

# FARNHAM TOWN COUNCIL



# A

## Minutes Council

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### Time and date

7.00pm on Thursday 21<sup>st</sup> January 2019

### Place

The Council Chamber, South Street, Farnham

### Councillors

- \* David Attfield (Mayor of Farnham)
- \* Paula Dunsmore (Deputy Mayor)
- \* David Beaman
- \* Carole Cockburn
- \* John Scotty Fraser
- \* Simon Foale from Agenda item 8
- \* Pat Frost
- A George Hesse
- \* Jill Hargreaves
- \* Stephen Hill
- \* Mike Hodge
- \* Mike Hyman
- \* Andy Macleod
- A Kika Mirylees
- A Julia Potts
- A Susan Redfern
- A Jeremy Ricketts
- A John Ward
  
- \* Present
- A Apologies for absence

### Officers Present:

Iain Lynch (Town Clerk)

Iain McCready (Business and Facilities Manager)

There were three members of the public in attendance.

**Prayers.**

Prior to the meeting prayers were said by the Revd David Uffindell, Rector of St Andrew's Church.

- CI25/18      **Apologies for Absence**  
Apologies were received from Cllrs Hesse, Mirylees, Potts, Redfern, Ricketts and Ward
- CI26/18      **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.
- CI27/18      **Minutes**  
The Minutes of the Farnham Town Council Meeting held on 20<sup>th</sup> December 2018 were agreed to be signed by the Mayor as a correct record.
- CI28/18      **Questions and Statements by the Public**  
There were no questions or statements from members of the public.
- CI29/18      **Town Mayor's Announcements**  
  
The Mayor announced the death of Col Robin Crawford OBE who had died on 16<sup>th</sup> January and who had made a significant contribution to the Farnham community. The Mayor reminded Council of the charity concert he was holding on 9<sup>th</sup> February at Weydon school.
- CI30/18      **Questions by Members**  
There were no questions by members in accordance with Standing Order 9.

**Part I – Items for Decision**

- CI31/18      **Tourism and Events Working Group**  
Cllr Hargreaves introduced the notes of the Tourism and Events Working Group held on 8<sup>th</sup> January 2010, at Appendix B to the agenda. The meeting had focussed on reviewing the programme of events at Christmas and looking to the 2019 programme.
- CI32/18      **Community Enhancement Working Group**  
Cllr Hill introduced the notes of the Community Enhancement Working Group held on 9<sup>th</sup> January 2019 at Appendix C to the agenda. Cllr Hill advised that the issue of the bins by Boots opticians continued to be discussed as officers at Waverley had changed. There was progress however albeit slow. Council again expressed its concern about the mess and eyesore, with some members wishing to name and shame the offending businesses noting that this was not such a significant problem elsewhere in the conservation area.
- Council noted the report on allotments that had been considered and plans for Farnham in Bloom that were progressing.

CI33/18

**Strategy and Finance Working Group**

Cllr Cockburn introduced the notes of the Strategy and Finance Working Group meeting held on 15<sup>th</sup> January 2019, at Appendix D to the Agenda advising that considerable time had been spent looking at detailed finance papers in preparation for the recommendation on the precept. The report for consideration by Council included the 2019 Investment Strategy (attached at Annex 1 to the minutes), the Internal Auditor's report and the 2019/20 grants proposals (Annex 2 to the minutes). In terms of investments, the Working group noted that the investment in the Local Authority Property Fund had after 15 months covered its dealing costs and was returning a monthly dividend of over 3% per annum. Members agreed to recommend to Council that a further investment be made in the current financial year (in the region of £100,000) noting that this was a longer term investment and that the capital value of the fund could drop.

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

- i) The Investment Strategy for 2019/20 be adopted.**
- ii) The Town Clerk, in consultation with the Strategy & Finance Working Group, make a further investment in the Local Authority Property fund in the 2018/19 financial year.**

CI34/18

Council noted the Internal auditor's report and recommendations and the officers comments on the points raised and

**It was RESOLVED *nem con* that the Internal Auditor's interim report and the officers' comments be adopted.**

CI35/18

Cllr Cockburn reported that the Working Group had undertaken a review of the external IT support contract and of the Council's IT software and hardware needs in the context of the old equipment being due for renewal and some software becoming obsolete.

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

- 1) The move to a cloud-based office 365 email solution be implemented;**
- 2) The replacement server and software set out in the report be purchased with the costs met from the 2018-19 budget;**
- 3) The Town Clerk be authorised to appoint Net Technical Solutions to provide the IT support contract subject to final terms being agreed.**

CI36/18

**Standing Orders**

Council received the revised Standing Orders which incorporated changes published by the National Association of Local Councils following legislative changes

**It was RESOLVED *nem con* that the revised Standing Orders be adopted.**

CI37/18

**Grants 2019/20**

Council received the Working Group's proposals for 2019/20 grants. As usual, these were set out in two segments one for larger grants (for which there was a longer term agreement) and community grants of less than £2,000. Cllr Foale noted the valuable work undertaken by Home Start and asked whether any additional funding was available. In response, Council noted that there was a difficult balance to be struck between needs and the resources available and an adjustment at this stage could have a wider impact on other grants.

It was **RESOLVED** *nem con* to approve the 2019/20 grants as set out at Annex 2 to the **Strategy & Finance Working Group Minutes** with

- i) **Service agreement contributions to Waverley Hoppa Service, Farnham Maltings, Citizens Advice Waverley, 40 Degreez, and The Gostrey Centre.**
- ii) **The award of community grants to the organisations listed;**
- iii) **An additional contribution of £500 for the Farnham Taiko drummers from the 2018/19 grants budget.**

**C138/18 Risk Management**

Cllr Cockburn advised that the Annual Risk Management report which had been circulated to all councillors and followed consideration by each Working Groups was recommended to Council.

