



FARNHAM TOWN COUNCIL

Agenda Meeting of Full Council

Time and date

7.00pm on Thursday 1st November 2018

Place

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

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 1st November 2018, at 7.00PM** in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached.

Yours sincerely

Iain Lynch
Town Clerk

Members' Apologies

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

Recording of Council Meetings

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

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

Agenda Full Council

Time and date

7.00pm on Thursday 1st November 2018

Place

The Council Chamber, South Street, Farnham

Prior to the start of the meeting prayers will be said by the Revd John Morris - Vicar of The Bourne and Tilford.

Norma Corkish Chair of the Hale Community Centre (formerly Sandy Hill Bungalow) has been invited to speak to Council prior to the meeting.

1 **Apologies**

To receive apologies for absence.

2 **Disclosure of Interests**

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

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Beaman, 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 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 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 agree the Minutes of the meeting held on September 20th 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 receive any questions by Members in accordance with Standing Order 9.

Part 1 – Items for Decision

- 7 Working Groups**
To receive the notes and any recommendations of the following Working Groups:
i) Strategy and Finance held on 22nd October 2018 **Appendix B**
- 8 Planning & Licensing Applications** **Appendix C, D, E**
i) To receive the minutes of the Planning & Licensing Consultative Group held on 1st October 2018, 15th October 2018 and 29th October 2018.
ii) To consider any significant Planning Applications.
- 9 External Auditors Report** **Appendix F**
To receive the External Auditor's unqualified audit for 2017-18 and subsequent letter of apology advising that the Certificate was issued with an 'except for' matter' in error.

Part 2 – Items to Note

- 10 Actions taken under Scheme of Delegation**
To note any matters progressed under the scheme of delegation.
- 11 Reports from other Councils**
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council.
- 12 Reports from Outside Bodies**
To receive from Members any verbal reports on Outside Bodies.
- 13 Date of next Meetings**
To note the date of the next normal meeting as Thursday 20th December 2018.

Part 3 – Confidential Items

- 14 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.
* * * * *

Council Membership:

Councillors: David Attfield (Mayor), Paula Dunsmore (Deputy Mayor), David Beaman, Carole Cockburn, John Scotty Fraser, Mrs Pat Frost, , Jill Hargreaves , George Hesse, Stephen Hill, Mike Hodge, 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.

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 20th September 2018

Place

The Council Chamber, South Street, Farnham

Councillors

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

- * Present
- A Apologies for absence

Officers Present:

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

There were four members of the public in attendance.

Prayers.

Prayers were said by Revd Conrad Hicks of the Spire Church, an amalgamation of the Methodists and the United Reformed Church in Farnham. Revd Hocks explained how the merger was working and that the congregations would alternate between the churches now and be based in the Methodist Church whilst the refurbishment of the United Reformed Church took place.

Presentation by Inspector Gary Smith

Prior to the meeting, Inspector Gary Smith of Waverley's Safer Neighbourhood team gave an overview of policing in the area. He recognised that the public felt disengaged following the closure of the Farnham Police Station and the reduction of 'bobbies on the beat' but, he stressed, there was a real desire to engage more with young people and on the streets. The police have a focus to fight crime and bring offenders to justice and to make Waverley as safe as it can be. There had been a reduction of 6% in crimes carried out in Waverley in the past year.

Inspector Smith referred to the spate of ATM machine thefts and advised that police were not seen at the scene immediately as they were deployed to try and capture the offenders as they left the area. He highlighted the good work with partners in the Safer Waverley Partnership and said that there had been some positive action on unauthorised encampments in the summer.

In response to a question from Cllr Frost, Inspector Smith said that he hoped his team could be based in the Borough again rather than having to start and finish in Guildford. In response to a question from Cllr Hesse he advised that when the police helicopter was overhead at night it was on an active operation, details of which could be seen on the Surrey Police website. The National Police Air Service is managed by South Yorkshire Police and can cover Surrey from different bases.

C071/18

Apologies for Absence

Apologies were received from Cllrs Hill, Hodge, Hollins-Owen, Mirylees, Potts and Ricketts

C072/18

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 disclosures of interest.

C073/18

Minutes

The Minutes of the Farnham Town Council Meeting held on Thursday 16th August 2018 were agreed to be signed by the Mayor as a correct record.

C074/18

Questions and Statements by the Public

- i) Mr Lee Moran of the Farnham Soapbox Committee asked if the Town Council would support the event being planned for a Sunday in August 2019. The plan was for 75 soapboxes to race down Castle Street over a timed distance of 540 metres.

Cllr Hargreaves asked that the details be passed to the Town Clerk and invited Mr Moran to address the next meeting of the Tourism and Events Working Group in November.

- ii) Mr Patrick Webber raised concerns over street lighting in Crosby Way leading through Mead Way into West Street. There was, he said, no lighting and this had long been an issue particularly as there were dark bollards which were a hazard.

In response, the Mayor advised that the Town Council would raise the matter with Surrey County Council.

C075/18

Town Mayor's Announcements

The Mayor reported on a number of engagements attended since the last meeting including:

- Attending a service to mark the amalgamation of the Methodist and United Reformed Church congregations;
- Assisting with the judging of the Hedgehogs 2019 Calendar;
- A special event hosted by the Mayor of Waverley to commemorate the service of the Canadian Armed Forces in the area, and a reception hosted by RAF Odiham;
- Supporting a number of Town Council events including the last Music in the Meadow of the season, the Gin Festival and the Food and Drink Festival, all of which had been a great success.

The Mayor commended the Heritage Open Days organisers who had again arranged a fantastic programme, and reminded Councillors of the Forthcoming venison Dinner.

C076/18

Questions by Members

There were no questions by members in accordance with Standing Order 9.

Part I – Items for Decision

C077/18

Tourism and Events Working Group

Cllr Hargreaves introduced the notes of the Tourism and Events Working Group held on 4th September, at Appendix B to the agenda. Cllr Hargreaves advised that there had been three events over the summer where there had been rain that disrupted the event. Two of these had been moved to the Vineyard but the numbers attending had been low. As a result, the Working Group had agreed that in future events would be cancelled if the weather was poor rather than relocated.

Cllr Hargreaves reported on the successful programme of events over the Summer and of the Food and Drink Festival congratulating all staff, councillors and volunteers for their wonderful support. Cllr Hargreaves congratulated Helena Jarman for her new role and welcomed Sophie Walker as the new Events Manager.

Council noted the successful Cycle Races held in 2018 and that Council support was proposed again for 2019. Arrangements for Christmas lights, Christmas events and the 2-019 publications were noted and Farnham Town Council support for the Customer Excellence programme, the Waverley BIG Awards and Business Improvement District exploration were all endorsed.

C078/18

Community Enhancement Working Group

Cllr Hill presented the notes from the Working Group meeting held on 5th September 2018, at Appendix C to the agenda.

Cllr Hill started by sharing his delight at the fantastic results for Farnham in the South and South East in Bloom awards. In fact they were probably the best achieved with Gold Awards in the Town Centre and Large Town category, Best in Surrey and a special Biodiversity Award for work being undertaken. He congratulated The Bishops Meadow and Victoria Garden Trustees for their Gold Awards and the success of communities in the Its Your Neighbourhood category. Cllr Hill was looking forward to the Farnham In Bloom Awards evening on 11th October when all the achievements would be celebrated.

