### Community Enhancement Working Group

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**Time and date**

9.30am Wednesday 14<sup>th</sup> March 2018

**Place**

Byworth Room, South Street, Farnham

**Attendees:**

Members: Councillors David Beaman, Carole Cockburn, Stephen Hill and Mike Hyman.

Officers: Iain Lynch (Town Clerk), Iain McCready (Business and Facilities Manager), Lara Miller (Community Enhancement Officer).

**1. Apologies**

Apologies were received from Councillors Susan Redfern, Jeremy Ricketts and John Williamson and John Ely (Farnham in Bloom Community Group)

**2. Declarations of Interest:**

There were no declarations of interest.

**3. Notes of Meeting held on Wednesday 17 January 2018**

<b>POINTS</b>	<b>ACTION</b>
The notes of the previous meeting were agreed.	

**4. Farnham in Bloom**

<b>POINTS</b>	<b>ACTION</b>
<b>I Farnham in Bloom Community Group</b> i) Members noted that John Ely was unable to attend the meeting to give an update on the Community Group. ii) Members noted that the Bloomin' Big Meet had once again been successful and was well attended by the various community groups involved in Farnham in Bloom. Members also noted that the Farnham Refreshers Fair was useful to promote the Council's upcoming events and services. iii) Members noted the proposed 2018 carpet bedding design to mark the 100 <sup>th</sup> anniversary of the end of the First World War and were in favour of the overall design but queried if the Union Jack could be reduced in size to the top left hand corner. iv) Members noted that the Great British Spring Clean event had been postponed due to the snow and rescheduled for	           Iain McCready to cascade an updated design to Councillors following feedback.

<p>Saturday 14 April 10am-12:30pm.</p> <ul style="list-style-type: none"> <li>v) Members noted upcoming dates for Farnham in Bloom: <ul style="list-style-type: none"> <li>- 10 &amp; 12 April – Bloomin’ Kids Workshops (10am-12pm &amp; 2pm-4pm)</li> <li>- 14 April – Great British Spring Clean (10am-12pm)</li> <li>- 17 April – Tice’s Meadow visit (10am)</li> <li>- 26 April – Farnham in Bloom Launch Evening (6pm)</li> <li>- 17 May – Greenhouse Open Day (times TBC)</li> </ul> </li> <li>vi) Members received an update on the Madge Green bed in Boots courtyard noting that Graduate Landscapes would be preparing the area and sending over designs shortly. This work would be done in-kind and equate Graduate Landscapes to gold sponsor status.</li> <li>vii) Members received an update on Farnham in Bloom sponsorship to date and noted that there was only one debtor from 2017 which was Mulberry Silks.</li> </ul> <p>Maltings Refreshers Fair, Great British Spring Clean and Spring Big Pick Week were next in the calendar.</p> <p><b>5 Other</b></p> <ul style="list-style-type: none"> <li>i) <span style="float: right;">Members noted that</span> the lead member had been contacted by Communities in Bloom, inviting Farnham to take part in their International Challenge, for municipalities from around the world to compete with a focus on enhancing green spaces in communities. Members felt that the entry fee was too high to be considered but that it was great to be approached.</li> </ul>	
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**5. Allotments**

POINTS	ACTION
<ul style="list-style-type: none"> <li>i) Members received an update on Farnham allotments, noting that Farnham Town Council was still not managing the Weybourne Allotments as Waverley Borough Council were still waiting for an existing lease to be cancelled before Farnham Town Council could start theirs.</li> </ul> <p>Members also noted that officers were currently having mapping carried out of all Town Council allotments to ensure up to date records and also to optimise space.</p> <p>Members also noted that the current allotment tenancy agreement would be updated and a new version available to review at the next Community Enhancement Meeting in June.</p>	<p>Officers to bring report on updated allotment tenancy to next meeting.</p>

**6. Bins by Boots Opticians**

POINTS	ACTION
<ul style="list-style-type: none"> <li>i.) Members noted the latest update from Waverley Borough Council on the unsightly bins by Boots Opticians, noting that reminders had been sent out to all of the businesses following the Community Protection Notice Warnings which were issued in January giving two months’ notice.</li> </ul>	

<p>Members also noted that Matt Nicholls at Waverley Borough Council had offered to meet and discuss the options with each business but had only received feedback from about half of them.</p> <p>Members agreed that they were still strongly of the view that their original response, in wanting the bins removed, should be upheld and agreed the following:</p> <ul style="list-style-type: none"> <li>• Councillors agreed they were happy to meet with the offending businesses as suggested but were not prepared to compromise on the removal of the bins as other businesses in the Borough manage well with alternative arrangements</li> <li>• Councillors were still in favour of offering an alternative location to house the bins in Central car park adjacent to the public conveniences as per earlier discussions</li> <li>• Councillors also suggested that if the bins were not removed that 2 removable 'heritage' bollards be placed in the alley way at each end to prevent bin access if WBC and Boots were agreeable.</li> </ul>	<p>Officers to relay this information to Matt Nicholls at Waverley Borough Council.</p>
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## 7. Street Furniture Update

POINTS	ACTION
<p>Members noted the following requests for street furniture from Farnham residents':</p> <p>i.) Members noted that a community notice board had been requested by residents of Badshot Lea, to be situated at Badshot Lea pond for community news. Members agreed they were happy for this to go ahead with half of the notice board reserved for Farnham Town Council news. Members noted that the request for a notice board from South Farnham Residents' Association had been withdrawn and would likely be resubmitted in the autumn.</p> <p>ii.) Members also reviews a request to replace a gate at Battings Garden. Members reviewed a report submitted by a resident including a history of the gate and quotations to have the work done. Members were in favour of having the gate replaced. Members also discussed the possibility of taking on Battings Garden from Waverley Borough Council.</p> <p>iii.) Cllr Beaman informed members that he had received requests from residents for benches to be located close to Lloyds bank on Castle street and also outside the newly refurbished memorial hall on West Street. Members noted that Castle Street could prove problematic as there is not a huge amount of space available. Officers suggested there may be space outside of the alms houses for at least one bench. Cllr Beaman agreed to see if this option was appropriate with the resident that had made the request, and if not to explore</p>	<p>Farnham Town Council purchase a community notice board for Badshot Lea pond from the street furniture budget.</p> <p>Officers to contact Waverley Borough Council to seek permission to site the notice board on their land.</p> <p><b>Recommendation: that Farnham Town Council replaces the gate at Battings Garden and also to replace the sign.</b></p> <p>Officers to obtain further quotes before pursuing.</p> <p>Cllr Beaman to pursue</p>

<p>the idea of placing a bench in privately owned St George's Yard.</p> <p>iv.) Members also noted that officers had approached Kelvin Mills (KM) at Waverley Borough Council regarding the possibility of a bench at Memorial Hall and had been told that this would be explored. Members noted that the Town Clerk and Cllr Cockburn were meeting with KM the following day and would pick this up then.</p>	
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### 8. Farnham Community Toilet Scheme

POINTS	ACTION
<p>i.) Members received a verbal update on the Community Toilet Scheme, noting it was well publicised at the Refreshers Fair and that The Plough on West Street had recently expressed an interest to join the scheme.</p>	

### 9. Other Updates and Items for Future Meetings

POINTS	ACTION
<b>Updates</b>	
<p>i.) Members noted that in the last CEWG meeting, members had discussed inviting Robin Crowther (Park Ranger of Farnham Park) and Kam Sangha (Surrey Highways Officer) to future meeting to give presentations on what they do. Members noted that neither were in post but that invitations would be extended to their successors.</p>	<p><b>Officers to discuss this and find suitable contact.</b></p>
<p>ii.) Members noted that the benches for the Bourne recreation ground which were agreed at the last CEWG meeting would be ordered shortly, once officers and Councillor Cockburn chose suitable ones.</p>	
<p>iii.) Members noted that officers had so far been unsuccessful in reaching a suitable contact at Scottish and Southern Electric to explore vinyl wrapping unsightly substations.</p>	
<p>iv.) Members received an update on graffiti, noting that Farnham Town Council had expanded the route currently covered by contractor Aquarius and also that some of the Outside team would receive training to carry out graffiti removal.</p>	
<p>v.) Members noted that there had been a recent spate of vandalism in the town centre including flowers being torn out of planters along South Street and windows broken twice at Farnham Furnishers.</p>	
<p>vi.) Members noted that Farnham in Bloom 2018 would be a year of consolidation with recent staff changes but there were a number of new areas being progressed.</p>	

### 10. Date of Next Meeting

POINTS	ACTION
<p>It was agreed that the date of the next meeting would be Wednesday 6 June 2018 at 9.30am.</p>	

Meeting ended at 10:50am

Notes taken by Lara Miller





# FARNHAM TOWN COUNCIL

# D

## Notes

### Strategy and Finance Working Group

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#### Time and date

9.30am Tuesday 10<sup>th</sup> April 2018

#### Place

Town Clerk's Office, South Street, Farnham

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#### Attendees:

Members: Councillors David Attfield, Carole Cockburn, Pat Frost, Jill Hargreaves, Jeremy Ricketts, and John Ward

Other councillors in attendance: David Beaman

#### Officers present:

Iain Lynch (Town Clerk)  
Karen Johansen-Berg (Corporate Governance Officer)  
Iain McCready (Business and Facilities Manager)

#### 1. Apologies

None

#### 2. Declarations of Interest

There were no declarations of interest.

#### 3. Notes of Meeting held on 27<sup>th</sup> February 2018

POINTS	ACTION
The notes of the previous meeting were agreed.	