It was **RESOLVED** *nem con* that the **Risk Management report be adopted.**

**C139/18** Cllr Cockburn advised Council that the Working Group had discussed the proposed timetable for signing off of the 2018/19 accounts. It was proposed that the timetable for 2018/19 be brought forward with a view to closing the accounts and adopting them at the April Council meeting. As such, it was agreed to change the next meeting of both Strategy & Finance and Council to the 9<sup>th</sup> and 18<sup>th</sup> April respectively.

**C140/18 Cemeteries and Appeals Working Group**

Cllr Cockburn presented the report of the Cemeteries and Appeals Working group held on 17<sup>th</sup> January and attached at Appendix E to the agenda. She reported that it had been a good meeting with updates on the cemetery maintenance and the implementation of the regulations and a small administrative change approved to require the submission of a council tax bill in order to qualify for a residents' discount.

**C141/18 Planning & Licensing Consultative Group**

Cllr Hyman introduced the minutes of the Planning & Licensing Consultative Group meetings held on 7<sup>th</sup> and 21<sup>st</sup> January 2019, and gave a breakdown of the applications considered. Only one of 24 considered on 7<sup>th</sup> January was significant amounting to overdevelopment in Hale, whilst there were two objections to 31 application on 21<sup>st</sup> for being outside the Neighbourhood boundary and not in accordance with the Neighbourhood Plan.

Council noted the Working Group had also reviewed some proposed road names.

**C142/18 Neighbourhood Plan**

Cllr Cockburn presented the minutes of the Strategy and Finance Working group held on 22<sup>nd</sup> January, at Appendix H to the agenda. All councillors had been invited to this special meeting to consider the detail of the Revised Neighbourhood Plan and the responses to the Regulation 14 Consultation along with the new evidence base. All documents were available of the Farnham Town Council website and had been circulated to councillors for detailed consideration ahead of the meeting.

Cllr Cockburn reminded Council that the Revised Neighbourhood Plan had minimal changes but had to change because of the addition of an extra 450 houses to the end of the Neighbourhood Plan period. Cllr Cockburn referred to the summary of the

changes in the revised Plan. These included the harmonisation of the plan period with the Local Plan period; minor revisions to the Built Up Area Boundary to reflect areas approved on appeal including the recent Crondall Lane appeal decision; minor textual adjustments to reflect the passage of time and the inclusion of additional evidence commissioned by Farnham Town Council. None of the changes were considered material nor to change the nature of the Plan.

The Neighbourhood Plan had been updated to reflect the Local Plan, the new Habitats Guidance issued by MHCLG on 28<sup>th</sup> December and the latest version of the National Planning Policy Framework. Once adopted the revised Neighbourhood Plan would be submitted to Waverley Borough Council and be subject to the Regulation 16 consultation prior to being Independently Examined. Cllr Cockburn advised that following the analysis of the Regulation 14 consultation two sites had been removed from the final plan.

In discussion, Council expressed concern over the crazy situation that a Neighbourhood Plan lost weight during the review stage resulting in the appeal of the Crondall Lane scheme being approved by a government Inspector. Cllr Cockburn advised that lobbying of Government was being undertaken to try and change this for the future. Although Farnham did not approve of this scheme it now had to be incorporated into the Built up Area Boundary in order to protect other areas that might come forward.

Councillors strongly supported the work done on the Neighbourhood Plan which had been community led and were shocked that an individual Inspector could overturn the policies in a plan against which there was no appeal.

Cllr Beaman proposed, seconded by Cllr Macleod, a vote of thanks and with respect for the work undertaken on the review of the Neighbourhood Plan under the Leadership of Cllr Cockburn. This was agreed unanimously

**It was RESOLVED unanimously to:**

- 1) Adopt the Regulation 15 Neighbourhood Plan and the accompanying evidence base for submission to Waverley Borough Council;**
- 2) Confirm the Council's view that the amendments in the Neighbourhood Plan review are minor and non-material and do not change the nature of the 2017 Neighbourhood Plan**

CI43/18

**Precept 2019/20**

Cllr Cockburn introduced the Precept 2019/20 Report at Appendix I to the Agenda. The Strategy & Finance Working Group had also looked at where to make savings and whether to make use of reserves as there was still a shortfall between agreed income and expenditure of £31,939.

In considering the level of precept to propose, the Working Group reviewed whether it should use any of the reserves, increase further the income targets for services, or set unallocated in-year savings targets. In the circumstances where the Council was in discussion with both Waverley Borough Council and Surrey County Council about taking on responsibility for more activities it was not considered prudent to use more reserves at this stage. Investment in activities would be required in the coming years and earmarked reserves would be required to take on additional services or provide additional funding to meet residents' expectations.

The Working Group had noted the rate of inflation at November 2018, with CPI at 2.3% and RPI at 3.2%, the uncertainty over Brexit and the pressures on principal authorities. Officers were thanked for their assistance in paring down costs to minimise potential increases and Council considered the impact on residents with increases proposed in a range of public and private sector organisations prior to making proposing that Farnham's share of the Council tax increase by 3.6pence per week (£1.87 per annum or 2.99%) from £62.62 to £64.49 per annum. This equates to a cost £1.24 per week per band D household for the services provided by Farnham Town Council.

In discussion, it was noted that Council had been spending wisely and that increases in Farnham's precept had been below the average for Town and Parish Councils. The Town Clerk and members of Strategy & Finance were commended for the way they had been managing the Council's resources. Council agreed that Farnham always looked to get the best deal for residents

**It was RESOLVED unanimously that the precept for 2019/20 should be £1,102,922 equating to a Band D cost of £64.49 per annum (£1.24 per week).**

## **Part 2 – Items Noted**

### **CI44/18      Actions under the Scheme of Delegation**

The Town Clerk reported on a discussion on a potential Masterplanning project for Farnham which was being led by Waverley Borough Council involving all tiers of local government and other interested groups. Further information would be discussed at the next meeting of Strategy & Finance.