Cllr Hill referred to the progress on a number of matters set out in the notes of the Working group, and commended to Council the Annual Report of the Bourne Conservation Group. **It was RESOLVED nem Con that Council welcome the excellent report of the Bourne Conservation Group.**

- C079/18 Cemeteries and Appeals Working Group**
Cllr Cockburn reported on the notes from the Working Group meeting on held on 6th September 2018, at Appendix D to the agenda.
- Cllr Cockburn advised that the cemeteries were looking good following recent investment, particularly in West Street, and was proud of the achievements of the cemeteries in winning silver gilt awards in south and South East in Bloom, with Badshot Lea being the Category winner. Participation gained useful feedback for future improvements.
- The Mayor thanked everyone involved for what was a wonderful result.
- C080/18 Strategy and Finance Working Group**
Cllr Ward introduced the notes of the Strategy and Finance Working Group meeting held on 11th September 2018, at Appendix E to the Agenda. He reported on the progress on the Regulation 14 Consultation for the Neighbourhood Plan and the hope that a special Council could be held to consider any recommendations following the detailed analysis of responses.
- It was RESOLVED *nem con* that a Special Council Meeting be held on Monday 22nd October to consider any recommendations from the consultation and adopt a Regulation 15 Neighbourhood Plan**
- C081/18** Council noted the update on the work of the Wellbeing task Group; the plans for the Section 106 Task Group; progress on contracts and property matters and that a small grant had been agreed for the Farnham Sports Council towards the cost of the 2018 Sports Awards.
- C082/18 Planning & Licensing Consultative Group**
Cllr Hyman introduced the minutes of the Planning & Licensing Consultative Group meetings held on 3rd September 2018 and 17th September 2018, at appendices F and G.
- There were no significant applications to report but there was one application for eight dwellings that had caused great concern as it was within 400metres of the SPA and should have been refused in accordance with the requirements of Regulations. . Natural England appeared to be saying that it was permissible as the entrance to the site was just outside the 400m despite the fact that the houses were within the 400m zone. Members were concerned that this decision might cause a precedent for the future. Further clarification was awaited from Natural England and Waverley Borough Council.

Part 2 – Items Noted

- C083/18 Actions under the Scheme of Delegation**
The Town Clerk reported two actions.
- i) Appointing Edenred (UK Group) Ltd to manage the Childcare Voucher Scheme for the Council;
 - ii) Appointing Aecom UK Ltd to undertake the Habitats Regulations Assessment for the Neighbourhood Plan
- C084/18 Reports from other Councils**
Councillor Macleod reported that Surrey County Council had issued a leaflet regarding the A31 closure to facilitate the building of the bridge for the Brightwells Scheme. It contained a number of errors which he was taking up with the Council.
- Cllr Frost and the Mayor also asked Cllr Macleod to refer concerns over the number of roadworks and diversions that were causing difficulties.

C085/18

Reports from Outside Bodies

Cllr Cockburn reported on the latest meeting of the Farnham Sports Council which had had an exciting presentation by Farnham Boxing Club and their plans for the future. The Club was working with paralympian Rachel Morris, and it was hoped to make the club more inclusive with able-bodied and young people in wheelchairs working together.

C086/18

Date of next meeting

Members noted that the next scheduled Council Meeting would take place on Thursday 1st November 2018

The Mayor closed the meeting at 8.38.

Date

Chairman

Notes written by Iain Lynch



FARNHAM TOWN COUNCIL

B

Notes

Strategy and Finance Working Group

Time and date

10.00 am Monday 22nd October 2018

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Cllrs Carole Cockburn, Pat Frost and John Ward

Officers present:

Iain Lynch (Town Clerk)

Iain McCready (Business and Facilities Manager) - part

1. Apologies

Apologies were received from Cllrs, David Beaman, Jill Hargreaves, and Stephen Hill.

2. Declarations of Interest

No Declarations of Interest were made.

3. Notes of Meeting held on 11th September 2018

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Finance Report

POINTS	ACTION
<ol style="list-style-type: none">1. The Working Group considered the six month financial papers for the period 1 April to 30 September 2018.2. Members received the Income and Expenditure Summary (Annex 1 to these minutes) and detailed accounts, noting expenditure was some 46% of budget and overall income being ahead target with 101% received after the second tranche of the precept had been paid. Part of the reason was additional income from events and cemeteries income being higher than projected for this time of year.3. In reviewing the detailed budget lines, it was noted that there had been some miscoding which made it appear that some budgets were overspent and others underspent. It was agreed that an explanation of significant variances	

<p>would be useful at the 6 and 9 month reviews as well as the 12 month period.</p> <p>4. Members received the Trial balance to 30th September (Annex 2 to these minutes) and noted that the detailed paperwork for invoices and payments was available for inspection.</p> <p>5. Members reviewed the Statement of Investments at 30th September at Appendix D and noted that the new Nationwide 95 day Notice account was opened and would have an initial investment of £200,000. Additional investment account options were discussed.</p> <p>6. The Working Group considered the Debtors list at 30th September at Appendix E noting there were no debts causing concern.</p> <p>7. The Working Group considered potential virements that may need to be made. The Christmas Lights budget had been reviewed as a result of consolidated additions from previous years and new purchases proposed for 2019 in Cambridge Place and Wrecclesham. It was agreed £10,000 would be moved from the community initiatives budget (4807 175). It was also agreed additional virements would be dealt with in the new year as part of the budget setting process.</p> <p>8. The Town Clerk reported that the application for the Arts Council grant for the Maltings Railings project had been unsuccessful. As a result it was agreed that the allocated sum underwritten by Council (C047/18). The Town Clerk advised that the blacksmith had been unwilling to start the project despite the commitment of the Council with a result that the project was further delayed. As a result officers were now drafting a new contract for the works.</p> <p>9. The Working Group noted that the 2019/20 Community Grants Round was open and that letters had been sent to local community groups and others who might be interested in applying or encouraging others to apply</p> <p>10. The Working Group reviewed the 2019/20 budget process noting that Surrey County Council would be considering its budget in November, much earlier than normal, which would enable impacts on Farnham Town Council to be considered. The pressures on principal authorities budgets meant further funding cuts were anticipated. Members noted that in advance of setting the 2019/20 budget Working Groups would be reviewing their programmes and priorities and any potential devolution or transfer of services Members noted that the Town Clerk was awaiting a meeting with the Head of Service at Waverley Borough Council relating to Gostrey Meadow which should have a mutual benefit and phased cost saving for the Borough Council.</p> <p>11. The 2017/18 External Auditor's Report from PKF Littlejohn was received. The Working Group were concerned to note that the External Auditor had made an error and had incorrectly added an 'except for' matter on the Audit Certificate. As a result of a legislative restriction, a corrected certificate could not be issued but the Auditor had submitted an apology and correction by way of a letter dated 21st September which had to be read in conjunction with the Report and Certificate.</p>	<p>Town Clerk to detail significant variances.</p> <p>Town Clerk to progress Christmas Lights virement</p> <p>Business and Facilities Manager to progress</p> <p>The unqualified Auditor's Report to be submitted to Council</p>
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5. Task Group reports