#### 4. Annual Town Meeting

POINTS	ACTION
The Working Group felt that the meeting had gone well with a wide range of questions.  It was noted that the issues and action points would be circulated shortly..	Corporate Governance Officer

## 5. Finance

POINTS	ACTION
<p><b>i) Initial draft Outturn 2017/18</b> The Town Clerk went through the provisional outturn for 2017/18 advising members of the significant amounts of receipts in advance with earlier sales of events such as the Food Festival and the funding received for the Maltings Railings project which had not yet commenced. Members considered whether slippage was appropriate and that this would be discussed further by the Leader and Town Clerk and noted that when adjustments had been made for debtors and creditors and for approved transfers to reserves, there would be a surplus. The Town Clerk advised that the intention was to complete the year end closure in the week commencing 23<sup>rd</sup> April with the Internal auditor carrying out his year- end review on 25<sup>th</sup> April.</p> <p><b>ii) Earmarked reserves</b> Members discussed the proposed allocation of reserves at year end.</p> <p><b>iii) Standing Orders and Direct Debits</b> The Working Group reviewed and agreed the list of regular direct debit payments and standing orders attached at Appendix D which would be used in 2018/19.</p> <p><b>iv) The Working Group noted the latest payments available for inspection.</b></p>	<p>Town Clerk and Leader to review</p> <p>Town Clerk to review as part of year-end procedures and present to June meeting</p>

## 6. Farnham Neighbourhood Plan and planning appeals

POINTS	ACTION
<p><b>i) Neighbourhood Plan</b> Cllr Cockburn advised on the latest position for the Neighbourhood Plan review, and that the call for sites had been completed but would not be made public until the assessments had been undertaken. Recent submissions had included some new brownfield sites. The quoted total of 450 additional homes would not be needed as there were a number of sites already approved which could be used to offset that figure.</p> <p>It was noted that until the Folly Hill appeal outcome was confirmed, the figure for new sites could not be settled. Cllr Cockburn advised that the end date for the Neighbourhood Plan would be extended to 2032 to align with Waverley Borough Council's Plan and there would hopefully be minimal changes to the Built Up Area boundary. Members were also advised that any further consultation could not take place until after the by-election, on 24 May. Invitations would be sent out shortly to Residents' Associations to attend a meeting to receive an update on the Neighbourhood Plan.</p> <p>Following the Neighbourhood Planning Act 2017, advice would be sought as to whether another referendum would be needed. The new sites would be integrated into the Plan and then sent to Waverley Borough Council for a further period of formal consultation.</p> <p>Cllr Cockburn reported that a Judicial Review of the Local Plan had been lodged but at present the Neighbourhood Plan stood as part</p>	

<p>of the Local Plan. In the interim, Farnham Town Council would work to the figure of 450, and maximise the potential of brownfield sites.</p> <p><b>Brightwells and Woolmead</b>  Cllr Cockburn and the Town Clerk had been in discussion with the PR company representing Crest Nicholson, and had offered them the use of a small room in the Council building whilst they organised the initial engagement programme. It had been confirmed that a lane of the Farnham By-Pass would <u>not</u> be closed for 3 years as rumoured but for the installation and removal of the bridge only.</p> <p>It was noted that there would be a number of stakeholder groups and that the Town Council was expected to be part of them. A presentation to the Council by Crest Nicholson was scheduled for the next full Council meeting on 14<sup>th</sup> June.</p> <p>Concern was expressed over the need to minimise lorry movements in the town during the developments and the advice of Surrey Highways would be sought.</p>	<p>Officers to contact Surrey County Council</p>
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**7. Contracts and Assets**

POINTS	ACTION
<p>The Business and Facilities Manager tabled a report to update members on progress relating to contracts and assets.</p> <p><b>Encroachment:</b>  Members agreed to go with the park style fencing for the full perimeter of the section of West Street Cemetery. It was noted that some clearance would be required prior to installation and that costs for the revised fencing would be within the amounts previously agreed.</p> <p>Town Clerk advised a separate contract would be issued to cover the clearance work.</p> <p><b>Replacement Vehicle:</b>  The supplier had now identified the reason for the delay being an issue around additional gas tanks being fitted by the manufacturer onto the chassis which impacted on the ramp required, and was working with Iveco to resolve.</p> <p><b>Weybourne Allotments:</b>  Bells Solicitors had been informed that Waverley Borough Council had yet to conclude surrender of the existing lease before the new lease to Farnham Town Council could be granted.</p> <p><b>Cemetery Pathways:</b>  All 2017/18 work was completed.</p> <p><b>Victoria Garden:</b>  The CCTV was now in place and working, and signs would be put up shortly. It was proposed that the cameras be monitored for the first year to address any anti-social behaviour during the day; the</p>	<p>Business &amp; Facilities Manager to seek a quote for clearance work prior to the fence installation.</p> <p>Business &amp; Facilities Manager to</p>

<p>Gardens being locked at night. The cost of monitoring would be in the region of £1,100. Members agreed this would be a good idea.</p> <p><b>Garden of Reflection:</b> The work was progressing well and the fence with a 25 year guarantee was preferred.</p> <p><b>Assets Task Group:</b> Next meeting scheduled for 3<sup>rd</sup> May.</p>	<p>seek a quote for the CCTV monitoring service.</p>
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## 8. Financial Regulations

POINTS	ACTION
<p>The Working Group reviewed the Financial Regulations and agreed a number of proposed adjustments following a comparison with the latest edition of the Model Financial Regulations published by NALC, the forthcoming changes in the General data Protection Regulation and the new edition of Governance and Accountability.</p>	<p><b>Recommendation to Council that the Financial Regulations, as amended, be adopted.</b></p>

## 9. Well-being Task Group

POINTS	ACTION
<p>i) The Strategy &amp; Finance Working Group received the notes of the Well-being Task Group meeting held on and 8<sup>th</sup> March.</p> <p>ii) It was noted that the well-being event had been affected by the snow but planning for the next one was underway.</p> <p>iii) Air pollution continued to be a key area of concern. The Working Group heard of the new interagency group which would be working to address the areas of concern. Members agreed that further consideration was needed by the Health and Well-being Task Group on draft papers being prepared and that a better name was needed for the Clean Air project to avoid confusion with other organisations. The Working Group agreed to endorse existing policy and recommend raising greater awareness of what individuals could do themselves to help reduce factors that contributed to air pollution.</p> <p>iv) Members discussed the lack of electric charging points in the town and that this should be subject to further investigation,</p>	<p><b>Recommendation to Council: Farnham Town Council works with partners to champion better air quality in the town supporting an air pollution awareness campaign to encourage residents to lower their emissions and risk.</b></p>

## 10. General Data Protection Regulation

POINTS	ACTION
<p>The Working Group noted progress that had been made in preparation for the General Data Protection Regulation and that use was being made of the NALC and Society of Local Council Clerks model documents to assist with the review of policies. It was noted that the revised Financial Regulations reflected GDPR requirements and that a further report would be made to the next meeting.</p>	<p>Corporate Governance Officer to progress.</p>

## 11. Town Clerk update

POINTS	ACTION
<p>I. The Town Clerk provided an update on the election for a councillor in Castle Ward following the resignation of Cllr Williamson which was to be held on 24<sup>th</sup> May.</p> <p>II. The Town Clerks advised that he had submitted an entry into the Toast of Surrey Business Awards in the not-for-profit category.</p> <p>III. Members noted that a review of whether changes in safeguarding procedures would require adjustments to Farnham activities and risk arrangements.</p>	Safeguarding arrangements to be reviewed.

## 12. Date and time of next meeting

POINTS	ACTION
Members agreed that the next meeting would take place on a revised date of <b>Tuesday 5<sup>th</sup> June 2018</b> at 9.30am.	Town Clerk to circulate agenda

The meeting ended at 11.10 am

Notes written by Iain Lynch



# FARNHAM TOWN COUNCIL

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## Notes

Planning & Licensing Consultative Group

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### Time and date

9.30am on Monday 19 March 2018

### Place

Council Chamber, South Street, Farnham

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### Planning & Licensing Consultative Group Members Present

Councillor M Hyman – Chair

Councillor D Beaman

Councillors C Cockburn

Councillor J Fraser

**Officers in attendance:** Jenny de Quervain

**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

Apologies were received from Councillor A MacLeod and J Williamson

#### 2. Declarations of Interest

None were received

#### 3. Applications for comment

#### **Farnham Bourne**

**CA/2018/0034 Farnham Bourne Mr A Clout**

GREAT AUSTINS CONSERVATION AREA

REMOVAL OF 1x LABURNUM TREE

ST THOMAS ON THE BOURNE, FRENHAM ROAD FARNHAM GU9 8HA

**Farnham Town Council objects to the removal of trees in an area covered by Policy FNP5, subject to the Arboricultural Officer's comments. If removal necessary, replant following Arboricultural Officer's guidance of appropriate species and positioning.**

**CA/2018/0038 Farnham Bourne Mr A Clout**

GREAT AUSTINS CONSERVATION AREA

WORKS TO TREE

2A GREENHILL ROAD, FARNHAM GU9 8JN

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity especially in an area covered by Policy FNP5.**

**CA/2018/0044 Farnham Bourne Mr A Clout**

GREAT AUSTINS CONSERVATION AREA

REMOVAL OF TREE

6 GREENHILL ROAD FARNHAM GU9 8JN (Originally listed incorrectly as Greenfield Road)

**Farnham Town Council objects to the removal of trees in an area covered by Policy FNP5, subject to the Arboricultural Officer's comments. If removal necessary, replant following Arboricultural Officer's guidance of appropriate species and positioning.**

**TM/2018/0034 Farnham Bourne Steve Tester**

APPLICATION FOR WORKS TO A TREE SUBJECT OF TREE PRESERVATION ORDER 28/07

3 ERNEST CLOSE, FARNHAM GU10 3NL

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity especially in an area covered by Policy FNP8.**

**TM/2018/0041 Farnham Bourne Mr A Clout**

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER FAR 107

42 AVELEY LANE FARNHAM GU9 8PS

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.**

**WA/2018/0399 Farnham Bourne Alex Taylor**

Application under Section 73A to vary Condition 1 of WA/2016/0506 (plan numbers) to allow insertion of roof lights to provide habitable accommodation and alterations to porch roof, garage doors and internal layout.

HEATHER BANK, SWINGATE ROAD, FARNHAM GU9 8JJ

**Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI 6 and all materials are in keeping with the Conservation Area.**

**NMA/2018/0036 Farnham Bourne Harry Adams**

Amendment to WA/2015/0981 to provide alterations to the type (opening) of windows.

BOURNE VIEW, 5 PINE GROVE, LOWER BOURNE GU10 3RG

**Farnham Town Council has no objections.**

### **Farnham Castle**

**WA/2018/0330 Farnham Castle Jeffrey Penfold**

Erection of extensions and alterations following demolition of conservatory and garage.