### **CI45/18      Reports from other Councils**

- i) Cllr Macleod provided an update on the consultations being undertaken by Surrey County Council. The level of interest and responses from Farnham had been noted at Surrey and the proposals for the Civic Amenity had been deferred for further investigation. There would also be an additional consultation on the Library provision in Farnham.
- ii) Cllr Beaman reported on the new Community Infrastructure Levy Board being created at Waverley to oversee CIL payments.
- iii) Cllr Beaman reported on the consultation being undertaken by MHCLG on Business rates relief. He advised that the majority of business rates were retained by Government and spent in other parts of the country.

### **CI46/18      Reports from Outside Bodies**

- i) Cllr Hargreaves reported on the meeting of the Farnham Visitors Forum at which a presentation had been made by the Farnham Maltings which is celebrating its 50th anniversary this year and would have a community day on 11<sup>th</sup> May in celebration.
- ii) Cllr Beaman reported on discussions he had had on the bus services changes coming into effect in February. He had spotted the loss of service in Rowledge on a Saturday which could be saved with a small adjustment to the service. As a result an 8.30 service would be reinstated.

CI47/18      **Date of next meeting**  
Members noted that the next scheduled Council Meeting would take place on Thursday 7<sup>th</sup> March 2019

CI48/17      **Exclusion of the Press and Public**

The Mayor proposed and it was **RESOLVED *nem con* to exclude members of the public and press from the meeting/ in view of the confidential items under discussion.**

### **Part 3 Confidential Items**

CI49/18      **Services to Farnham Awards**

Council considered whether there was any reason not to award Services to Awards medals to those listed at Exempt Appendix I.

**It was RESOLVED *nem con* that the awards proposed by the Awards Panel under the Services to Farnham Awards scheme in 2019 be awarded.**

The Mayor closed the meeting at 8.38.

Date

Chairman

# FARNHAM TOWN COUNCIL



# B

## Tourism & Events Working Group

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### Time and date

10am on Tuesday 8 January 2019

### Place

Byworth Room, Council Offices, South Street, Farnham

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**Attendees:** Councillors David Beaman, Carole Cockburn, Jill Hargreaves, Andy Macleod, Mike Hodge

**Officers Present:** Iain Lynch (Town Clerk), John Sackett (Interim Events Manager)

**Others in attendance:** Kika Mirylees

#### 1. Apologies and introductions

Stephen Hill had sent apologies. John Sackett was introduced to the Working Group as the Interim Events Manager during Sophie Walker's period of leave.

#### 2. Notes of the last meeting

The notes of the meeting of 6 November September 2018 were agreed as an accurate record.

#### 3. Disclosure of Interests

There were no disclosures of interest.

#### 4. Matter from last meeting

POINTS	ACTION
<b>Soapbox 2019</b> Farnham Town Council has provided input to Waverley Safety Advisory Group which will be meeting will be on 25 <sup>th</sup> January where all concerns will be discussed	Feedback of Safety Advisory Group to be reported to members

#### 5. Christmas

POINTS	ACTION
<b>Christmas Lights Switch on</b> Cllr Cockburn reported that the Big Screen (provided by Churches Together ) was well received. It was agreed this should be used in future years. The PA amplification was again too quiet and needed improvement for future Gostrey Meadow events. Lost Children and Lost Property arrangements worked well	Events Manger to note to retain Screen.

<p>Members noted this was a flagship event and all elements from PA to the programme and compering needed to be of appropriate quality. The finale of event seemed to fizzle out and further thought on finish and closing announcements should be made for 2019.</p> <p><b>Christmas Market</b> Members felt the event had gone very well and the use of the Borough had been very successful. Some issues of congestion in West street raised with road closure contractors for the future.</p> <p>It was noted that event equipment in the FTC tent caused conflict and made it untidy. Agreed in future that a gazebo to be used as event control area for equipment etc.</p> <p>Consideration for all stalls to be better lit and better Christmas themed with the Council Information tent to set an example of practice. External supplier to be considered to put Christmas lights in place</p> <p>It was noted there may be an issue with getting power for all areas for lighting so portable/battery powered lights may be purchased.</p> <p><b>Civic Carol Concert</b> Event popular with over 300 in attendance. The new arrangement of refreshments afterwards had caused some logistical issues with hot mulled apple juice at various locations. Review for 2019.</p> <p>Agreed that the ethos of the event as a community event with unreserved seating (apart from a few for key guests) worked well.</p>	<p>Events Manager to speak with PA supplier for future events</p> <p>Events Manager to note</p> <p>Events Manager to note all items and arrange for an FTC control tent for storage for future events.</p>
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## 6. Other Events and Projects

POINTS	ACTION
<p><b>Music in the Vineyards</b> Popularity of programme in 2018 noted. Additional event in April 2019 has been added to programme.</p> <p><b>2019 Spring/Summer Events</b> Programme is currently being finalised, a little later than in 2018 as a result of staff changes.</p> <p><b>Farmers Markets</b> Continues to be a success with 30-40 stall holders per market. Craft stalls were added to the markets in 2018 and more work is required on this element in 2019</p>	<p>Events Manager to progress</p>

## 7. Sponsorship

POINTS	ACTION
Town Clerk went through the financial position of monies raised in 2018.  The Invest in Farnham 2019 brochure was currently being finalised ready for printing	

## 7. Business Matters

POINTS	ACTION
<b>Business Improvement District</b>  Town Clerk provided an update. Mosaic have been employed by Waverley to discuss with businesses in both Farnham and other Waverley towns and identify key issues. A meeting between FTC and Mosaic would take place ahead of a business workshop.	Town Clerk to report to next meeting

### Date of Next Meeting

The next meeting was agreed as Tuesday 12<sup>th</sup> March 2019 at 10am.

Meeting ended at 10.59

Notes taken by John Sackett (Events Manager).



# FARNHAM TOWN COUNCIL



## Notes

### Community Enhancement Working Group

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**Time and date**

9:30am Wednesday 9 January 2019

**Place**

Byworth Room, South Street, Farnham

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**Attendees:**

Members: Councillors Carole Cockburn, Stephen Hill, Mike Hyman and Susan Redfern.