POINTS	ACTION
<p>Infrastructure Planning Group Cllr Cockburn advised that following the Regulation 14 consultation meetings had been held with developers and statutory bodies to clarify issues that had emerged during the consultation. Some technical matters had arisen and as a result the scheduled special Council meeting had been postponed. Further work was ongoing and a revised date for the adoption of the agreed sites would be arranged in due course.</p> <p>Well-being Task Group The Working Group noted that the Well-being event held at Farnham Hospital on Saturday 22nd September had gone well.</p> <p>Section 106 Task Group The Working Group received the notes of the first meeting of the Task Group held on 25th September. The initial applications that had been chosen for analysis of the Section 106 funding allocations and how they had been or were being spent were set out. It was noted that the Surrey Planning Infrastructure Contributions and Section 106 allocations had been subject of a report to the September Waverley Local Committee and would provide useful information. The Task Group recommended that a Section 106 agenda item be added to the Planning & Licensing Consultative Group. The list of actions being progressed by the Task Group were noted.</p>	<p>A regular agenda item on Section 106 allocations to be included on the Planning and Licensing Consultative Group agenda</p>

6. Contracts and Assets Update

POINTS	ACTION
<p>Members received a report (at Appendix H) on a range of contracts and property matters including:</p> <ul style="list-style-type: none"> i) those being researched: <ul style="list-style-type: none"> a. Cleaning Contract. b. Council Chamber air conditioning c. IT Support ii) those being progressed <ul style="list-style-type: none"> a. Installation of the new Weybourne War Memorial b. New telephone contract with BT saving over £700 per annum c. An adapter to resolve the CNG fitment issue on the new vehicle iii) those awaiting further progress <ul style="list-style-type: none"> a. Gostrey Meadow toilets and Borelli Shelter b. Weybourne Allotments <p>The Business and Facilities Manager advised that some wooden bollards that did not conform to the Conservation area guidelines needed replacement in Castle Street. It was agreed that four bollards should be replaced with correct bollards and that Farnham Town Council should pay for the difference between the replacement cost (to be funded by Surrey County Council) and the upgrade cost.</p>	<p>Business and Facilities Manager to action other matters</p> <p>Recommendation to Council: The bollards in Castle Street be upgraded to reflect those required in the Conservation area with the difference in cost met</p>

<p>The Business and Facilities Manager advised that the Woolmead Flame was being stored in the Depot until a suitable location for it could be found.</p> <p>The Working Group noted that additional Christmas lights were being installed in Cambridge Place to support businesses affected by the developments in East Street and that discussions were taking place with Berkeley homes to try and bring some festive cheer to the hoardings.</p>	<p>by the Community Enhancement budget.</p>
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8. Consultations

POINTS	ACTION
<p>i) Local Plan Part 2. Cllr Cockburn advised that the recreation grounds had been added back into Local Plan Part 2. She also advised that the 230 page document was being considered by the Waverley Overview and Scrutiny Group. It was agreed to refer the revised draft back to the Infrastructure Planning Group for further consideration.</p> <p>ii) Waverley Borough Council Planning Peer Review (attached at Appendix I). It was noted that the Peer Review recommendations had now been circulated and there were several recommendations which would be subject to further discussion. One issue was how to engage more effectively with Town and Parish Councils. The Working Group considered that there could perhaps be a referral to the Waverley Planning Committee when there was an application of concern raised by the Town and Parish Council Planning considerations. Generally there were very few applications that would be referred as a result but it could help and would also assist with countering concerns over increased delegation to planning officers.</p>	<p>Infrastructure Planning Group to review Latest version of Local Plan Part 2 and consider if any additional comments should be passed to Waverley Borough Council.</p> <p>Members to review recommendations for further representation to the Borough Council.</p>

9. Town Clerk Update

POINTS	ACTION
<p>The Town Clerk updated members on recent staff changes. Discussion also took place on Wrecclesham Community Centre and the need to consider how best to facilitate the management of the centre going forward following the imminent retirement of trustees. It was noted that a meeting between the Town Council and the Trustees would be taking place shortly.</p>	<p>Town Clerk to report back following meeting.</p>

10. Date and time of next meeting

POINTS	ACTION
<p>Members agreed that the next meeting would take place on 11th December 2018 at 9.30am.</p>	<p>Town Clerk to circulate agenda</p>

The meeting ended at 12.10pm

Notes written by Iain Lynch

10/10/2018

Farnham Town Council

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14:54

Summary Income & Expenditure by Budget Heading 10/10/2018

Month No : 7

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Strategy & Finance</u>								
	Expenditure	607,497	297,216	633,877	336,661	5,876	330,785	47.8 %
	Income	1,077,056	1,126,541	1,091,752	34,789			103.2 %
	Net Expenditure over Income	-469,558	-829,325	-457,875	371,450			
<u>Community Enhancement</u>								
	Expenditure	327,565	108,355	293,900	185,545	12,756	172,789	41.2 %
	Income	58,191	36,293	46,500	-10,207			78.0 %
	Net Expenditure over Income	269,373	72,062	247,400	175,338			
<u>Tourism & Events</u>								
	Expenditure	199,441	84,643	223,825	139,182	0	139,182	37.8 %
	Income	87,587	88,308	68,500	19,808			128.9 %
	Net Expenditure over Income	111,854	-3,664	155,325	158,989			
<u>Cemeteries</u>								
	Expenditure	134,933	74,746	126,850	52,104	0	52,104	58.9 %
	Income	91,107	35,775	71,700	-35,925			49.9 %
	Net Expenditure over Income	43,826	38,971	55,150	16,179			
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	1,269,436	564,961	1,278,452	713,491	18,631	694,859	45.6 %
	Income	1,313,940	1,286,917	1,278,452	8,465			100.7 %
	Net Expenditure over Income	-44,505	-721,955	0	721,955			

Date : 10/10/2018

Farnham Town Council

Page No 1

Time: 15:27

Trial Balance for Month No: 6

User :EJR

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			8,247.64	
105	VAT Control A/c			31,291.23	
200	Current Bank A/c 31141023			6,762.40	
219	MM Call 90700304			303,223.52	
231	MM Investment 10245828			150,000.00	
236	CCLA Investment			200,000.00	
240	Cambridge & Counties Deposit			228,598.74	
241	MM Investment 70732087			100,000.00	
243	MM Investment 20762903			200,000.00	
244	MM Investment 20762911			100,000.00	
246	MM Investments 00775339			150,000.00	
248	MM Investment 50777870			200,000.00	
250	Petty Cash			291.12	
251	Depot Petty Cash			25.00	
252	Projects Cashbox			61.10	
260	HSBC Commercial Card			879.02	
270	Mayor's Charity A/C 51735365			30,010.87	
271	Mayor's Charity Petty Cash			98.83	
310	General Reserves				521,066.79
321	Legal Expense EMR				30,000.00
322	Equipment EMR				50,000.00
323	Wrecclesham Community C				35,000.00
324	Street furniture EMR				20,000.00
325	Elections EMR				35,000.00
326	CCTV EMR				50,000.00
327	Gostrey Meadow EMR				40,000.00
328	Neighbourhood Plan EMR				25,000.00
329	Environmental projects EMR				20,000.00
330	Cemetery Chapels EMR				160,000.00
331	Cemetery provision EMR				40,000.00
332	Cemetery costs EMR				30,000.00
333	IT investment EMR				15,000.00
335	Tourism Development EMR				10,000.00
336	Public Conveniences EMR				80,000.00
337	Town Hall refurb EMR				100,000.00
338	Council Chamber EMR				20,000.00
339	Christmas Lights EMR				30,000.00
340	SCC Bus Shelter refurb EMR				8,000.00
360	Capital Receipts EMR				115,000.00
500	Creditors				2,442.43
510	Accruals				34,774.92
525	PAYE/NI Creditor				7,756.50