16 HILL VIEW ROAD FARNHAM GU9 7BJ

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI 6 and all materials are in keeping with existing.**

**WA/2018/0348 Farnham Castle Philippa Staddon**

Change of use, extensions and alterations of the existing workshop (Class B1C) to form a two storey dwelling with associated garden and creation of a wildlife area beyond the proposed garden.

THE WORKSHOP, WEYDON MILL LANE, FARNHAM GU9 7QL

**Farnham Town Council has no objections subject to the extensions and alterations being**

**in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and FNPI3.**

**WA/2018/0368 Farnham Castle Jeffrey Penfold**

Listed Building Consent for internal alterations.

FIRST & SECOND FLOOR, 31 THE BOROUGH, FARNHAM GU9 7NJ

**Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials are in keeping with existing for the Conservation Area and has the approval of the Heritage & Design Officer.**

**WA/2018/0374 Farnham Castle Philippa Staddon**

Erection of rear extension and alterations (follows invalid application WA/2018/0215).

93 CRONDALL LANE, FARNHAM GU9 7BZ

**Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

**WA/2018/0431 Farnham Castle Alex Taylor**

Alterations to shopfront and provision of air conditioning plant.

2-3 WEST STREET, FARNHAM GU9 7DN

**Farnham Town Council has no objections subject to the shopfront and displays being in line with the Shopfront Design Guide SPD 2016, in keeping for the Conservation Area, the canopy finials be retained and has the approval of the Heritage & Design Officer. The air conditioning plant should not visible from the street.**

**WA/2018/0432 Farnham Castle Alex Taylor**

Listed Building consent for alterations to shopfront, display of advertisement and provision of air conditioning plant.

2-3 WEST STREET, FARNHAM GU9 7DN

**Farnham Town Council has no objections subject to the shopfront and displays being in line with the Shopfront Design Guide SPD 2016, in keeping for the Conservation Area, the canopy finials be retained and has the approval of the Heritage & Design Officer. The air conditioning plant should not visible from the street.**

**WA/2018/0427 Farnham Castle Alex Taylor**

Display of 2 externally illuminated fascia signs.

2-3 WEST STREET, FARNHAM GU9 7DN

**Farnham Town Council has no objections subject to the externally illuminated signage being in line with the Shopfront Design Guide SPD 2016, in keeping for the Conservation Area and has the approval of the Heritage & Design Officer.**

**WA/2018/0433 Farnham Castle Alex Taylor**

Alterations to landscaping to provide a ha ha and wildlife pond together with provision of new fence.

DIPPENHALL HOUSE, DIPPENHALL ROAD, DIPPENHALL GU10 5EB

**Farnham Town Council has no objections and welcomes fencing accessible by wildlife in a countryside setting.**

**CA/2018/0039 Farnham Castle Mr A Clout**

FARNHAM CONSERVATION AREA

WORKS TO TREES

24 RED LION LANE AND ADJOINING LAND FARNHAM GU9 7QN

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity especially in an area covered by Policy FNP2.**



## **Farnham Firgrove**

### **WA/2018/0416 Farnham Firgrove Alex Taylor**

Application under Section 73A to vary Condition 1 of WA/2014/2293 (Plan numbers) to allow changes to the roof form, rear extension dimensions and fenestration.

FLAT 1, 58 FIRGROVE HILL, FARNHAM GU9 8LL

**Farnham Town Council has no objections subject to the extension and roof changes being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

### **WA/2018/0423 Farnham Firgrove Jeffrey Penfold**

Erection of extensions and alterations following demolition of existing attached garage.

36 WAVERLEY LANE, FARNHAM GU9 8BJ

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials are in keeping with existing and sufficient parking being available within the boundary of the property.**

### **WA/2018/0429 Farnham Firgrove Jeffrey Penfold**

Erection of two-storey and single storey extensions and alterations.

5 SHEEPHOUSE FARNHAM GU9 8LR

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

## **Farnham Hale and Heath End**

### **WA/2018/0333 Farnham Hale and Heath End Jeffrey Penfold**

Erection of a garage/carport and store following demolition of existing garage.

68 UPPER HALE ROAD, FARNHAM GU9 0NZ

**Farnham Town Council has no objections subject to garage/carport and store being in keeping with the neighbouring car barn.**

### **WA/2018/0365 Farnham Hale and Heath End Jeffrey Penfold**

Certificate of Lawfulness under Section 192 for alterations to roofspace to provide habitable accommodation.

6 NELSON ROAD, FARNHAM GU9 9AP

**Farnham Town Council has no objections subject to the alterations to the roofspace being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

### **WA/2018/0417 Farnham Hale and Heath End Alex Taylor**

Listed Building Consent for internal and external alterations.

MULBERRY HOUSE, LOWER HALE, FARNHAM GU9 9RP

**Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing and has the approval of the Heritage & Design Officer.**

## **Farnham Moor Park**

### **WA/2018/0337 Farnham Moor Park**

**Philippa Staddon**

Construction of front dormer windows and rear roof lights and alterations to additional habitable accommodation; erection of front porch.

33 SETTERS, CROOKSBURY ROAD, FARNHAM GU10 1QD

**Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

**WA/2018/0353 Farnham Moor Park**

**Ruth Dovey**

Application under Section 73A to vary Conditions 5, 13, 14, 15, 18, 21(c) and (d), 23, 25 and 27 of WA/2012/2003 to allow alterations to conditions relating to access, archaeology, a buffer zone for the Farnham Park tributary, removal and management of...

LAND THE NORTH OF BOURNE MILL, GUILDFORD ROAD, FARNHAM

**Farnham Town Council asks why there is a need to remove Conditions if already 'complied with in full'? The Covering Letter states 14 other Conditions have also been complied with but are not asking for these to be removed.**

**WA/2018/0376 Farnham Moor Park**

**Jeffrey Penfold**

Erection of extensions and alterations.

38 ABBOTS RIDE, FARNHAM GU9 8HZ

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing streetscene.**

**WA/2018/0383 Farnham Moor Park**

**Jeffrey Penfold**

Erection of single-storey rear extension.

OAK COTTAGE, OLD COMPTON LANE, FARNHAM GU9 8EG

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

**Permission Already Granted 12/03/18**

**NMA/2018/0033 Farnham Moor Park**

**Harry Adams**

Amendment to WA/2017/1185 to provide change to size of tiles and alterations to elevations.

2 STONEYFIELDS, FARNHAM GU9 8DX

**No comment required**

**Farnham Shortheath and Boundstone**

**WA/2018/0336 Farnham Shortheath and Boundstone Jeffrey Penfold**

Single storey extension, porch and store to front elevation.

23 GREENHILL WAY, FARNHAM, GU9 8SZ

**Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

**Farnham Upper Hale**

**WA/2018/0367 Farnham Upper Hale**

**Jeffrey Penfold**

Erection of extensions and alterations.

2 HOPE LANE, FARNHAM GU9 0HY

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

**Farnham Weybourne and Badshot Lea**

**WA/2018/0335 Farnham Weybourne and Badshot Lea Jeffrey Penfold**

Erection of two-storey side extension and alterations.

72 BADSHOT PARK, BADSHOT LEA GU9 9NE

**Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

**WA/2018/0384 Farnham Weybourne and Badshot Lea Mr Chris Turner**

Erection of dwelling following demolition of existing buildings.

GREEN LANE FARMHOUSE, GREEN LANE, BADSHOT LEA GU9 9JL

**Although Outside the Built-up Area Boundary, Farnham Town Council has no objections subject to the replacement dwelling being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI and be in keeping with the character of the original and the area.**

#### **Farnham Wrecclesham and Rowledge**

**TM/2018/0037 Farnham Wrecclesham and Rowledge Mr A Clout**

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER WA339

HIGHBURY, CHAPEL ROAD, FARNHAM GU10 4AN

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.**

**WA/2018/0395 Farnham Wrecclesham and Rowledge Jeffrey Penfold**

Erection of single storey side extension following demolition of existing garage.

8 KINGS LANE, WRECCLESHAM GU10 4QB

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI 6, all materials are in keeping with existing and sufficient parking being available within the boundary of the property.**

**WA/2018/0400 Farnham Wrecclesham and Rowledge Flo Taylor**

Certificate of Lawfulness under Section 191 for the completion of extension to front of the dwelling house which was allowable under the 1995 GPDO (as amended) and has been partially implemented prior to the 1995 GPDO being replaced by the 2015 GPDO.

ROSEMEAD COTTAGE, RIVER LANE, WRECCLESHAM GU9 8UD

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI 6 and all materials are in keeping with existing.**

**WA/2018/0419 Farnham Wrecclesham and Rowledge Jeffrey Penfold**

Conversion of existing integral garage into habitable accommodation and alterations.

COMER COTTAGE, 26 HIGH STREET, ROWLEDGE GU10 4BT

**Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI 6, all materials are in keeping with existing and sufficient parking being available within the boundary of the property.**

#### **4. Appeals**

#### **TOWN AND COUNTRY PLANNING ACT 1990 (As Amended)**

##### **Appeal Under Section 78**

PROPOSAL: Erection of 2 dwellings with associated carport following demolition of existing garage; erection of an attached garage to serve existing dwelling together with associated works (as amended by plans received 25/04/17 and as amplified by information received 25/04/17 and 09/05/17) (revision of WA/2016/2221).

SITE ADDRESS: 11 Little Green Lane, Farnham

WAVERLEY REFERENCE: WA/2017/0357

PLANNING INSPECTORATE REFERENCE: APP/R3650/W/17/3187138

PLANNING INSPECTORATE APPEAL START DATE: 05/03/2018

APPLICANT: N Smith

**Interested parties comments by 09/04/18**

**Re-affirm Farnham Town Council's objections to the Planning Inspectorate.**

### **TOWN AND COUNTRY PLANNING ACT 1990 (As Amended)**

#### **Appeal Under Section 78**

PROPOSAL: Erection of dwelling including annex for ancillary use following demolition of existing outbuilding.