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

In attendance: Martin Billett (Farnham in Bloom Community Group).

**1. Apologies**

Apologies were received from Councillors George Hesse and Jeremy Ricketts.

**2. Declarations of Interest:**

There were no declarations of interest.

**3. Notes of Meeting held on Wednesday 14 November 2018**

POINTS	ACTION
The notes of the previous meeting were agreed.	

**4. Farnham in Bloom**

POINTS	ACTION
<b>Farnham in Bloom Community Group</b> <ul style="list-style-type: none"><li>i) Members received an update on the Community Group's recent activity from Martin Billett. Members noted that the strategy meeting held by the group in November had been a success and the most notable items to come out of the meeting were that the Community Group felt the Winter Celebration event had become redundant; and consideration on how to improve existing events such as the Launch and Awards ceremony with some small tweaks to their running orders.</li><li>ii) Members noted that Officers had not yet received S&amp;SEiB entry forms for Farnham in Bloom but that the same categories would be entered as last year to include Town Centre, Large Town and Small and Large Cemetery.</li><li>iii) Members noted that the Winter Celebration, which was held indoors at the Vineyard Church for the first time, raised £89.20</li></ul>	Action: Members agreed the Farnham in Bloom

<p>for local charity CHIKS and £113.50 was raised through the sale of Bloomin' Kids bulb tubs. Officers felt that the event, which had initially been created to bridge the many winter months without a Farnham in Bloom presence was not well enough attended to continue.</p> <p>iv) Members noted upcoming dates in the Farnham in Bloom calendar to include the Bloomin' Big Meet on Monday 11<sup>th</sup> February at 6:30pm, the Great British Spring Clean of the town centre on Saturday 30<sup>th</sup> March at 10am, Bloomin' Kids Gardening Workshops on 9<sup>th</sup> and 11<sup>th</sup> April and the Greenhouse Open Day on Wednesday 22<sup>nd</sup> May.</p> <p>v) Members noted that plans were already underway for Britain in Bloom and that a date had been set to meet with Peter Holman, Chairman of S&amp;SEiB, for Wednesday 27 February for advice and guidance on the new Britain in Bloom town centre category.</p> <p>vi) Members discussed initial ideas for the theme of the 2019 carpet bedding design. Ideas to come forward were the 40<sup>th</sup> anniversary of Phyllis Tuckwell, the 400<sup>th</sup> anniversary of the almshouses, the 75<sup>th</sup> anniversary of the D-Day Landings and the 50<sup>th</sup> anniversary since the first landing on the moon.</p>	<p>Winter Celebration should not be held in 2019.</p> <p>Action: Officers to pursue several of these ideas and present options at the next CEWG meeting.</p>
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## 5. Allotments

POINTS	ACTION
<p>i) Members noted that there were currently 91 people on the allotment waiting list including 20 non-residents.</p> <p>ii) Members noted there were currently 32 vacant plots available which would be allocated to those on the waiting list over the coming month.</p> <p>iii) Members noted that 2019 rents were coming in, with £5412.29 received to date, leaving approximately £8,600 outstanding.</p> <p>iv) Members noted that the new tenancy agreements had been sent out to every plot holder with their renewal invoice in December and that several amends had been made to the final version of the tenancy which included restrictions on hosepipes and sprinklers and further restrictions on bonfires. The hosepipe restrictions had come about due to a small number of tenants leaving hosepipes running for long period of time on their plot during the summer months. Members noted that plot holders could use hosepipes to fill watering cans and butts but not to water their plot directly.</p> <p>v) Members noted that an administrative error had led to a number of tenants on Wrecclesham being sent the tenancies of other plot holders. Members noted that all Wrecclesham plot holders had been notified of the error and apologies sent.</p> <p>vi) Members noted that there was still no update on Farnham Town Council taking on Weybourne allotments from Waverley.</p>	<p>Community Enhancement Officer</p>

## 6. Bins by Boots Opticians

POINTS	ACTION
i) Members noted that Officers were due to meet with Colin Mee, Interim Environmental Services Manager at Waverley, who had taken on Matt Nicholls role, to progress the bin storage until in central car park.	Community Enhancement Officer

## 7. Street Furniture Update

POINTS	ACTION
i) Members noted that the two bus stops on South Street were high priority to be re-wrapped in early 2019.	Community Enhancement Officer
ii) Members noted that there was some graffiti on the toilets in Central car park and also the underpass to the Shepherd and Flock.	Business and Facilities Manager

## 8. Items for future meetings

POINTS	ACTION
i) Members noted that Adrian Selby from Surrey Highways would be attending the next meeting to discuss railings in Farnham and obstacles to removing them, alternative options etc.	Community Enhancement Officer
ii) Members noted that under the Highways and Localism project, Farnham Town Council had received £4000 to do clearance work on rural footpaths in addition to the Member allocations. It was noted that Surrey County Council have now cut funding significantly so it was unlikely Farnham would receive any funding in the next financial year.	

## 9. Date of Next Meeting

POINTS	ACTION
It was agreed that the date of the next meeting would be Wednesday 13 March 2019 at 9.30am.	

Meeting ended at 10.48am

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 15<sup>th</sup> January 2019

#### Place

Town Clerk's Office, South Street, Farnham

#### Attendees:

Members: Councillors Carole Cockburn, David Beaman, Cllrs Pat Frost, John Ward,

Other councillors in attendance: The Mayor, Cllr David Attfield

Officers: Iain Lynch (Town Clerk), Iain McCready (Contracts and Facilities Manager)

#### 1. Apologies

Jill Hargreaves, Stephen Hill, Jeremy Ricketts

#### 2. Declarations of Interest

There were no declarations of interest.

#### 3. Notes of Meeting held on 11<sup>th</sup> December 2018

POINTS	ACTION
The notes of the previous meeting were agreed.	