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
571	Mayor's Charity 2018/19				576.21
575	Mayor's Charity 2017/18				30,039.61
1000	Hall & Room Lettings Income	120	Office & Customer Services		210.00
1000	Hall & Room Lettings Income	160	Wrecclesham Community Centre		1,562.50
1000	Hall & Room Lettings Income	200	Grounds Services	400.00	
1000	Hall & Room Lettings Income	220	Other Open Spaces		400.00
1000	Hall & Room Lettings Income	910	Wrecclesham Community Centre		1,562.50
1060	Section 106 contributions	905	Conservation Area Capital Proj		38,281.23
1080	Allotment Rents Income	240	Allotments		11,770.20
1100	Interment Fees Income	400	Cemeteries		10,905.00
1110	Allotment Admin fee	240	Allotments		173.82
1120	Grave Purchases Income	400	Cemeteries		22,070.00
1130	Memorials Income	400	Cemeteries		2,680.00
1160	Cemeteries Other Income	400	Cemeteries		120.00
1201	Sponsorship Income (+VAT)	210	Farnham In Bloom		13,781.67
1201	Sponsorship Income (+VAT)	311	Picnic in the Park		500.00
1201	Sponsorship Income (+VAT)	312	Food Festival		4,350.00
1201	Sponsorship Income (+VAT)	313	Music in the Meadow		5,600.00
1201	Sponsorship Income (+VAT)	316	Christmas Market		1,000.00
1201	Sponsorship Income (+VAT)	317	Spring Festival		1,840.00
1201	Sponsorship Income (+VAT)	318	Gin Festival		300.00
1202	Income - Contributions	210	Farnham In Bloom		6,027.50
1202	Income - Contributions	260	Town Centre & Rural Dev		20.00
1203	Donations - Income	210	Farnham In Bloom		1,500.00
1203	Donations - Income	317	Spring Festival		540.00
1204	Bookings/Hire	220	Other Open Spaces		50.00
1204	Bookings/Hire	311	Picnic in the Park		995.00
1204	Bookings/Hire	312	Food Festival		19,338.37
1204	Bookings/Hire	316	Christmas Market		11,005.31
1204	Bookings/Hire	317	Spring Festival		1,384.17
1204	Bookings/Hire	318	Gin Festival		3,520.00
1204	Bookings/Hire	320	Farmers' Market		9,571.49
1300	Banners Income	260	Town Centre & Rural Dev		2,645.00
1900	Precept	150	Other Operating Income/Costs		532,498.50
1905	Local Parish Council Tax Grant	150	Other Operating Income/Costs		14,265.00
1910	Interest Received	150	Other Operating Income/Costs		2,883.37
1911	Dividends received	150	Other Operating Income/Costs		1,363.72
1999	Miscellaneous Income	100	Professional Services & Admin		500.00
1999	Miscellaneous Income	110	Governance & Democratic		500.00
1999	Miscellaneous Income	120	Office & Customer Services		200.00
1999	Miscellaneous Income	210	Farnham In Bloom		325.00
1999	Miscellaneous Income	300	Tourism		1,100.00