SITE ADDRESS: Land West Of 6 Nelson Road, Farnham

WAVERLEY REFERENCE: WA/2017/2368

PLANNING INSPECTORATE REFERENCE: APP/R3650/W/18/3197075

PLANNING INSPECTORATE APPEAL START DATE: 13/03/2018

APPLICANT: Mr & Mrs Hawkins

**Interested parties comments by 17/04/18**

**Re-affirm Farnham Town Council's objections to the Planning Inspectorate.**

## **5. Licensing**

### **Tesco, Ridgway Farnham (comments emailed Tue 20/03/2018)**

New license application for alcohol 06.00-23.00 Monday to Sunday with NO Christmas Day/Good Friday restrictions

**Farnham Town Council has no objections to Tesco, 29/31 Ridgway Road, Farnham, aligning alcohol sales with opening hours and removing public holiday restrictions subject to ensuring: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.**

### **Waverley-592776-Farnham SF Connect vary application**

BP Petrol Station, Farnham Bypass

New license application for alcohol 00.00-24.00 Monday to Sunday

**Farnham Town Council has no objections to SF Connect, BP Petrol Station, A31 Bypass, Farnham GU9 8AS aligning alcohol sales subject to ensuring: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.**

### **Revised Statement of Licensing Policy 2018**

Comments required from P&LCG to Council via Strategy & Finance

***Points to be condensed and circulated for comment.***

Meeting closed 10.20

Notes by Jenny de Quervain

Date of next meeting 9 April 2018



# FARNHAM TOWN COUNCIL

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## Notes

### Planning & Licensing Consultative Group

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#### **Time and date**

9.30am on Monday 19 March 2018

#### **Place**

Council Chamber, South Street, Farnham

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#### **Planning & Licensing Consultative Group Members Present**

Councillor M Hyman – Chair  
Councillor D Beaman  
Councillors C Cockburn  
Councillor J Fraser  
Councillor A MacLeod  
Councillor J Ricketts

**Officers in attendance:** Jenny de Quervain

**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**

None

#### **2. Declarations of Interest**

None were received

#### **3. Applications considered for large developments**

Carryover to 23 April 2018

**WA/2018/0458 Farnham Moor Park      Flo Taylor**

Erection of a building to provide 138 dwellings, approximately 4097m<sup>2</sup> of mixed use commercial floor space with associated access, parking and landscaping.

THE WOOLMEAD, EAST STREET, FARNHAM

**Berkeley Southern offered to presents details of the development, provisionally booked for 23 April.**

**SO/2018/0004 Farnham Castle****Philippa Staddon**

Request for Screening Opinion for site redevelopment including student housing, car parking and associated landscaping.

UNIVERSITY COLLEGE FOR THE CREATIVE ARTS, FALKNER ROAD, FARNHAM GU9 7DS

**Farnham Town Council welcomes additional student accommodation and looks forward to receiving a full planning application.**

**4. Applications considered****Farnham Bourne****NMA/2018/0038 Farnham Bourne****Rachel Kellas**

Amendment to WA/2017/1953 for alterations to roofspace to provide habitable accommodation.

LAND AT 73 FRENHAM ROAD, LOWER BOURNE GU10 3HL

**Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI 6.**

**WA/2018/0499 Farnham Bourne****Olivia Gorham**

Erection of extensions following demolition of existing extensions (revision of WA/2017/1026).

6 GREAT AUSTINS, FARNHAM GU9 8JG

**Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI 6 and FNP5 Great Austins Conservation Area and all materials are in keeping with existing.**

**CA/2018/0046 Farnham Bourne****Mr A Clout**

GREAT AUSTINS CONSERVATION AREA

WORKS TO AND REMOVAL OF TREES

FOXACRE, SWINGATE ROAD FARNHAM GU9 8JJ

**Farnham Town Council objects to the removal of trees in an area covered by Policy FNP5, subject to the Arboricultural Officer's comments. If removal necessary, replant following Arboricultural Officer's guidance of appropriate species and positioning.**

**CA/2018/0048 Farnham Bourne****Mr A Clout**

GREAT AUSTINS CONSERVATION AREA

WORKS TO TREES

BRYANSTON, GREAT AUSTINS, FARNHAM GU9 8JQ

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity, especially in the Great Austins Conservation Area covered by Policy FNP5.**

**Farnham Castle****WA/2018/0466 Farnham Castle****Jane McMullan**

Erection of single storey side and two storey rear extension.

18 WEST END GROVE, FARNHAM GU9 7EG

**Farnham Town Council objects to the erection of extensions not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI 6 and the negative impact on the neighbours' amenity to the rear of the property. The use of obscured glazing in a bedroom is not acceptable in living accommodation.**

**WA/2018/0470 Farnham Castle****Jane McMullan**

Listed Building consent for installation of roof lights and internal alterations.

11 CASTLE STREET, FARNHAM GU9 7JA

**Farnham Town Council has no objections subject to the installation of roof lights and**

alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with the Conservation Area and has the approval of the Heritage & Design Officer.

**WA/2018/0508 Farnham Castle Jane McMullan**

Erection of extension to existing office/store.  
9 WEST STREET, FARNHAM GU9 7DN

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with the Conservation Area and has the approval of the Heritage & Design Officer.**

**WA/2018/0509 Farnham Castle Jane McMullan**

Listed Building Consent for an extension to existing office/store.  
9 WEST STREET, FARNHAM GU9 7DN

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with the Conservation Area and has the approval of the Heritage & Design Officer.**

**WA/2018/0533 Farnham Castle Philippa Staddon**

Installation of a substation, enclosure and associated works.  
UNIVERSITY COLLEGE FOR THE CREATIVE ARTS, FALKNER ROAD, FARNHAM GU9 7DS

**Farnham Town Council has no objections.**

**WA/2018/0535 Farnham Castle Philippa Staddon**

Erection of a building to provide ancillary office space and associated works.  
UNIVERSITY COLLEGE FOR THE CREATIVE ARTS, FALKNER ROAD, FARNHAM GU9 7DS

**Farnham Town Council has no objections to the erection of a building to provide ancillary of space.**

**Farnham Firgrove**

**WA/2018/0447 Farnham Firgrove Jeffrey Penfold**

Erection of single storey extension.  
14 ST GEORGES ROAD, FARNHAM GU9 8NB

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and there is no negative impact on the neighbours' amenity.**

**WA/2018/0503 Farnham Firgrove Jeffrey Penfold**

Erection of single storey extensions.  
49, SOUTHERN WAY, FARNHAM GU9 8DF

**Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

**WA/2018/0505 Farnham Firgrove Jeffrey Penfold**

Erection of extensions and alterations following demolition of existing workshop, shed and decking.  
112 WEYDON HILL ROAD, FARNHAM GU9 8NZ

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

## **Farnham Hale and Heath End**

**WA/2018/0451 Farnham Hale and Heath End     Jeffrey Penfold**

Erection of single storey rear extension.

TADPOLE COTTAGE, BROOKLANDS WAY, FARNHAM GU9 9BU

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

**WA/2018/0456 Farnham Moor Park                     Mr Chris Turner**

Erection of two storey extension following demolition of existing conservatory; erection of 2 attached garages (1 to serve property No. 48) following demolition of 2 existing garages.

46 & 48 HALE ROAD, FARNHAM GU9 9RD

**Farnham Town Council has no objections subject the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing. Farnham Town Council has no objections to the erection of the replacement garages serving no. 46 and 48 Hale Road.**

**WA/2018/0486 Farnham Hale and Heath End     Jeffrey Penfold**

Certificate of Lawfulness under Section 192 for the erection of extensions and alterations following the demolition of an existing workshop, shed and decking.

132 FARNBOROUGH ROAD, FARNHAM GU9 9BD

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

**WA/2018/0506 Farnham Hale and Heath End     Jeffrey Penfold**

Extension of extension and alterations following demolition of existing coalhouse.

32 WEST AVENUE, FARNHAM, GU9 0RB

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

## **Farnham Moor Park**

**SO/2018/0003 Farnham Moor Park                     Ruth Dovey**

Request for Screening Opinion for provision of a dual-lane temporary construction access to the A31, comprising a bridge across the River Wey, pedestrian underpass, other supporting infrastructure and re-instatement works, including the erection of a permanent footbridge

SITE B, EAST STREET REGENERATION, EAST STREET, FARNHAM

**Farnham Town Council welcomes the Screening Opinion. Borelli Walk is a treasured part of the town, Farnham Town Council is concerned about the loss of vista when entering the town from South Street and the protection of landscape and character of the area. The previously conducted EIA for the Brightwells development did not include Borelli Walk.**

**DW/2018/0014 Farnham Moor Park                     Mr Chris Turner**

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 8m, for which the height would be 3.1m, and for which the height of the eaves would be 2.2m.

RAMSBURY, OLD COMPTON LANE, FARNHAM GU9 8EG

**Farnham Town Council objects to the size and scale of the extension and the negative impact on the green boundary which is a distinctive part of the character of the streetscene.**



**NMA/2018/0039 Farnham Moor Park**

**Ruth Dovey**

Amendment to WA/2016/0268 to amend Condition 35 (bat mitigation measures) to include 'Bat Report Addendum dated 5 January 2018).

LAND AT EAST STREET, FARNHAM

**Farnham Town Council has no objections.**

**WA/2018/0434 Farnham Moor Park**

**Alex Taylor**

Construction of raised platform with retaining walls and glass balustrade following demolition of existing decking and pergolas.

THE CEDARS, 17 COMPTON WAY, FARNHAM GU10 1QY

**Farnham Town Council has no objections.**

**WA/2018/0481 Farnham Moor Park**

**Jane McMullan**

Erection of extensions and alterations.

21 ABBOTS RIDE, FARNHAM GU9 8HY

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials are in keeping with existing and the green boundary is retained between the neighbouring properties.**

**WA/2018/0487 Farnham Moor Park**

**Jane McMullan**

Erection of porch.

20 OSBORN ROAD, FARNHAM GU9 9QT

**Farnham Town Council has no objections subject to the porch being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

**WA/2018/0489 Farnham Moor Park**

**Jane McMullan**

Display of 1 externally illuminated fascia sign and 1 externally illuminated hanging sign.