#### 4. Finance

POINTS	ACTION
<p>i) Members noted the Bank and Petty Cash Reconciliations to 31<sup>st</sup> December 2018 along with the investments and reserves balances. It was noted that the Local authority property fund had after 15 months covered its dealing costs and was returning a monthly dividend of over 3%. Members agreed to recommend to Council that a further investment be made in the current financial year (in the region of £100,000) noting that this was a longer term investment and that the capital value of the fund could drop.</p> <p>ii) Members reviewed the Budget Comparison to 31<sup>st</sup> December 2018 noting that income was above target and</p>	<p><b>Recommendation to Council: That the Town Clerk, in consultation with the Strategy &amp; Finance Working Group, make a further investment in the Local Authority Property fund in the 2018/19 financial year.</b></p>

<p>expenditure was running below budget at 64%, partly as a result of vacancies currently being recruited and the delay on the Gostrey Meadow refurbishment projects as a result of delays in agreeing the unacceptable terms of the lease. It was noted that there were also larger items of spend underway or due in the final quarter including the Maltings railings project, external maintenance, pathway repairs; a compressed natural gas point, and the potential air conditioning improvement.</p> <p>iii) Members noted the Statement of Investments at 31<sup>st</sup> December 2018 and discussed the investments alongside the Investment Strategy for 2019/20,</p> <p>iv) The Investment Strategy was reviewed and agreed for recommendation to Council (attached as Annex I to these minutes) subject to some minor amendments.</p> <p>v) Members considered the debtors and noted that there were currently no debtors which were of cause for concern. The position re allotments which had been previously reported was noted and that this would result in a write down of the income in March.</p> <p>vi) Members reviewed the general and earmarked reserves as at 31 December 2018.</p> <p>vii) The Working Group received the Internal Auditor's Interim report and the accompanying Officers' responses to the points raised noting i) the adjustment to the treatment of VAT on memorial inscriptions ii) the comment on the donation by the Swimming Baths Trust for new benches; iii) the recording of inspections at the allotments iv) the other actions being progressed.</p> <p>viii) Members noted the latest BACS and cheque payments.</p>	<p>Town Clerk to review benefits of longer term investments.</p> <p><b>Recommendation to Council: The Investment Strategy for 2019/20 be adopted.</b></p> <p><b>Recommendation to Council: The Internal Auditor's report and officers' comments be adopted.</b></p>
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## 5. Precept

POINTS	ACTION
<p>The Working Group reviewed the budget agreed at Council for 2019/20 and the shortfall between agreed income and expenditure of £31,939.</p> <p>In considering the level of precept the Working Group reviewed whether it should use any of its reserves, increase further the income targets for services, or set unallocated in-year savings targets. In the circumstances where the Council was in discussion with both Waverley Borough Council and Surrey County Council on taking on responsibility for more activities it was not considered prudent to use more reserves at this stage as investment in activities would be required in the coming years and earmarked reserves would be required to take on additional services or provide additional funding to meet residents' expectations. There was discussion on whether some reserves should be increased to meet future challenges, but it was agreed these would be further reviewed as part of the end-of year arrangements.</p>	

<p>The Working Group considered the rate of inflation at November 2018, with CPI at 2.3% and RPI at 3.2%; the uncertainty over Brexit and the pressures on principal authorities.</p> <p>Members considered the impact on residents with increases proposed in a range of public and private sector organisations prior to making its recommendation and agreed to propose that Farnham's share of the Council tax increase by 3.6pence per week (£1.87 per annum or 2.99%) from £62.62 to £64.49 per annum. This equates to a cost £1.24 per week per band D household for the services provided by Farnham Town Council.</p>	<p><b>Strategy &amp; Finance recommends to Council that the precept for 2019/20 should be £1,102,922 equating to a Band D cost of £64.49 per annum (£1.24 per week).</b></p>
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## 6. Regulation 15 Neighbourhood Plan

POINTS	ACTION
<p>Cllr Cockburn updated the Working Group on progress made by the Infrastructure Planning Group since the new Neighbourhood Planning Regulations had been brought in on 28<sup>th</sup> December. The Appropriate Assessment and HRA report had been concluded and the Council's planning consultant had finalised all the documents for the Regulation 15 submission and the various documents including Statement of Community Involvement and the evidence papers had been updated. Discussions had taken place with Waverley Borough Council to advise of the timetable to ensure the Regulation 16 consultation could take place promptly and the update of the Special Protection Area Avoidance Strategy.</p> <p>It was agreed that a special meeting of the Strategy &amp; Finance Working Group would be held on 22<sup>nd</sup> January ahead of the Council meeting on 24<sup>th</sup> so that all councillors could further review the documentation and consider whether any further amendments were required.</p>	<p>Special meeting of Strategy &amp; Finance on 22<sup>nd</sup> January to which all councillors are invited.</p>

## 7. Possible land transfers from Waverley Borough Council

POINTS	ACTION
<p>The Working Group discussed the draft heads of terms for the potential transfers and agreed items for discussion with Waverley and other parishes.</p>	<p>Town Clerk to progress</p>

## 8. Contracts Update

POINTS	ACTION
<p>The Working Group considered the report at Appendix L to its agenda following a review of the external IT support. Four companies had quoted to provide the support with the current provider and a local provider appearing to be similar in solutions and cost with the local supplier providing a marginally preferred solution within the budgetted cost.</p> <p>As a result of hardware coming out of warranty; small business software becoming obsolete in the near future; and issues with</p>	<p><b>Recommendations to Council:</b></p> <p><b>4) A move to a cloud based office 365 email</b></p>