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
1999	Miscellaneous Income	301	Hidden Heritage Project		9,900.00
1999	Miscellaneous Income	310	Events		1,846.00
4000	Salaries	100	Professional Services & Admin	11,523.28	
4000	Salaries	110	Governance & Democratic	29,355.86	
4000	Salaries	120	Office & Customer Services	20,378.14	
4000	Salaries	140	Planning	17,178.43	
4000	Salaries	170	Community Development	13,929.18	
4000	Salaries	175	Localism - New Initiatives/Pro	1,785.90	
4000	Salaries	200	Grounds Services	18,442.41	
4000	Salaries	210	Farnham In Bloom	36,354.01	
4000	Salaries	240	Allotments	5,784.81	
4000	Salaries	250	Public Conveniences	3,018.97	
4000	Salaries	260	Town Centre & Rural Dev	127.31	
4000	Salaries	300	Tourism	9,677.78	
4000	Salaries	310	Events	10,302.76	
4000	Salaries	313	Music in the Meadow	271.88	
4000	Salaries	320	Farmers' Market	2,880.12	
4000	Salaries	400	Cemeteries	41,476.19	
4001	Agency/Contract Staffing	100	Professional Services & Admin	4,888.47	
4001	Agency/Contract Staffing	110	Governance & Democratic	12,503.75	
4001	Agency/Contract Staffing	120	Office & Customer Services	7,134.75	
4001	Agency/Contract Staffing	142	Neighbourhood Plan	29,827.85	
4001	Agency/Contract Staffing	199	Rechargeable Costs	21.38	
4001	Agency/Contract Staffing	200	Grounds Services	1,348.20	
4001	Agency/Contract Staffing	313	Music in the Meadow	75.00	
4003	Contracted Services	100	Professional Services & Admin	378.50	
4003	Contracted Services	120	Office & Customer Services	572.47	
4003	Contracted Services	200	Grounds Services	7.90	
4003	Contracted Services	240	Allotments	550.00	
4003	Contracted Services	250	Public Conveniences	1,372.09	
4003	Contracted Services	400	Cemeteries	2,780.00	
4020	Additional Staffing & Events	310	Events	95.00	
4020	Additional Staffing & Events	311	Picnic in the Park	261.00	
4020	Additional Staffing & Events	313	Music in the Meadow	948.76	
4020	Additional Staffing & Events	317	Spring Festival	521.00	
4020	Additional Staffing & Events	318	Gin Festival	130.00	
4025	Farmers' Market Supervision	320	Farmers' Market	330.00	
4030	Staff Training	200	Grounds Services	450.00	
4030	Staff Training	310	Events	198.00	
4041	Staff Travel	110	Governance & Democratic	37.30	
4041	Staff Travel	120	Office & Customer Services	43.00	
4050	Staff Recruitment/Advertising	100	Professional Services & Admin	289.77	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4070	Protective Clothing	200	Grounds Services	231.40	
4070	Protective Clothing	310	Events	160.00	
4101	Venue hire	318	Gin Festival	1,625.00	
4110	Rates, rent	120	Office & Customer Services	9,359.50	
4110	Rates, rent	200	Grounds Services	2,015.95	
4110	Rates, rent	250	Public Conveniences	1,505.90	
4110	Rates, rent	400	Cemeteries	2,464.95	
4115	Water Charges	210	Farnham In Bloom	32.92	
4115	Water Charges	240	Allotments	789.82	
4115	Water Charges	250	Public Conveniences	262.08	
4115	Water Charges	400	Cemeteries	330.71	
4120	Energy Costs	171	Community Safety	129.50	
4120	Energy Costs	200	Grounds Services	786.49	
4120	Energy Costs	210	Farnham In Bloom	128.83	
4120	Energy Costs	250	Public Conveniences	835.69	
4120	Energy Costs	310	Events	73.45	
4120	Energy Costs	320	Farmers' Market		646.80
4120	Energy Costs	400	Cemeteries	99.74	
4130	Insurance	110	Governance & Democratic	8,485.12	
4140	Office Costs	100	Professional Services & Admin	765.02	
4140	Office Costs	110	Governance & Democratic	47.97	
4140	Office Costs	120	Office & Customer Services	1,159.78	
4140	Office Costs	142	Neighbourhood Plan	16.96	
4140	Office Costs	200	Grounds Services	99.75	
4140	Office Costs	210	Farnham In Bloom	7.93	
4140	Office Costs	310	Events	18.41	
4170	Property Maintenance/Refurbish	100	Professional Services & Admin	510.11	
4170	Property Maintenance/Refurbish	120	Office & Customer Services	555.65	
4170	Property Maintenance/Refurbish	200	Grounds Services	312.40	
4170	Property Maintenance/Refurbish	210	Farnham In Bloom	117.00	
4170	Property Maintenance/Refurbish	220	Other Open Spaces	720.40	
4170	Property Maintenance/Refurbish	240	Allotments	40.24	
4170	Property Maintenance/Refurbish	400	Cemeteries	543.33	
4175	Graffiti Removal	210	Farnham In Bloom	550.00	
4176	Cleaning consumables	200	Grounds Services	19.90	
4181	Equipment Maintenance	200	Grounds Services	233.64	
4182	Equipment Purchase	100	Professional Services & Admin	434.98	
4182	Equipment Purchase	200	Grounds Services	274.82	
4182	Equipment Purchase	220	Other Open Spaces	38.00	
4182	Equipment Purchase	250	Public Conveniences	15.07	
4182	Equipment Purchase	310	Events	325.25	
4182	Equipment Purchase	312	Food Festival	134.95	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4190	CCTV	171	Community Safety	2,607.00	
4195	Alarms - Fire, Security	100	Professional Services & Admin	619.99	
4195	Alarms - Fire, Security	110	Governance & Democratic	520.00	
4195	Alarms - Fire, Security	160	Wrecclesham Community Centre	70.00	
4205	Waste Disposal	120	Office & Customer Services	231.71	
4205	Waste Disposal	200	Grounds Services	909.00	
4205	Waste Disposal	400	Cemeteries	509.36	
4220	Memorials & Plaques	400	Cemeteries	8,199.56	
4300	Vehicle Costs - Fuel	200	Grounds Services	2,609.10	
4301	Vehicle Costs - LPG	200	Grounds Services	186.63	
4302	Vehicle Costs - Maintenance	200	Grounds Services	414.80	
4303	Vehicle Costs - Road Tax	200	Grounds Services	406.50	
4310	New Vehicles/Machinery	200	Grounds Services	160.00	
4400	Stationery	100	Professional Services & Admin	87.23	
4400	Stationery	120	Office & Customer Services	673.63	
4400	Stationery	200	Grounds Services	95.67	
4400	Stationery	300	Tourism	383.45	
4410	Photocopying Charges	110	Governance & Democratic	573.16	
4410	Photocopying Charges	120	Office & Customer Services	104.21	
4410	Photocopying Charges	140	Planning	208.42	
4410	Photocopying Charges	199	Rechargeable Costs		0.23
4410	Photocopying Charges	210	Farnham In Bloom	195.39	
4410	Photocopying Charges	240	Allotments	65.13	
4410	Photocopying Charges	310	Events	208.42	
4410	Photocopying Charges	320	Farmers' Market	130.26	
4411	Publications, books etc	100	Professional Services & Admin	154.00	
4411	Publications, books etc	142	Neighbourhood Plan	635.00	
4415	Printing & Design (External)	110	Governance & Democratic	398.00	
4415	Printing & Design (External)	120	Office & Customer Services	156.00	
4415	Printing & Design (External)	142	Neighbourhood Plan	342.00	
4415	Printing & Design (External)	210	Farnham In Bloom	1,596.00	
4415	Printing & Design (External)	310	Events	3,113.75	
4415	Printing & Design (External)	311	Picnic in the Park	97.00	
4415	Printing & Design (External)	312	Food Festival	214.00	
4415	Printing & Design (External)	315	Heritage Open Days	1,622.00	
4415	Printing & Design (External)	317	Spring Festival	39.00	
4415	Printing & Design (External)	318	Gin Festival	787.00	
4415	Printing & Design (External)	400	Cemeteries	85.00	
4425	Advertising	100	Professional Services & Admin	336.00	
4425	Advertising	210	Farnham In Bloom	817.27	
4425	Advertising	310	Events	426.61	
4425	Advertising	312	Food Festival	237.50	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4425	Advertising	313	Music in the Meadow	150.00	
4425	Advertising	318	Gin Festival	94.61	
4426	Publicity and newsletter	110	Governance & Democratic	1,515.00	
4426	Publicity and newsletter	142	Neighbourhood Plan	275.00	
4426	Publicity and newsletter	210	Farnham In Bloom	2,687.00	
4426	Publicity and newsletter	260	Town Centre & Rural Dev	274.00	
4426	Publicity and newsletter	300	Tourism	410.00	
4426	Publicity and newsletter	310	Events	688.00	
4426	Publicity and newsletter	312	Food Festival	2,628.75	
4426	Publicity and newsletter	313	Music in the Meadow	138.00	
4426	Publicity and newsletter	318	Gin Festival	138.00	
4426	Publicity and newsletter	400	Cemeteries	138.00	
4440	Telephones	100	Professional Services & Admin	477.34	
4440	Telephones	110	Governance & Democratic	311.67	
4440	Telephones	120	Office & Customer Services	109.99	
4440	Telephones	140	Planning	36.66	
4440	Telephones	160	Wrecclesham Community Centre	119.70	
4440	Telephones	171	Community Safety	190.50	
4440	Telephones	199	Rechargeable Costs	.15	
4440	Telephones	200	Grounds Services	1,685.50	
4440	Telephones	210	Farnham In Bloom	55.00	
4440	Telephones	240	Allotments	27.50	
4440	Telephones	300	Tourism	27.50	
4440	Telephones	310	Events	45.83	
4440	Telephones	320	Farmers' Market	45.84	
4455	Postages & Distribution	100	Professional Services & Admin	119.64	
4455	Postages & Distribution	110	Governance & Democratic	419.91	
4455	Postages & Distribution	120	Office & Customer Services	11.95	
4455	Postages & Distribution	140	Planning	56.94	
4455	Postages & Distribution	199	Rechargeable Costs		0.15
4455	Postages & Distribution	210	Farnham In Bloom	71.17	
4455	Postages & Distribution	240	Allotments	49.82	
4455	Postages & Distribution	300	Tourism	284.69	
4455	Postages & Distribution	310	Events	249.10	
4455	Postages & Distribution	312	Food Festival	284.69	
4455	Postages & Distribution	314	Christmas Switch-on	213.51	
4455	Postages & Distribution	320	Farmers' Market	71.17	
4460	Subscriptions & Memberships	110	Governance & Democratic	3,638.00	
4460	Subscriptions & Memberships	200	Grounds Services	55.00	
4460	Subscriptions & Memberships	210	Farnham In Bloom	23.40	
4460	Subscriptions & Memberships	400	Cemeteries	90.00	
4461	Licences	100	Professional Services & Admin	159.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4461	Licences	310	Events	70.00	
4461	Licences	312	Food Festival	42.00	
4461	Licences	320	Farmers' Market	4,250.00	
4480	IT Equipment	100	Professional Services & Admin	706.00	
4481	Web Site	100	Professional Services & Admin	2,613.53	
4482	IT Support	100	Professional Services & Admin	4,950.00	
4482	IT Support	142	Neighbourhood Plan	707.00	
4504	Mayoral Allowance 2017-18	110	Governance & Democratic	6.89	
4525	Members' Training	110	Governance & Democratic	195.00	
4540	Civic & Community Functions	110	Governance & Democratic	1,105.07	
4540	Civic & Community Functions	210	Farnham In Bloom	100.00	
4545	Twinning/Partnerships	110	Governance & Democratic	18.20	
4550	Bank Charges	100	Professional Services & Admin	880.90	
4555	Legal & professional Fees	100	Professional Services & Admin	2,438.70	
4555	Legal & professional Fees	142	Neighbourhood Plan	7,512.89	
4560	Accountancy & Payroll Costs	100	Professional Services & Admin	1,483.01	
4600	Tourism Developments &	310	Events	4,443.14	
4610	Horticultural Supplies	200	Grounds Services	752.18	
4610	Horticultural Supplies	210	Farnham In Bloom	3,037.51	
4610	Horticultural Supplies	400	Cemeteries	15,241.18	
4611	Plants and Flowers	210	Farnham In Bloom	4,388.89	
4613	Community Events	210	Farnham In Bloom	172.40	
4625	Entertainment - Performers	210	Farnham In Bloom	100.00	
4625	Entertainment - Performers	310	Events	200.00	
4625	Entertainment - Performers	311	Picnic in the Park	750.00	
4625	Entertainment - Performers	313	Music in the Meadow	3,340.00	
4625	Entertainment - Performers	317	Spring Festival	680.00	
4630	Events Costs	100	Professional Services & Admin	6.60	
4630	Events Costs	110	Governance & Democratic	29.13	
4630	Events Costs	210	Farnham In Bloom	386.08	
4630	Events Costs	310	Events	70.36	
4630	Events Costs	311	Picnic in the Park	28.00	
4630	Events Costs	317	Spring Festival	93.79	
4630	Events Costs	318	Gin Festival	13.98	
4641	Christmas Lights - Install	330	Christmas Lights	6,431.48	
4655	Banners	260	Town Centre & Rural Dev	4,162.30	
4702	Equipment Hire	200	Grounds Services	475.00	
4702	Equipment Hire	210	Farnham In Bloom	120.00	
4702	Equipment Hire	310	Events	460.67	
4702	Equipment Hire	311	Picnic in the Park	2,475.00	
4702	Equipment Hire	312	Food Festival	3,000.00	
4702	Equipment Hire	317	Spring Festival	1,800.00	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4702	Equipment Hire	318	Gin Festival	1,050.00	
4702	Equipment Hire	400	Cemeteries	1,841.18	
4800	Grants	130	Grants	18,650.00	
4801	Grant - Farnham Maltings	130	Grants	13,000.00	
4802	Grant - Citizens Advice Bureau	130	Grants	17,500.00	
4803	Grant - 40 Degreez	130	Grants	2,000.00	
4804	Small Grants	130	Grants	468.00	
4805	Farnham Carnival	300	Tourism	1,950.00	
4806	Sandy Hill Bungalow	170	Community Development	1,000.00	
4807	Community Initiatives	175	Localism - New Initiatives/Pro	625.00	
4808	Hoppa	130	Grants	10,000.00	
4809	Gostrey Centre	130	Grants	10,000.00	
4821	Elections	141	Elections	3,727.82	
4910	Loan Repayments	150	Other Operating Income/Costs	5,113.53	
6666	Bad Debt Write Offs	150	Other Operating Income/Costs	35.00	
Trial Balance Totals :				2,249,388.99	2,249,388.99
Difference				0.00	