13 EAST STREET, FARNHAM GU9 7RX

**Farnham Town Council has no objections subject to the externally illuminated signage being in line with the Shopfront Design Guide SPD 2016 for the Conservation Area. The building is listed as a Building of Local Merit.**

**WA/2018/0544 Farnham Castle**

**Ruth Dovey**

Provision of a dual-lane temporary construction access to the A31, comprising a bridge across the River Wey, pedestrian underpass, other supporting infrastructure and re-installment works, including the erection of a permanent pedestrian footbridge across the River Wey

SITE B, EAST STREET REGENERATION, EAST STREET, FARNHAM

**Farnham Town Council has no objections and welcomes ongoing dialogue with adjacent Berkeley development to potentially utilise the bridge.**

**Farnham Shortheath and Boundstone**

**WA/2018/0450 Farnham Shortheath and Boundstone Jeffrey Penfold**

Certificate of Lawfulness under Section 192 for the erection of single storey rear extension.

14 THE OLD ORCHARD, FARNHAM GU9 8UR

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials are in keeping with existing and there is no negative impact on the neighbours' amenity with the extension being situated on the boundary of no.16.**

**WA/2018/0452 Farnham Shortheath and Boundstone Alex Taylor**

Erection of detached garage/store with studio room over.

HEATH COTTAGE, 10 JUBILEE LANE, BOUNDSTONE GU10 4SZ

**Farnham Town Council has no objections subject to the detached garage/store with**

studio room over being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and remains ancillary to Heath Cottage.

**WA/2018/0455 Farnham Shortheath and Boundstone Jeffrey Penfold**

Erection of single storey side extension and front porch; partial conversion of garage into habitable accommodation.

14 THE OLD ORCHARD, FARNHAM GU9 8UR

**Farnham Town Council has no objections subject to the extension and front porch being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials are in keeping with existing and only one of the double garages is partially converted as limited parking available within the boundary and NO parking being available on-street in the cul-de-sac.**

**WA/2018/0498 Farnham Shortheath and Boundstone Alex Taylor**

Change of Use from dwelling (Use Class C3) to mixed use office (Use Class B1) and associated non-residential education and training centre (Use Class D1).

THE FIRS, WEYDON LANE, FARNHAM GU9 8UN

**Farnham Town Council has no objections to the change of use subject to sufficient parking and drop-off/pickup spaces being available within the boundary of The Firs.**

**WA/2018/0507 Farnham Shortheath and Boundstone Jeffrey Penfold**

Erection of single storey rear extension and a two storey extension including dormer window.

HEATHERVIEW COTTAGE, SUNNYDELL LANE, WRECCLESHAM GU10 4RB

**Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

### **Farnham Wrecclesham and Rowledge**

**WA/2018/0475 Farnham Wrecclesham and Rowledge Jane McMullan**

Use of land as garden land ancillary to a dwelling along with alteration to access and boundary fencing.

THE SPINNEY, MOONS HILL, FRENHAM GU10 3AW

**Farnham Town Council has no objections subject to the land remaining ancillary to The Spinney.**

**WA/2018/0497 Farnham Wrecclesham and Rowledge Jane McMullan**

Erection of extension and porch.

HILLSIDE BARN, SUMMERFIELD LANE, FRENHAM GU10 3AN

**Farnham Town Council has no objections subject to the extension and porch being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

**NMA/2018/0043 Farnham Wrecclesham and Rowledge Mr Chris Turner**

Amendment to WA/2017/1590 to provide alterations to elevation.

24 COLESON HILL ROAD, WRECCLESHAM GU10 4QQ

**Farnham Town Council has no objections to the full height window to the rear wall of the single storey extension.**

## **5. Appeals, for information**

**WA/2017/0001 - Corner Cottage, Menin Way, Farnham - Appeal Decision**

The appeal was **ALLOWED**.

**WA/2014/0391 - Land at Lower Weybourne Lane, Farnham - Recovered Appeal Decision**

The Secretary of State decided to **DISMISS** the appeal and refuse planning permission.

**WA/2015/1484 - Land to the Rear of Bindon House, Monkton Lane, Farnham - Recovered Appeal Decision**

**The Secretary of State decided to DISMISS the appeal and refuse planning permission.**

**WA/2015/0771 - Land at Waverley Lane, Waverley Lane, Farnham - Recovered Appeal Decision**

**The Secretary of State decided to DISMISS the appeal and refuse planning permission.**

**WA/2016/1323 - Farnham Park Hotel and Restaurant - Appeal Decision**

**The appeal was DISMISSED**

## **6. Licensing**

**Farnham Town Council welcome the revised Statement of Licensing Policy 2018 and has no additional comments.**

## **7. Surrey County Council mineral, waste, or Other Applications/Consultations**

*Duplicate application (directly from SCC and via WBC)*

**SCC Ref 2017/0214/WA/2018/0510/ WA/2018/0510 Farnham Castle**

Consultation on a County Matter; Extending missing section of wall to gable end wall of the electric substation, erect a new gate and railings behind the ironstone walls, replace defective timber rails to upper garden retaining wall with matching new traditional estate railings

**FARNHAM LIBRARY, VERNON HOUSE, 28 WEST STREET, FARNHAM GU9 7DR**

**Farnham Town Council welcome works to improve the Library Gardens subject to the materials being in keeping with the Conservation Area, as detailed in the Farnham Conservation Area Management Plan.**

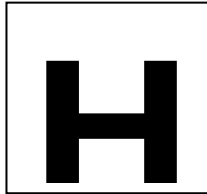
### **Esso Pipeline Corridor Consultation**

**Farnham Town Council supports the preferred route, Corridor J. The alternative routes of M and Q cannot be supported. Farnham is a special case due to the disruption caused by the regeneration programme scheduled for Brightwells and The Woolmead.**

Meeting closed 11.05

Notes by Jenny de Quervain

Date of next meeting 23 April 2018



# National Joint Council for Local Government Services

**Employers' Secretary:**  
Simon Pannell

**Address for correspondence:**  
Local Government Association  
18 Smith Square  
London SW1P 3HZ  
Tel: 020 7187 7373  
[info@local.gov.uk](mailto:info@local.gov.uk)

**Trade Union Secretaries**  
Rehana Azam, GMB  
Jim Kennedy, Unite  
Heather Wakefield, UNISON

**Address for correspondence:**  
UNISON Centre  
130 Euston Road  
London NW1 2AY  
Tel: 0845 3550845  
[localgovernment@unison.co.uk](mailto:localgovernment@unison.co.uk)

**To: Chief Executives in England, Wales and N Ireland  
(copies for the Finance Director and HR Director)  
Members of the National Joint Council**

10 April 2018

Dear Chief Executive,

## 2018 and 2019 PAYSCALES & ALLOWANCES

Agreement has been reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from **1 April 2018** and **1 April 2019**.

UNISON and GMB both voted to accept whilst Unite voted to reject. However, in line with the Constitution of the NJC, Unite accepts the collective majority decision of the other unions that the pay award should now be implemented.

The new pay rates are attached at **Annex 1**.

The new rates for allowances up-rated by two per cent in each year are set out at **Annex 2**.

Yours sincerely

*Simon  
Pannell*

Simon Pannell

*Rehana  
Azam*

Rehana Azam

*Jim  
Kennedy*

Jim Kennedy

*Heather Wakefield*

Heather Wakefield

**Joint Secretaries**

## ANNEX 1

SCP	1 April 2017		1 April 2018		1 April 2019			Old SCP[s]	FTC Band
	£ per annum	£ per hour*	£ per annum	£ per hour*	New SCP	£ per annum	£ per hour*		
6	£15,014	£7.78	£16,394	£8.50	1	£17,364	£9.00	6/7	
7	£15,115	£7.83	£16,495	£8.55					
8	£15,246	£7.90	£16,626	£8.62	2	£17,711	£9.18	8/9	
9	£15,375	£7.97	£16,755	£8.68					
10	£15,613	£8.09	£16,863	£8.74	3	£18,065	£9.36	10/11	
11	£15,807	£8.19	£17,007	£8.82					
12	£16,123	£8.36	£17,173	£8.90	4	£18,426	£9.55	12/13	
13	£16,491	£8.55	£17,391	£9.01					
14	£16,781	£8.70	£17,681	£9.16	5	£18,795	£9.74	14/15	
15	£17,072	£8.85	£17,972	£9.32					
16	£17,419	£9.03	£18,319	£9.50	6	£19,171	£9.94	16/17	
17	£17,772	£9.21	£18,672	£9.68					
18	£18,070	£9.37	£18,870	£9.78	7	£19,554	£10.14	18	2
19	£18,746	£9.72	£19,446	£10.08	8	£19,945	£10.34	19	2
20	£19,430	£10.07	£19,819	£10.27	9	£20,344	£10.54	20	
					10	£20,751	£10.76		3
21	£20,138	£10.44	£20,541	£10.65	11	£21,166	£10.97	21	
22	£20,661	£10.71	£21,074	£10.92	12	£21,589	£11.19	22	
					13	£22,021	£11.41		3
23	£21,268	£11.02	£21,693	£11.24	14	£22,462	£11.64	23	
24	£21,962	£11.38	£22,401	£11.61	15	£22,911	£11.88	24	
					16	£23,369	£12.11		3
25	£22,658	£11.74	£23,111	£11.98	17	£23,836	£12.35	25	
					18	£24,313	£12.60		3
26	£23,398	£12.13	£23,866	£12.37	19	£24,799	£12.85	26	4
27	£24,174	£12.53	£24,657	£12.78	20	£25,295	£13.11	27	4
					21	£25,801	£13.37		
28	£24,964	£12.94	£25,463	£13.20	22	£26,317	£13.64	28	4
29	£25,951	£13.45	£26,470	£13.72	23	£26,999	£13.99	29	4
30	£26,822	£13.90	£27,358	£14.18	24	£27,905	£14.46	30	4
31	£27,668	£14.34	£28,221	£14.63	25	£28,785	£14.92	31	4
32	£28,485	£14.76	£29,055	£15.06	26	£29,636	£15.36	32	4