<p>the email capacity it was agreed that the email server be cloud based and subscription based moving forward. This would be cost beneficial over time and avoid the need for higher capital investment periodically.</p> <p>In terms of the future supplier, it was noted that the outcome of a detailed audit was awaited before a final decision was made but it was agreed to recommend that i) that the office 365 cloud based email solution be purchased; the hardware and software be purchased as set out in Appendix L with costs met from 2018/19 budgets. Members agreed that as so much of the Council's activity was IT reliant it was worth investing the right amount in the response and it was agreed that the new service contract be reviewed after six months of implementation of the change.</p> <p>The Working Group received a verbal update on other contracts being reviewed.</p>	<p><b>solution be implemented;</b></p> <p><b>5) The replacement server and software set out in the report be purchased</b></p> <p><b>6) The Town Clerk to appoint successful IT support contractor subject to final terms being agreed.</b></p>
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## 9. Standing orders Review

POINTS	ACTION
<p>The Working Group received a report proposing revised Standing Orders reflecting the new Model Standing orders published by the National Association of Local Councils. It was noted that the format followed the Farnham existing format for ease of comparison and the report at Appendix M included an extract of the proposed changes for ease of reference. The changes incorporated new requirements (eg updated contracts legislation and GDPR legislation). It was noted that the terms of Reference for the Working Groups would be considered at the March meeting.</p>	<p><b>Recommendation to Council:</b> <b>The revised Standing orders be adopted.</b></p>

## Grants 2019/20

POINTS	ACTION
<p>i) Members considered applications for service agreements from organisations for Town Council funding for ongoing revenue costs that were outside the criteria for the Community Grants programme namely, 40 Degreez, Citizens Advice Waverley, Farnham Maltings, The Bungalow, Waverley Hoppa Service and The Gostrey Centre.</p> <p>ii) The funding proposed is as follows:</p> <ul style="list-style-type: none"> <li>o Service level agreements: £53,500</li> <li>o In year community grants: £17,500</li> <li>o Grants funded from other budgets: £3,000</li> <li>o Small Grants (in year allocation) £2,000</li> </ul> <p>iii) Members agreed to recommend funding as set out in Annex 2 to these notes.</p> <p>Members then considered applications for community grants for 2019/20 and agreed to recommend funding as set out in the Annex with an additional contribution of £500 to the Farnham Taiko drummers from the balance of the 2018/19 grants budget.</p>	<p><b>Farnham Town Council is RECOMMENDED to agree as set out in Annex 2</b></p> <p><b>i) service agreement contributions to Waverley Hoppa Service, Farnham Maltings, Citizens Advice Waverley, 40 Degreez, and The Gostrey Centre.</b></p> <p><b>ii) The award of community grants to organisations as set out;</b></p> <p><b>iii) an additional contribution of £500 from Farnham Taiko drummers from 2018/19 grants budget.</b></p>

## 11. Risk Management

POINTS	ACTION
The Risk Management report was agreed for adoption by Council.	<b>Recommendation to Council:</b> The Risk Management report be adopted.

## 12. Meeting Dates

POINTS	ACTION
<ol style="list-style-type: none"><li>1) The Working Group agreed changes to the meeting timetable with the aim of signing off the 2018/19 accounts in April. As a result the Strategy &amp; Finance meeting and the Council meeting in April will now be 9<sup>th</sup> and 18<sup>th</sup> April respectively.</li><li>2) The Annual Meeting of Council will take place on 16<sup>th</sup> May, as a result of new Councillors taking up their roles on 7<sup>th</sup> May and the first normal Council meeting to appoint Working Groups and carry out normal business will take place on 23<sup>rd</sup> May.</li><li>3) The Town Clerk would send an updated timetable and dates for 2019/20.</li></ol>	Action: Town Clerk.

## 14. Town Clerk update

POINTS	ACTION
The Town Clerk advised of the scoping meeting being arranged by Waverley Borough Council to begin thinking about a new Masterplan for the Town. Strategy & Finance reaffirmed the Town Council's wish to play a full part in the project and make an appropriate financial contribution as a key stakeholder.	Town Clerk to update next meeting.

## 15. Date and time of next meeting

POINTS	ACTION
Members agreed that the next meeting would take place on <b>Tuesday 22<sup>nd</sup> January 2018</b> at 9.30am	Town Clerk to circulate agenda

The meeting ended at 12.10pm.

Notes written by Iain Lynch

## **Investment Strategy 2019/20**

Farnham Town Council acknowledges the importance of prudently investing all funds held on behalf of the community by the Council.

This Strategy complies with the revised requirements set out in the Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of the Section 15(1)(a) of the Local Government Act 2003 and follows guidance in the Practitioners' Guide (2016) and DCLG's Guidance on Local Government Investments. (Revised 2010).

### **Investment objectives and practice**

In accordance with Section 15(1) of the Local Government Act 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.

- The Council's investment priorities are first the security of reserves, second the liquidity of its investments and thirdly the rate of return or yield.
- The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- All investments will be made in sterling.

The Ministry of Housing Communities and Local Government maintains that borrowing of monies purely to invest or to lend and make a return, is unlawful and Farnham Town Council will not engage in such activity.

The Council will monitor the risk of loss on investments by reviewing credit ratings on institutions in which it is investing on a regular basis. The Council will only invest in institutions of high credit quality. Reference will be made in the assessment of credit worthiness to the general economic and political environment in which institutions operate. All significant sources of information will be considered including information from the main credit rating agencies including as appropriate, Fitch or Moody's.

It is recognised that the assessment of risk has changed as a result of the recent economic climate but that the Council should aim for ratings (eg Fitch or equivalent short term FI – long term rating A- and viability rating A-).

Investments will be spread over different providers where appropriate to minimise risk although it is recognised that the Council is not eligible to receive protection offered by the Financial Services Compensation Scheme. Significant changes in credit ratings will be immediately reported to the Town Council and the Town Clerk/Responsible Financial Officer will take action within delegated powers to protect Town Council assets.

The investment position will be reviewed monthly by senior officers and quarterly by the Strategy and Finance Working Group.

Where external investment managers are used, they will be contractually required to comply with the Strategy.

The Town Council will encourage specific staff training for treasury management appropriate to the Council's circumstances.