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 1 October 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillors M Hyman - Chair
Councillor D Beaman
Councillor C Cockburn
Councillor J Fraser
Councillor J Ward

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

Councillor A Macleod and Councillor J Ricketts

2. Disclosure of Interests

None were received.

3. Applications Considered

Farnham Bourne

WA/2018/1475 Farnham Bourne Jane McMullan

Erection of extensions and alterations to bungalow to provide two storey dwelling following demolition of existing conservatory.

LITTLE FINCHES, 19 VALE CLOSE, FARNHAM GU10 3HR

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 FNP16 and all materials be in keeping with existing.

WA/2018/1477 Farnham Bourne Jane McMullan

Certificate of Lawfulness under Section 192 for the erection of single storey rear and side extensions.

1 WINSTON WALK, LOWER BOURNE GU10 3LX

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 be in keeping with existing.

WA/2018/1485 Farnham Bourne Jane McMullan

Erection of a detached garage and store following demolition of existing sheds.

3 AVELEY LANE, FARNHAM GU9 8PN

Farnham Town Council has no objections to the erection of a garage a store subject to garage and store remaining ancillary to the dwelling.

WA/2018/1504 Farnham Bourne Jane McMullan

Erection of dwelling and garage following demolition of existing dwelling and outbuildings.

WAYSIDE, WOODLAND DRIVE, WRECCLESHAM GU10 4SG

Farnham Town Council objects to the proposed dwelling not being in line with the Farnham Design Statement, Farnham Neighbourhood Plan Policy FNPI, out of keeping with the character of the area and the light pollution caused by the design. The applicant has already removed mature trees, the loss of trees changes the Sylvan nature of the site.

WA/2018/1543 Farnham Bourne Philippa Staddon

Erection of extensions and alterations following demolition of existing extension.

GARDEN COTTAGE, 3 GREENHILL ROAD FARNHAM GU9 8JN

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 be in keeping with existing.

WA/2018/1569 Farnham Bourne Mr Chris Turner

Erection of extensions and alterations following demolition of existing extension.

76 FRENHAM ROAD LOWER BOURNE GU10 3QF

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 be in keeping with existing.

CA/2018/0119 Farnham Bourne Mr A Clout

REMOVAL OF A TREE IN THE GREAT AUSTINS CONSERVATION AREA.

3A GREENHILL ROAD, FARNHAM GU9 8JN

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees especially in the conversation area covered by Policy FNP5. If removal is necessary, replace with an appropriate species as suggested.

Farnham Castle

WA/2018/1557 Farnham Castle Jane McMullan

Application for advertisement consent for the display of a non-illuminated advertisement.

3 THE MILLENNIUM CENTRE, CROSBY WAY FARNHAM GU9 7XX

Farnham Town Council has no objections to non-illuminated signage.