SCP	1 April 2017		1 April 2018		1 April 2019			Old SCP[s]	FTC Band
	£ per annum	£ per hour	£ per annum	£ per hour	New SCP	£ per annum	£ per hour		
<b>33</b>	£29,323	£15.20	£29,909	£15.50	<b>27</b>	£30,507	£15.81	33	5
<b>34</b>	£30,153	£15.63	£30,756	£15.94	<b>28</b>	£31,371	£16.26	34	5
<b>35</b>	£30,785	£15.96	£31,401	£16.28	<b>29</b>	£32,029	£16.60	35	5
<b>36</b>	£31,601	£16.38	£32,233	£16.71	<b>30</b>	£32,878	£17.04	36	5
<b>37</b>	£32,486	£16.84	£33,136	£17.18	<b>31</b>	£33,799	£17.52	37	5
<b>38</b>	£33,437	£17.33	£34,106	£17.68	<b>32</b>	£34,788	£18.03	38	5
<b>39</b>	£34,538	£17.90	£35,229	£18.26	<b>33</b>	£35,934	£18.63	39	5
<b>40</b>	£35,444	£18.37	£36,153	£18.74	<b>34</b>	£36,876	£19.11	40	5
<b>41</b>	£36,379	£18.86	£37,107	£19.23	<b>35</b>	£37,849	£19.62	41	
<b>42</b>	£37,306	£19.34	£38,052	£19.72	<b>36</b>	£38,813	£20.12	42	
<b>43</b>	£38,237	£19.82	£39,002	£20.22	<b>37</b>	£39,782	£20.62	43	
<b>44</b>	£39,177	£20.31	£39,961	£20.71	<b>38</b>	£40,760	£21.13	44	
<b>45</b>	£40,057	£20.76	£40,858	£21.18	<b>39</b>	£41,675	£21.60	45	
<b>46</b>	£41,025	£21.26	£41,846	£21.69	<b>40</b>	£42,683	£22.12	46	
<b>47</b>	£41,967	£21.75	£42,806	£22.19	<b>41</b>	£43,662	£22.63	47	
<b>48</b>	£42,899	£22.24	£43,757	£22.68	<b>42</b>	£44,632	£23.13	48	
<b>49</b>	£43,821	£22.71	£44,697	£23.17	<b>43</b>	£45,591	£23.63	49	

\*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week in the National Agreement 'Green Book')

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

<b>1 April 2018</b>	<b>1 April 2019</b>
£35.37	£36.08

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2018 and 1 APRIL 2019 (FORMER APT&C AGREEMENT (PURPLE BOOK))**

**Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance**

<b>1 April 2018</b>	<b>1 April 2019</b>
£1,264	£1,289

**Paragraph 28(14) Laboratory / Workshop Technicians**

City and Guilds Science Laboratory Technician's Certificate Allowance:

<b>1 April 2018</b>	<b>1 April 2019</b>
£205	£209

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

<b>1 April 2018</b>	<b>1 April 2019</b>
£149	£152

**Paragraph 32 London Weighting and Fringe Area Allowances £ Per**

**Annum Inner Fringe Area:**

<b>1 April 2018</b>	<b>1 April 2019</b>
£857	£874

**Outer Fringe Area:**

<b>1 April 2018</b>	<b>1 April 2019</b>
£597	£609

**Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session**

<b>1 April 2018</b>	<b>1 April 2019</b>
£28.46	£29.03

**FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)**

**Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum**

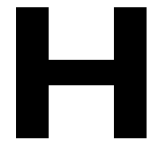
**Inner Fringe Area:**

<b>1 April 2018</b>	<b>1 April 2019</b>
£857	£874

**Outer Fringe Area:**

<b>1 April 2018</b>	<b>1 April 2019</b>
£597	£609

# FARNHAM TOWN COUNCIL



Report  
Council

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Date: 19 April 2018

## Financial Regulations review 2018

### Summary

- I The Financial Regulations were reviewed by Strategy & Finance, and have been compared with the latest Model Financial Regulations published by NALC. Generally the Farnham Regulations still cover most issues however a number of changes are suggested to strengthen procedures and clarify points. New proposed Regulations affecting data security are added. Changes in the document are set out below with reasons for the proposed changes. The full new document is attached as Annex I

Regulations where there are changes:

### GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities, and be read in conjunction with the Council's standing orders.

Reason: Following review of Model Financial Regulations.

- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for smaller authorities in England – a Practitioners' Guide* which is published jointly by JPAG ( Joint Panel on accountability and governance - including NALC and SLCC) and updated from time to time (latest edition March 2018).

Reason: Amendment for better clarification

### BUDGETARY CONTROL

- 3.6 Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

Reason: Following review of Model Financial Regulations.



## **BANKING ARRANGEMENTS AND CHEQUES**

- 5.5 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee

Reason: Following review of Model Financial Regulations.

- 5.6 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

Reason: Following review of Model Financial Regulations.

- 5.7 Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

Reason: Following review of Model Financial Regulations.

- 5.8 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

Reason: Following review of Model Financial Regulations.

- 5.9 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk/RFO/ bookkeeper/accountant/a member. A programme of ad hoc checks of standing data with suppliers will be followed.

Reason: Following review of Model Financial Regulations.

## **PAYMENT OF ACCOUNTS**

- 6.5 Income received must not be paid into the petty cash float but must be separately accounted for as provided elsewhere in these regulations.

Reason: Amendment for better clarification

- 6.9 A schedule of the payments made, and authorised by the requisite number of councillors, as set out in Financial Regulation 5 shall be prepared and, together with the relevant invoices, be available for inspection at each meeting of the Strategy and Finance Working Group. The detail may be shown in the Minutes of the Meeting.

Reason: Amendment for better Clarification

## **PAYMENT OF SALARIES**

- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts. The Council may use an external

payroll provider and updated payroll information shall be provided to Council or the appropriate Panel or Working Group on a regular basis and detailed records kept (although such records are confidential and are not open for inspection or review( under the Freedom of Information Act 2000 or otherwise) other than;

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

Reason: Following review of Model Financial Regulations.

7.3 Any increments payable in accordance with staff contracts shall be reviewed and implemented by the Town Clerk and reported to the HR Panel.

Reason: For clarification and as recommended in Model Financial Regulation.

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

10.4 A member may not issue an official order or make any contract on behalf of the council.

Reason: Following review of Model Financial Regulations.

### **11.2 Contract levels**

- a) For contracts with an estimated value in excess of 221,000 euros (£181,302 ) for supplies and services and 5,548,000 euros (£4,551,413 ) for works, tenders (or as otherwise amended from time to time) should be sought in accordance with the European Union Public Sector Procurement Rules.

Reason: Revised figures with effect from January 2018

- c) Any tender notice shall contain a reference to the Standing Orders 20 and 24 regarding improper activity and shall refer to the terms of the Bribery Act 2010

Reason: Amendment for better clarity.

## **16 CHARITIES**

16.2 These Financial Regulations shall be applied to the administration of any charitable body administered by Farnham Town Council.

Reason: For clarity and as recommended in Model Financial Regulations.

## **REVISION OF FINANCIAL REGULATIONS**

20.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Reason: Following review of Model Financial Regulations.

### **Recommendation**

#### **It is recommended that**

- i) the revised Financial Regulations at Annex I be adopted.**

The person to contact about this report is Iain McCready or Iain Lynch



### FARNHAM TOWN COUNCIL

### FINANCIAL REGULATIONS 2018

These Revised Financial Regulations were adopted by the Council at its Meeting in April 2018

#### GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities, and be read in conjunction with the Council's standing orders.
- 1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the Council. The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall produce financial management information as required by legislation and/or the Council
- 1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 as amended and then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for smaller authorities in England – a Practitioners' Guide* which is published jointly by JPAG ( Joint Panel on accountability and governance including NALC and SLCC) and updated from time to time (latest edition March 2018).

## **2 ANNUAL ESTIMATES**

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

## **3 BUDGETARY CONTROL**

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.
- 3.2 The Town Clerk is authorised to vire money between budget heads in association with the Lead Member of Strategy and Finance and the Lead Member of the relevant Working Group in order to reflect changing requirements throughout the year. Any such virement is to be reported to the Council.
- 3.3 The RFO shall regularly provide the Council with a statement of income and expenditure, based on receipts and payments to date, under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter for consideration by the Strategy and Finance Working Group.
- 3.4 The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £7,500. The Town Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless specifically agreed by resolution of the Council.
- 3.6 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

## **4 ACCOUNTING AND AUDIT**

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

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

## **5 BANKING ARRANGEMENTS AND CHEQUES**

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 Cheques drawn on the bank account shall be signed by two members of Council. In the case of cheques of £10,000 or more, three members of the Council will be required to sign.
- 5.3 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 5.4 Electronic payments may be made (e.g. by BACS transfer) provided that payment authorisation is given by the required number of Councillors set out in Regulations 5.2. Electronic payments will be the primary method of payment.
- 5.5 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee
- 5.6 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 5.7 Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The

bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

- 5.8 Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 5.9 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk/RFO/ bookkeeper/accountant/a member. A programme of ad hoc checks of standing data with suppliers will be followed.

## **6 PAYMENT OF ACCOUNTS**

- 6.1 All payments shall be made by electronic transfer, cheque or other order drawn on the Council’s bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the Town Clerk. The Town Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. All invoices submitted, which are in order, should be paid promptly and reported in accordance with these Financial Regulations.
- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, where the Town Clerk and RFO certify that there is no dispute or other reason to delay payment, the Town Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of the Strategy and Finance Working Group.
- 6.5 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:
- a) The RFO shall maintain a petty cash float of up to £500 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately accounted for as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to the Council.
- 6.6 If thought appropriate by the Council (e.g. for business rates, utility supplies, postage and telephones) payments may be made by variable Direct Debit provided that the instructions are reviewed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be reviewed by the Council at least every two years.
- 6.7 Contracts may be paid by instalments by standing order or direct debit provided that budgetary provision has been obtained.
- 6.8 Designated Officers may make official purchases on commercial cards or procurement cards, subject to agreed limits and each statement being reviewed by the required number of Councillors set out in Regulation 5.2.
- 6.9 A schedule of the payments made, and authorised by the requisite number of councillors is set out in Financial Regulation 5 shall be prepared by the RFO and, together with the relevant

invoices, be available for inspection at each meeting of the Strategy and Finance Working Group. The detail may be shown in the Minutes of the Meeting.