The Town Clerk/Responsible Financial Officer is the Council's designated person in investing on behalf of the Council and is authorised to deal with administrative matters and give instructions on behalf of the Council. Any investments created or returned must be linked directly to the Council's current account.

### **Specified investments**

Specified Investment are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with a body or investment scheme of high credit quality (including the UK Government or a local authority or town or parish council) will automatically be Specified Investments. The Council will only invest in institutions with the good credit ratings from approved credit rating organisations.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- The CCLA Public Sector Fund – a mutual fund investing in appropriately rated institutions
- Institutions permitted by specific legislation (eg the Local Authorities Property Fund managed by CCLA)

### **Non-specified investments**

These investments have greater potential risk – examples include investment in the money market, stock and shares. Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

### **Liquidity of investments**

The Town Clerk/Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

### **Long term investments**

Long term investments are defined in the Guidance as greater than 36 months.

The Council does not currently hold any long term investments and no long term investments are currently envisaged.

### **End of year investment report**

Investment forecasts for the coming financial year are accounted for when the budget is prepared. At the end of the financial year, the Town Clerk/Responsible Financial Officer will report on income from investment activity to the Strategy and Finance Working Group.

### **Review and amendment of regulations**

The strategy will be reviewed annually and at other times as necessary. The Annual Strategy for the financial year will be prepared by the Town Clerk/Responsible Financial Officer and presented for approval at Strategy and Finance Working Group and the full Town Council.

**Publication**

The Investment Strategy will be published and available in hard copy and on the Town Council's website.

**Farnham South Street Trust**

As Trustee of the Farnham South Street Trust, the Council considers the principles of prudent management of its finances, are of paramount importance. The Council will follow the same principles for the South Street Trust, and the Investment Strategy will be formally submitted to the South Street Trust for adoption.

The bank account of the South Street Trust is also with HSBC, and investments are with Blackrock.

**2019/20 investment plan**

HSBC is the Town Council's banker. The majority of funds not required for immediate use are currently invested in HSBC Fixed Rate Interest Moneymarket accounts. Rates may vary from day to day but are generally comparable with other providers of similar products. Amounts will be invested for up to one year with some funds kept in a call account. During the forthcoming year, the Council will keep under review its banking arrangements and whether a move to another provider is advantageous.

It is considered prudent to plan to spread the financial risk by obtaining facilities at least one other major high street bank or building society with high credit ratings. Currently investments are held with The Cambridge and Counties Bank; HSBC, Nationwide Building Society and CCLA. In addition, the Council invests in the Local Authorities Property Fund, managed by CCLA. Although this is technically not a long term fund, it is envisaged that funds will be invested for a longer period of time in order to recoup the costs of investments. Dividends are repaid to the Council as received in accordance with guidance, any investment is treated as expenditure and recorded in the accounts as such. Any receipt will be treated as income in the year it is repaid.

In relation to the South Street Trust, it is proposed that the fund managers are reviewed in 2019/20 to ensure that the income for South Street Trust is optimised.

The Town Council and senior officers will review the position on a regular basis as set out above and take action as appropriate to deal with any change in circumstances.

The Council has not planned to borrow monies in advance of specific spending needs for 2019/20 although once the proposed capital project takes place, this may be considered if the financial benefits are advantageous and, if required, borrowing approval would be sought from the Public Works Loan Board (PWLB).

Given the level of funds to be invested and the low level of interest rates it is not anticipated that the use of private sector treasury management advisors would be implemented.

Officers responsible for Treasury Management will receive training from time to time as offered by the National Association of Local Councils and other appropriate bodies.

January 2019

## Grants proposed 2019/20

## Annex 2

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Officer Comment
Alder Valley Brass	Banner replacement project	£1500	£800	£800	To fund new banners to match their new band jackets. The current banners are 30 years old and in need of replacing.	This will support the band's publicity and overall image and attracting new members. Alder Valley are key supporters of Remembrance.
Bells Piece Support Group	Bells Piece - Horticulture	£2000	£1500	£1000	Bells Piece have a thriving garden centre which helps and supports people with learning disabilities by offering valuable work experience and to help develop social skills. Funds would replenish stock such as new tools and materials, plants and seeds.	90 people are supported and of these 34 live in Farnham and 56 within an 8 mile radius. Links can to be made with Farnham in Bloom.
Challengers	Farnham Summer Play Scheme	£31,368.00	£1,749.00	£1000	An opportunity for local disabled children between 4-12 to attend the Summer Play Scheme to play, relax and have fun in a safe and supportive environment. Parents of these children will receive vital respite. Funds would cover all activity and transport costs.	This project will provide a supportive play scheme for local disabled children and valuable respite for parents and carers.
Creative Response Arts Limited	After hours writers	£4,000.00	£2,000.00	£1000	An ongoing evening writing group that aims to create a safe space and a means of expression to local residents.	
Enterprise 19	The Art Basement	£5000-£6000	£2,000.00	£1500	Funding towards to conversion of the basement to provide studio and workshop space at St James House. These spaces will then be used by Young Adults with Learning Disabilities (YALD) for arts and craft activities.	Potential participation in Surrey Open Studios and contributing to the ethos of Farnham Craft Town.
FADEG	Unseen Artists - Art from the Community 2020	£900.00	£900.00	£600	To support an annual exhibition of community art in 2020, to date many local groups and individuals have exhibited their work. The funding will help with venue hire, promotion, equipment, transport and catering.	