TM/2018/0131 Farnham Castle Steve Tester

APPLICATION FOR WORKS TO A TREE SUBJECT OF TREE PRESERVATION ORDER 30/05

POTTERS GATE CHURCH OF ENGLAND SCHOOL, POTTERS GATE, FARNHAM GU9 7BB

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

Farnham Firgrove Hill

WA/2018/1536 Farnham Firgrove Jane McMullan

Erection of extensions and alterations together with alterations to roofspace including dormer window.

11 WAVERLEY LANE, FARNHAM GU9 8BB

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 FNP16 and all materials be in keeping with existing.

WA/2018/1553 Farnham Firgrove Jane McMullan

Certificate of Lawfulness under Section 192 for extension and alterations to roof to provide habitable accommodation.

41 WEYDON HILL ROAD, FARNHAM GU9 8NX

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 FNP16 and all materials be in keeping with existing.

Farnham Hale and Heath End

WA/2018/1552 Farnham Hale and Heath End Jane McMullan

Erection of extensions and alterations to bungalow to provide a two storey dwelling.

LITTLE BROOK, BROOKSIDE, FARNHAM GU9 0NY

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 FNP16 and all materials be in keeping with existing.

TM/2018/0137 Farnham Hale and Heath End Mr A Clout

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 21/10

1 THE GLADE, FARNHAM GU9 0QT

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

Farnham Moor Park

WA/2018/1568 Farnham Moor Park Philippa Staddon

Erection of extensions and alterations to existing garage to provide ancillary habitable accommodation including home office.

KEEPERS WOOD, 9 COMPTON WAY, FARNHAM GU10 1QY

Farnham Town Council has no objections to the extensions and alterations to the existing garage, subject to the garage remaining ancillary to the dwelling.

WA/2018/1472 Farnham Moor Park Philippa Staddon

Erection of a gazebo.

THE SIX BELLS, 55 HALE ROAD, FARNHAM GU9 9QZ

Farnham Town Council has no objections to the gazebo in the gardens.

NMA/2018/0122 Farnham Moor Park Jane McMullan

Amendment to WA/2018/0487 to provide alterations to porch and roof overhang.

20 OSBORN ROAD, FARNHAM GU9 9QT

Farnham Town Council has no objections.

Farnham Shortheath and Boundstone

WA/2018/1478 Farnham Shortheath and Boundstone Mr Chris Turner

Erection of a dwelling following demolition of existing dwelling (revision of WA/2017/2383).

DELAMERE, 4 BOURNE DENE, WRECCLESHAM GU10 4RF

Farnham Town Council has no objections to the erection of a replacement dwelling subject to it being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP1.

NMA/2018/0121 Farnham Shortheath and Boundstone Philippa Staddon

Amendment to WA/2018/0096 to provide alterations to the driveway layout

OAK RIDGE, 2 VINE LANE, WRECCLESHAM GU10 4TD

Farnham Town Council has no objections subject to the public footpath being kept clear.

Farnham Upper Hale

WA/2018/1541 Farnham Upper Hale Philippa Staddon

Certificate of Lawfulness under Section 191 for an existing conservatory which was then converted into a single storey extension.

SAVONA, 24 FOLLY HILL, FARNHAM GU9 0BD

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 be in keeping with existing.

WA/2018/1563 Farnham Upper Hale Jane McMullan

Certificate of Lawfulness under Section 192 for erection of single storey extensions together with extensions and alterations to roof to provide habitable accommodation.

15 LAWDAY PLACE LANE, FARNHAM GU9 0BT

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 be in keeping with existing.

Farnham Wrecclesham and Rowledge

Combined application

WA/2018/1481 Farnham Wrecclesham and Rowledge Jane McMullan

Use of unit for storage and distribution (Use Class B8 with trade counter and ancillary showroom), together with alterations to elevations.

UNIT 4, GROVEBELL INDUSTRIAL ESTATE, WRECCLESHAM ROAD, WRECCLESHAM GU10 4PL

Farnham Town Council has no objections to continued use of Unit 4 for storage and distribution.

WA/2018/1482 Farnham Wrecclesham and Rowledge Jane McMullan

Display of internally illuminated fascia sign.

UNIT 4, GROVEBELL INDUSTRIAL ESTATE, WRECCLESHAM ROAD, WRECCLESHAM GU10 4PL

Farnham Town Council objects to internally illuminated signage.

WA/2018/1566 Farnham Wrecclesham and Rowledge Jane McMullan

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

17 WRECCLESHAM ROAD, WRECCLESHAM GU9 8TY

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 be in keeping with existing.

TM/2018/0132 Farnham Wrecclesham and Rowledge Steve Tester

APPLICATION FOR WORKS TO A TREE SUBJECT OF TREE PRESERVATION ORDER WAI69

1 HADLEYS, LICKFOLDS ROAD, FARNHAM GU10 4AF

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

4. Section 106 Considerations

No application considered.

5. Surrey County Council mineral, waste, or Other Applications/Consultations

Deferred from 17 September to allow time for review

Comment on Proposed Main Modifications to the Draft Rushmoor Local Plan

DEADLINE 5pm on Friday 19 October 2018

Farnham Town Council welcomes Main Modifications to an excellent plan. We encourage cross-border working to improve infrastructure. Highways improvements to mitigate traffic from larger developments accessing local roads, A325, A331 and A31 will be of benefit to both Rushmoor and Farnham. Close monitoring of Farnborough Airport capacity, noise and pollution is welcomed.

Meeting closed 10.35am

Notes by Jenny de Quervain

Date of next meeting 15 October 2018



FARNHAM TOWN COUNCIL

D

Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 15 October 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillors M Hyman - Chair
Councillor D Beaman
Councillor C Cockburn
Councillor J Fraser
Councillor J Ward

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.

2. Apologies

Councillor A Macleod and Councillor J Ricketts

2. Disclosure of Interests

All Councillors in attendance declared an interest WA/2018/1598 and WA/2018 due to the applicant being a Town Councillor.

3. Applications for Larger Developments Considered

Farnham Bourne

WA/2018/1597 Farnham Bourne Mr Chris Turner

Erection of gates and associated works.

AVELEY COURT, 7 FRENHAM ROAD, FARNHAM GU9 8HD

Farnham Town Council has no objections.

4. Applications Considered

Farnham Bourne

TM/2018/0144 Farnham Bourne Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 28/03

1 ANNANDALE DRIVE, FARNHAM GU10 3JD

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

Farnham Castle

WA/2018/1598 Farnham Castle Rachel Kellas

Change of use of land from commercial equestrian to ancillary residential use together with the erection of a detached double garage with ancillary space above following demolition of existing store.

KNOWLE FARM, 19 OLD PARK LANE, FARNHAM GU9 0AN

As the applicant is a Town Councillor, the application is forwarded without any specific comments from the Town Council, for determination by the Borough Council.

WA/2018/1630 Farnham Castle Kayleigh Taylor

Certificate of Lawfulness under Section 191 for confirmation that the extensions and alterations pursuant to permission WA/2013/1885 have been lawfully implemented.

KNOWLE FARM, 19 OLD PARK LANE, FARNHAM GU9 0AN

No comment - applicant is a Town Councillor

NMA/2018/0125 Farnham Castle Rachel Kellas

Amendment to WA/2017/2032 to provide front elevation change of west half hip and central hipped roofs to gables and addition of profiled barge boards; alterations to elevations.