## **7 PAYMENT OF SALARIES**

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts. The Council may use an external payroll provider and updated payroll information shall be provided to Council or the appropriate Committee or Working Group on a regular basis and detailed records kept (although such records are confidential and are not open for inspection or review under the Freedom of Information Act 2000 or otherwise) other than;
- e) by any councillor who can demonstrate a need to know;
  - f) by the internal auditor;
  - g) by the external auditor; or
  - h) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.3 Any increments payable in accordance with staff contracts shall be reviewed and implemented by the Town Clerk and reported to the HR Panel.

## **8 LOANS AND INVESTMENTS**

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

## **9 INCOME**

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the Town Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall normally be written off in the year. Authorisation of bad debt write-offs of up to £500 shall be

delegated to the Town Clerk in consultation with the Strategy and Finance Working Group, and recorded in the minutes of the Working Group.

9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6 i) The origin of each receipt shall be entered on the receipt/paying-in slip.  
ii) Receipt books shall be controlled by the RFO and kept securely

9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

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

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 Order books shall be controlled by the RFO and kept securely.

10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, in accordance with Regulation 11.

10.4 A member may not issue an official order or make any contract on behalf of the council.

10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order.

## 11 **CONTRACTS**

### 11.1 **General**

a) Every contract shall comply with these financial regulations. The following, however, are exceptions to the regulations set out in 11.2 Contract Levels

- i) in an emergency (see also 3.4);
- ii) for the supply of gas, electricity, water, sewerage and telephone services;
- iii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
- iv) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery, equipment or plant;
- v) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council (see also 12.2);
- vi) for goods or materials which are proprietary articles and/or sold at a fixed price.
- vii) where the Council accepts a proposal from the Town Clerk, to waive Financial Regulations.
- viii) where the supply of goods or services is called off from a Framework Agreement as defined by the Office of Government Commerce (OGC).



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

## 11.2 **Contract levels**

- a) For contracts with an estimated value in excess of 221,000 euros (£181,302 ) for supplies and services and 5,548,000 euros (£4,551,413 ) for works, tenders (or as otherwise amended from time to time) should be sought in accordance with the European Union Public Sector Procurement Rules .
- b) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as follows:
- i) a specification of the goods, materials, services and the execution of works shall be drawn up;
  - ii) a public notice of the intention to place a contract shall be made;
  - iii) tenders are to be sent, in a sealed marked envelope, to the Town Clerk by a stated date and time;
  - iii) tenders submitted are to be opened, after the stated closing date and time, by the Town Clerk in the presence of at least one member of Council;
  - iv) tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee, Working/Task Group
- c) Any tender notice shall contain a reference to the Standing Orders 20 and 24 regarding improper activity and shall refer to the terms of the Bribery Act 2010
- d) For any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £7,500 and £50,000
- i) at least three quotations should be sought.
  - ii) quotations are then to be assessed and reported to the appropriate meeting of Council, Committee or Working/Task Group
  - iii) in compliance with the Public Contracts Regulations 2015, the Council shall advertise all contracts with an estimated value over £25,000 on the Contract Finder website ([www.gov.uk/contracts-finder](http://www.gov.uk/contracts-finder)) and in other relevant places.
- e) For any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £2,000 and £7,500
- i) at least two quotations or estimates should be sought.
  - ii) The Town Clerk shall have the discretion to determine the successful contractor.
- f) For individual purchases under £2,000, The Town Clerk shall have discretion to achieve the best value for goods or services.
- g) Due regard should be given to “Fair Trade” alternatives and the promotion of sustainable development in the purchase of goods and drawing up of specifications.
- h) Where possible, opportunities should be afforded to local businesses to quote for the provision of goods and services.

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

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to

supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

### **13 STORES AND EQUIPMENT**

13.1 The officer in charge of each section/team shall be responsible for the care and custody of stores and equipment in that section.

13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

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

14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £750.

14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually.

14.4 Any acquisition valued at over £250 should be included on the Asset Register

14.5 An inventory of other valuable items shall be maintained.

### **15 INSURANCE**

15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

15.2 The Town Clerk shall review all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.

15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

## 17 CHARITIES

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

- 17.2 These Financial Regulations shall be applied to the administration of the charitable body.

## 17 RISK MANAGEMENT

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk /RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

- 17.2 When considering any new activity, the Town Clerk /RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## 18 FINANCIAL TRANSPARENCY

The council will comply with the requirements of the Local Government Transparency Code 2014 (or any subsequently amended version).

## 19 MATERIALITY

In defining 'materiality' for decisions that have been delegated (Part 3 of the Openness of Local Government Bodies Regulations 2014) and need to be recorded in accordance with the Regulations, a sum above £7,500 is considered material.

## REVISION OF FINANCIAL REGULATIONS

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

- 20.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

\* \* \* \*

Revision adopted April 2018



# FARNHAM TOWN COUNCIL

## Report Full Council

13<sup>th</sup> April 2018

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### Election of Working Groups 2018/19

- 1 Councillors have identified preferences for the Working Groups for 2018/19 in accordance with Standing Order 15. These are attached at Annex 1, in order of preference for each Working Group as indicated by each councillor. Some councillors expressed a preference for only the Working Groups for which they were interested whilst others have given a priority listing for all the Working Groups. This does not mean they are expected to serve on every Working Group and may wish not to take up a provisional allocation as the workload would be high. Standing Order 15 (e) states that the overall membership of the Working Groups will reflect as closely as possible the political make-up of the Council with the intention that as broad a range of councillors as possible is represented. By convention the Mayor is not appointed to Working Groups, and can attend any Group ex-officio.
- 2 There are four Working Groups plus two Standing Task Groups (HR Panel) and the Planning and Licensing Consultative Group. Standing Order 15 f suggests (not mandatory) how places are to be allocated to ensure that those who are not members of the majority group are fairly represented. As such, with currently 7 out of 18 councillors (the current vacancy is excluded for these purposes), the 'minority' representatives should have two places on Strategy and Finance out of a total allocation of 10 places overall between the Working Groups. With six places available on each Working Group two of these places would currently be available to councillors who were not part of the majority group for three of the working groups, and three on one other. In practice, the Council has normally chosen councillors willing to serve rather than managing places proportionately.
- 3 As a result of the preference exercise, Six councillors expressed an interest in the Strategy & Finance Working Group. As such all would be deemed to be elected. As a reminder, Lead Members of Working Group are also Members of Strategy & Finance ex officio.
- 4 In relation to the remaining Working Groups the following expressions of interest were received.
  - **Community Enhancement Working Group** – Six preferences for six places: As such, the six councillors would be deemed to be appointed.
  - **Planning & Licensing Consultative Group** – Six councillors have expressed a preference for the nine places available. The aim is, if possible, to have one councillor from each ward. Council may wish to appoint the six councillors who have expressed a preference to be on the Working Group or elect one councillor per ward. The three wards not currently represented are Firgrove, Shortheath and Boundstone and Weybourne & Badshot Lea.
  - **Cemeteries and Appeals Working Group** – Four preferences for six places. As such all four councillors would be deemed to be appointed, with two places available.
  - **Tourism and Events Working Group** – Six preferences for six places and as such all would be deemed to be appointed.

- **HR Panel** – Six preferences for six places (including the deputy Mayor and current chairman who would be a member ex officio on election to Mayor). The HR Panel has previously requested that the panel (as far as possible) retains consistency during the life of the Council.
- **Services to Farnham Awards Panel.** The Panel meets to agree awards and (from 2016) to review nominations to external Trusts (such as the Dempster Trust, the Isabella Schroder Trust, the Hale Chapels Trust and the Farnham Parochial Charity) as and when vacancies occur for which the Council is to make appointments. The Mayor and Deputy Mayor are ex-officio members and there are places for two (normally) other councillors. One preference has been received. Council should decide if an additional member should be appointed. Mrs Wendy Craig is on the panel representing the Tindle News Group, and there is also provision for an additional independent representative.

The Candidates for each of the above Working Groups are deemed to be elected as set out above. Councillors are invited to opt or nominate for the remaining places, or withdraw if this is of interest where there are more places than candidates. If there are more candidates than places available an election will take place for the vacant places only.

- 5 As in previous years, it is proposed that Council is adjourned briefly so that each Working Group can elect its Lead Member to confirm the composition of the Strategy & Finance Working Group. In view of the need to consider the appointment of a Leader or Spokesperson of the Council at the Annual Meeting in May, the appointment of the Lead Member of the Strategy & Finance Working Group will not take place at this Council meeting but at the first meeting of the Strategy & Finance Working Group in the new Council year.
- 6 Council needs to confirm whether its Task Groups are to be reconvened. The HR Panel (technically a Task Group of Strategy and Finance) and the Services To Farnham Awards Panel are expected to continue whilst the remaining Task Groups need formal agreement to be re-established. The Trees and Hedgerows Task Group did not complete its work in 2017/18 and should be reviewed.
- 7 Subject to Council's decision on Task Groups, the appointment to Task Groups will need to be agreed. In accordance with Standing Order 15 (f) membership of task groups does not need to conform to the political make-up of the council.
- 8 Subject to the decision on paragraph 7, the Wellbeing Task Group has six preferences; the Infrastructure Planning Group has three councillors offering to fill five places, and the Assets Task Group has five members for the three places. Council could amend the size of Task Groups if it wished to.