MEADOWVIEW, 31 THREE STILES ROAD, FARNHAM

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

WA/2016/0268 Farnham Castle Louise Yandell

Land Centred Coordinates 484270 146934, East Street, Surrey

Removal of Conditions

The Planning & Licensing Consultative Group requested a formal response be sent to Waverley Borough Council to query the lack of consideration in the discharging of Condition 5 (levels).

Farnham Firgrove Hill

WA/2018/1631 Farnham Firgrove Jane McMullan

Application under Section 73A to vary Condition 3 of 78/234 (permitted development rights removed) to allow alterations to wording to Condition 3.

14A TILFORD ROAD, FARNHAM GU9 8DL

Farnham Town Council has no objections.

Farnham Hale and Heath End

WA/2018/1588 Farnham Hale and Heath End Philippa Staddon

Erection of an outbuilding following demolition of existing shed and store.

8 SOUTH AVENUE, FARNHAM GU9 0QY

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

TM/2018/0141 Farnham Hale and Heath End Mr A Clout

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER FAR 83

8A VICARAGE LANE, FARNHAM GU9 0PF

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

NMA/2018/0130 Farnham Hale and Heath End Olivia Gorham

Amendment to WA/2017/1693 to provide alteration of material.

THE KNOLL, 1 HIGHLANDS ROAD, FARNHAM GU9 0LX

Farnham Town Council objects to the amendment not being in keeping with original materials.

Farnham Moor Park

WA/2018/1320 Farnham Moor Park Ross Leal

Erection of extension and alterations along with the erection of boundary wall (as amended by revised drawings)

WEY COTTAGE, MOOR PARK LANE, FARNHAM

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 be in keeping with existing.

WA/2018/1612 Farnham Moor Park Mr Chris Turner

Erection of a canopy.

CHALLENGERS PLAY CENTRE, ST JAMES AVENUE, FARNHAM GU9 9QF

Farnham Town Council has no objections to the erection of a canopy.

WA/2018/1637 Farnham Moor Park Kayleigh Taylor

Certificate of Lawfulness under Section 192 for erection of dormer extensions and alterations to roof to provide habitable accommodation.

4 SUMNER ROAD, FARNHAM GU9 7JU

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 be in keeping with existing.

Farnham Shortheath and Boundstone

WA/2018/1623 Farnham Shortheath and Boundstone Mr Chris Turner

Erection of extensions and alterations following demolition of existing garage.

5 APPLELANDS CLOSE, WRECCLESHAM GU10 4TL

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 be in keeping with existing and sufficient parking being available within the boundary of the property.

WA/2018/1638 Farnham Shortheath and Boundstone Mr Chris Turner

Erection of extensions and alterations including increase in ridge height.

YARDARM, BIRDAVEN, FARNHAM GU10 4PB

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 be in keeping with existing.

Farnham Weybourne and Badshot Lea

WA/2018/1629 Farnham Weybourne and Badshot Lea Mr Chris Turner

Erection of single storey extension to rear following demolition of existing single storey conservatory.

112 WEYBOURNE ROAD, FARNHAM GU9 9HE

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6.

Farnham Wrecclesham and Rowledge

WA/2018/1621 Farnham Wrecclesham and Rowledge Mr Chris Turner

Erection of extensions and alterations including garage following demolition of existing extensions and garage.
8 BROADWELL ROAD, WRECCLESHAM GU10 4QH

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 FNP16 and all materials be in keeping with existing.

WA/2018/1632 Farnham Wrecclesham and Rowledge Ross Leal

Application under Section 73 to vary Conditions 1 & 4 of WA/2018/0945 (plan numbers and restriction to window) to allow a top opening fanlight to bathroom window.

TWO OAKS, 6 SCHOOL HILL, WRECCLESHAM GU10 4QA

Farnham Town Council has no objections.

TM/2018/0142 Farnham Wrecclesham and Rowledge Mr A Clout

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER WA339

10A THE AVENUE, FARNHAM GU10 4AL

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

TM/2018/0145 Farnham Wrecclesham and Rowledge Mr A Clout

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 12/99

LAND AT CLARE MEAD FARNHAM GU10 4BJ

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees. If removal is necessary, replace with an appropriate species.

5. Section 106 Consideration

To enquire with WBC what Section 106 agreements in place for development at Aveley Court.

6. Licensing Applications

Rosemoor Kitchen (Naomi Jane Restaurants Ltd), 24-25 Downing Street, Farnham

New premises licence

Make comment or representation on this application, the last date for representations is 6th November 2018, to licensing@waverley.gov.uk.

Farnham Town Council has no objections.

Meeting closed 10.30am

Notes by Jenny de Quervain

Date of next meeting 29 October 2018

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- Section 1 – Annual Governance Statement 2017/18, page 4
- Section 2 – Accounting Statements 2017/18, page 5
- Section 3 – The External Auditor Report and Certificate 2017/18, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.	✓	

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

FARNHAM TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

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

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

01/11/17 20/12/17
31/1/18 25/4/18

Name of person who carried out the internal audit

PAUL HARTLEY

Signature of person who carried out the internal audit



Date

25/04/18

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

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

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

FARNHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

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

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

C026/18

14/06/2018

dated

Signed by the Chairman and Clerk where approval is given:

Chairman

Signed by:

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.farnham.gov.uk

Section 2 – Accounting Statements 2017/18 for

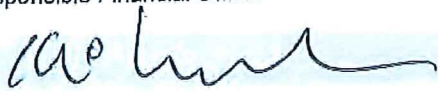
FARNHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	1,370,821	1,389,562	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,011,187	1,035,819	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	273,592	278,121	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	480,302	595,762	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	10,227	10,227	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	775,509	663,446	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,389,562	1,434,067	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,502,741	1,621,984	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,668,578	1,858,775	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	47,817	41,347	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date


14/06/18

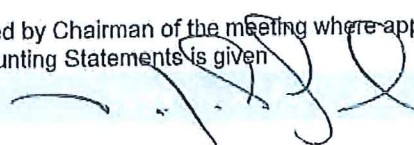
I confirm that these Accounting Statements were approved by this authority on this date:

14/06/18

and recorded as minute reference:

C026/18

Signed by Chairman of the meeting where approval of the Accounting Statements is given



Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Farnham Town Council (SU0036)

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has disclosed that it made proper provision during the year 2017/18 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion.

Farnham Town Council note:

Please see attached letter confirming that this comment was inserted in error by the Auditor PKF Littlejohn but that they are unable to reissue the certificate with the error corrected.

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

none

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

13/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Farnham Town Council
Council Offices
FARNHAM
Surrey
GU9 7RN

Our ref SU0036

Your ref

Email sba@pkf-littlejohn.com

21 September 2018

**Farnham Town Council
Completion of the limited assurance review for the year ended 31 March 2018**

This letter is to confirm that the except for matter included in the External Auditor Report and Certificate for 2017/18 was raised in error. The Council had correctly ticked No to Assertion 4 in AGAR Section 1. We have subsequently amended our database records in this respect.

We are not able to reissue the certificate but please publish this letter alongside the AGAR Sections 1, 2 and 3. Our apologies for any inconvenience caused.

Kind regards



PKF Littlejohn LLP