## **Recommendation**

**It is recommended that**

- 1) **the candidates for the Cemeteries and Appeals, Community Enhancement and Tourism and Events working Groups be appointed as set out in Annex I along with any additional councillors to fill the remaining vacancies as set out in paragraph 4 above;**
- 2) **the councillors wishing to be on the Planning and Licensing Consultative Group be appointed with nominations sought for the remaining places;**
- 3) **the Working Groups elect their Lead Members (in order to do which the meeting be adjourned briefly) in order to confirm the complement of Strategy and Finance Working Group Members**
- 4) **Council determines which Task Groups be reappointed and the size and membership of each Task Group.**



## **WORKING GROUPS 2018/19**

### **Member Preferences**

<b>Working Group</b>	<b>2017/18 Members</b>	<b>Preferences for 2018/19</b>
<p><b>Strategy &amp; Finance Working Group</b></p> <p><b>(6 members plus Lead Members (LM) from working groups not already appointed to this Working Group)</b></p> <p><i>Meeting dates in 2017/18 Tuesday mornings at 9.30am. 9-10 meetings a year.</i></p>	<p>Cllr David Attfield Cllr Carole Cockburn Cllr Pat Frost Cllr Jill Hargreaves Cllr Jeremy Ricketts Cllr John Williamson</p> <p>Plus Cllr Stephen Hill (Lead Member Community Enhancement)</p>	<p>Cllr David Beaman 1 Cllr Carole Cockburn 1 Cllr Pat Frost 1 Cllr Jill Hargreaves 1 Cllr Jeremy Ricketts 1 Cllr John Ward 1</p>
<p><b>Community Enhancement Working Group</b></p> <p><b>(6 members)</b></p> <p><i>Meeting dates in 2017/18 . Wednesday mornings 9.30am.</i></p>	<p><b>Cllr Stephen Hill **</b> Cllr Mike Hyman Cllr Sue Redfern Cllr Jeremy Ricketts Cllr John Williamson Cllr Carole Cockburn</p>	<p>Cllr Stephen Hill 1 Cllr Sue Redfern 1 Cllr Mike Hyman 1 Cllr Jeremy Ricketts 2 Cllr David Beaman 3 Cllr Carole Cockburn 3</p>
<p><b>Tourism &amp; Events Working Group</b></p> <p><b>(6 members)</b></p> <p><i>Meeting dates in 2017/18 . Tuesday mornings at 9.30am or 10</i></p> <p><i>4-5 meetings a year.</i></p>	<p><b>Cllr Jill Hargreaves **</b> Cllr David Beaman Cllr Carole Cockburn Cllr Stephen Hill Cllr Andy Macleod Cllr Kika Mirylees</p>	<p>Cllr Mike Hodge 1 Cllr Andy McLeod 1 Cllr David Beaman 2 Cllr Jill Hargreaves 2 Cllr Stephen Hill 2 Cllr Carole Cockburn 4</p>
<p><b>Cemeteries &amp; Appeals Working Group</b></p> <p><b>(6 members)</b></p> <p><i>Meeting dates in 2017/18 Thursday morning at 9.30</i></p> <p><i>4-5 meetings a year</i></p>	<p><b>Cllr Carole Cockburn*</b> * Cllr David Attfield Cllr Jill Hargreaves Cllr Sue Redfern Cllr John Ward Cllr John Williamson</p>	<p>Cllr Sue Redfern 1 Cllr Carole Cockburn 2 Cllr John Ward 2 Cllr Jill Hargreaves 3</p>

<p><b>Planning &amp; Licensing Consultative Group</b> <b>(9 members – including one from each ward)</b></p> <p><i>Meetings in 2017/18 Monday mornings at 9.30am Approximately 20 meetings a year.</i></p>	<p><b>Cllr John Williamson (Castle)**</b> Cllr David Beaman (Castle) Cllr Carole Cockburn (Bourne) Cllr Paula Dunsmore (Wrecclesham &amp; Rowledge) Cllr J Scotty Fraser (Upper Hale) <b>Cllr Mike Hyman (Hale &amp; Heath End) **</b> Cllr Andy Macleod (Moor Park) Cllr Jeremy Ricketts (Weybourne &amp; Badshot Lea)</p>	<p>Cllr David Beaman (Castle) Cllr Carole Cockburn (Bourne) Cllr Paula Dunsmore (Wrecclesham &amp; Rowledge) Cllr J Scotty Fraser (Upper Hale) Cllr Mike Hyman (Hale &amp; Heath End) Cllr Andy Macleod (Moor Park)</p> <p>No representation yet for</p> <ul style="list-style-type: none"> <li>• Firgrove</li> <li>• Shortheath and Boundstone</li> <li>• Weybourne &amp; Badshot Lea</li> </ul>
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\* Lead Member of Working Group

### Standing Panels

<p><b>HR Panel (Task Group of Strategy and Finance)</b></p> <p><b>(6 Members)</b> <i>Meets twice a year or as required for specific purposes</i></p>	<p>Cllr David Attfield ** Cllr Jill Hargreaves Cllr Stephen Hill Cllr Sam Hollins-Owen Cllr Mike Hyman Cllr Andy MacLeod</p>	<p>Cllr David Attfield (1) -If no conflict Cllr David Beaman (1) Cllr Pat Frost (1) Cllr Jill Hargreaves (1) Cllr Mike Hyman (1) Cllr Andy MacLeod (1)</p>
<p><b>Services to Farnham Awards Panel (Task Group of Council)</b></p> <p><i>Meets twice a year or as required</i></p>	<p>Mayor Deputy Mayor Cllr David Attfield Cllr Jill Hargreaves Mrs Wendy Craig</p>	<p>Mayor Deputy Mayor Jill Hargreaves</p> <p>Mrs Wendy Craig</p>

<b>4 Task Groups (Reappointed on an annual basis as required)</b>	<b>2017/18 Members</b>	<b>Preferences for 2018/19</b>
<b>Infrastructure Planning Group (Task Group of Strategy and Finance) (5 Members)</b>  <i>Normally meets on a Friday morning at 10am</i>  (5 Members)	Cllr Carole Cockburn Cllr Andy MacLeod Cllr John Williamson	Cllr Carole Cockburn Cllr David Beaman Cllr Andy MacLeod

<b>Assets Task Group (Task Group of Strategy and Finance) (3 members)</b>	Cllr David Attfield Cllr Jill Hargreaves Cllr Sam Hollins-Owen Cllr Paula Dunsmore	Cllr Paula Dunsmore Cllr Pat Frost Cllr Jill Hargreaves Cllr David Attfield Cllr Sam Hollins-Owen
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<b>Wellbeing Task Group (Task Group of Strategy and Finance)</b>  <i>Normally meets at 6pm on a Wednesday</i>	Cllr Paula Dunsmore Cllr Scotty Fraser Cllr Andy MacLeod Cllr Jeremy Ricketts	Cllr David Beaman Cllr Paula Dunsmore Cllr J Scotty Fraser Cllr Sam Hollins-Owen Cllr Andy MacLeod Cllr Jeremy Ricketts
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### **Trees & Hedgerows**

With representatives of the Community Enhancement Working Group and Planning & Licensing Consultative Group and reporting to Strategy & Finance after it has drafted a Strategy.





# FARNHAM TOWN COUNCIL



Report  
Full Council

13<sup>th</sup> April 2017

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## Appointment of Representatives to external bodies 2018/19

- 1 Councillors have identified preferences for being the Council's representative on External Bodies for 2018/19 in accordance with Standing Order 15. These are attached at Annex 1. In some cases councillors have expressed preferences for being the main representative or a reserve representative, and these are noted against each organisation where applicable.
- 2 Councillors were asked to comment on whether it was appropriate to continue sending representatives to each organisation or whether there were new organisations to which the Council should appoint representatives.
- 3 No suggestions were made for withdrawing membership from any group–.

### Recommendation

It is recommended that:

- 1) **the councillors at Part 1 be appointed as listed;**
- 2) **councillors appoint a representative from the list at Part 2 by show of hands and whether a reserve is also appointed;**
- 3) **nominations be agreed for the Outside bodies listed at Part 3**



## Representatives on Outside Bodies 2018/19

### PART I

<b>Organisation</b>	<b>Councillors representing the Council in 2017/18</b>	<b>Councillors offering to represent the Council in 2018/19</b>
40 Degreez	Cllr Carole Cockburn	Carole Cockburn
Allotments Liaison Group	Cllr Stephen Hill	Stephen Hill
Bourne Recreation Ground	Cllr Sam Hollins-Owen	Sam Hollins-Owen
Farnham/Andernach Friendship Association	Cllr Pat Frost	Pat Frost
Farnham Conservation Area Management Plan	Cllr J Scotty Fraser Cllr Carole Cockburn	Carole Cockburn
Farnham Crime Prevention Panel	Cllr Jeremy Ricketts	Jeremy Ricketts
Farnham Dementia Action Alliance	Cllr Andy MacLeod	Andy MacLeod
Farnham Maltings Association Council of Management	Cllr Pat Frost	Pat Frost
Farnham Public Art Trust	Cllr John Ward	John Ward
Farnham Rivers Management Committee	Cllr Mike Hodge	Mike Hodge
Farnham River Watch	Cllr Mike Hodge	Mike Hodge
Farnham Sports Council	Cllr Carole Cockburn	Carole Cockburn
Farnham Visitors Forum	Cllr Jill Hargreaves	Jill Hargreaves
North East Hants & Farnham Clinical Commissioning Group	Cllr Jeremy Ricketts	Jeremy Ricketts
Runfold Quarry Community Liaison Group (Suez/Sita)	Cllr Andy MacLeod	Andy MacLeod
Surrey Association of Local Councils (2 representatives)	Mayor and Leader	Mayor and Leader
Waverley Towns and Parishes Meetings	Mayor (or Deputy) plus Leader	Mayor (or Deputy) plus Leader
Wrecclesham Community Centre	Pat Frost	Pat Frost
Wrecclesham Recreation Ground Committee	Paula Dunsmore	Paula Dunsmore

In addition, the Mayor, Leader and Clerk plus relevant Lead Members to attend Liaison meetings with the University for the Creative Arts

Representatives of Farnham Town Council are expected to attend meetings and report back on relevant matters to Council.

## PART 2

<b>Organisation</b>	<b>Councillors representing the Council in 2017/18</b>	<b>Councillors offering to represent the Council in 2018/19</b>
Badshot Lea Recreation Ground	David Attfield	
Bishop's Meadow Trust	Cllr Jeremy Ricketts (Resigned part way through year)	
Blackwater Valley Recreation & Countryside Management Committee	Cllr John Ward Cllr David Beaman (Reserve)	John Ward David Beaman
Brightwells Gostrey Centre	John Williamson	
Farnborough Aerodrome Consultative Committee	Cllr John Williamson David Beaman (reserve)	
Farnham Quarry Liaison Group	David Attfield	
Hale Recreation Ground	Cllr Scotty Fraser	J Scotty Fraser David Beaman (already Treasurer/Acting Secretary)
New Ashgate Gallery	Cllr Sam Hollins-Owen	
Surrey CC Farnham Traffic Task Group (Local Group) (2 places)	Cllr Andy MacLeod Cllr Carole Cockburn	Carole Cockburn

## PART 3

Consideration for additional outside bodies

Organisation	A) Already represent; or B) Representation would be beneficial	