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Officer Comment
Farnham Community Farm	Outdoor Wood- Fired Oven	£1840	£1840	£900	To buy and assemble an outdoor wood-fired oven and two stainless steel tables to serve as a hub for social events for volunteers, educational tool for school groups, to generate fundraising and to offer to corporate groups.	This project has benefits for the community and can raise funds for further community engagement.180 beneficiaries and 85% of members live in Farnham.
The Farnham Festival	The Farnham Festival: New Music For Young People	£10,000.00	£2000.00	£1000	An inclusive festival enabling those in Farnham and the surrounding areas to participate in a musical festival. The funding would cover venue hire costs at the Maltings.	This project offers a valuable music experience for young people of all abilities and backgrounds.
Farnham Brass Band	Composition and promotional video	£2080.00	£2000.00	£1000	To commission a brass band composition from a young local composer and to involve UCA students with the video production to promote the composition and the band.	This project promotes music, composition and supports UCA students.
Farnham Sinfonia	March or Autumn Concert	£3741.49	£2,000.00	£500	Funding is to arrange 2 orchestra performances, one on 30/03/2019 and one in the autumn. Funding will be for payment of orchestra musicians, venue costs and advertising.	The grant will be used to hire local professional musicians to perform.
Farnham Taiko	Weydon Taiko Club	£5583.00	£2,000.00	£1000	Funding would go towards a new set of Taiko drums to be stationed at Weydon School and a beginners and advanced class offered.	Farnham Taiko has supported many FTC events and this funding allows expansion and growth for them as well as offering the experience to more children.
Farnham Theatre Association	Farnham Theatre Archives Storage	£4,000	£2,000.00	£500	To secure a secure storage container and fit it out to store the archive from The Castle and the Redgrave Theatres. This will be made available to the public for educational and research purposes.	Project will create and maintain an historical resource
The Groundwork South Trust Ltd	Alice Holt Children's heritage crafts	£4,000.00	£2,000.00	£800	This is a continuation from the success of last year and aims to introduce more local young people to at-risk heritage crafts. Workshops will combine the heritage craft skill (clay, pottery, paper-marbling and book binding) with outdoor interaction with the forest.	Protecting and preserving Farnham's rich craft history.

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Officer Comment
					Funds will allow the purchase of new materials and towards staff costs.	
Hale Carnival Committee	Hale Carnival public welfare and security	£20768.52	£2,000.00	£500	Funds will be used to provide adequate toilets and rubbish bins and security facilities at the annual Hale Carnival event. This event includes local school, churches and youth groups.	Funding will be used to provide adequate toilet facilities, security and St, John's First Aid service.
Hale Community Project	Computing for all	£2,316.00	£1,932.00	£700	A project to support returners to work by offering to update skills for employment. In addition, giving sessions in yoga and reflexology to provide coping strategies against stress and improve life skills.	Supporting a community with high unemployment levels, mental health issues and additional needs.
Hale Community Centre	Community Garden – Getting Growing	£2000.00	£1050.00	£800	A project for the local community to get involved with gardening and the growing of fruit and vegetables and the benefits this has in reducing stress, isolation and loneliness. This funding will go towards the running of cookery sessions.	This project has links with Farnham In Bloom and meets the needs of people experiencing social and economic difficulties.
Homestart	Volunteer support and training	£2,575.00	£1,287.00	£500	30 volunteers to be trained by an experienced senior coordinator. These volunteers then go on to provide care and practical help to vulnerable families with young children. There are 18 planned sessions which will be for 2 hours every 6 to 8 weeks.	This funding will support those vulnerable families and give them the skills to support themselves in the future.
Leverton Hall at St Peter's Church, Wrecclesham	Kitchen refurbishment	£10,500	£2000	£1000	To complete the refurbishment of the kitchen in Leverton Hall which is predominately used by community organisations. Improvements include new white goods, hygienic work surfaces. The kitchen is used by community groups and events.	This will help to improve the facilities of a well-used community space.

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Officer Comment
The New Ashgate Gallery	Crafting Flowers: Family Craft Activity Celebrating Farnham In Bloom	£2,783.00	£1,391.50	[£800] using their unused 2018 grant	The project will offer two days of free craft activities during the summer school holidays and a craft activity pack that can be used across the season in the gallery. Participants will have the opportunity to attend hands-on craft sessions and learn about flowers, environment and wildlife.	See part of an email sent "Also, thank you very much for the 2018 grant (£800) for the "You are the Future" project. Unfortunately, we unable to raise the total balance needed to run the project across three secondary schools with specialist speakers, thus, I regret to inform you that the project is delayed and, may need to be cancelled. I was wondering if it was acceptable to carry forward the £800 towards the partial costs of the new 2019 project, bringing community crafts and Farnham in Bloom project together. The gallery team has a strong track record of delivering popular community and family workshops and believe that the new project will be a great success."
Rowledge Ringers	Purchase of new handbell and balance of refurb work	£984.84	£540	£500	Stage 2 of refurbishment works of handbells. Purchase of additional bass bell to extend repertoire.	
Rowledge Tennis Club	Rowledge Tennis Club Facilities Improvement	£5000	£2000	£500	This project is to insulate the clubhouse and install some heaters to improve the social offering and increase winter usage of the courts.	
Sandy Hill Inclusive Partnership	WISH – Women in Sandy Hill		£2,000.00	£1500	WISH is a new initiative with the aim to bring women together to support women and to promote positive mental health, self-confidence, self-esteem and	This grant will support those with social and economic difficulties, poor mental health and isolation. There has already

Organisation	Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Officer Comment
					reduce isolation. This support will be through craft sessions, facilitators, room hire, crèche workers and refreshments.	been referrals from domestic violence workers seeking support.
Space2Grow	Pond completion	£2500.00	£2000.00	£800	To complete a wildlife pond to provide a child safe education zone. The pond has been dug, lined and filled but the surrounding area needs landscaping, planting and made child safe.	This project supports those with social and economic difficulties and enhances the environment.
VC Meudon Community Amateur Sports Club	Farnham Town Centre cycle Races 2019	£12,025.00	£2,000.00	£2,000 [Funded from Tourism and Events budget]	Funding to help cover the costs of publicising and staging the 2019 Town Centre Cycle races. The organisers would like to widen the reach of the event to include races for children (U10s & U12s; and U14s & U16s) in addition to the senior men, women and Elite races. Funding will be used towards traffic management and spectator safety.	Last year they were funded from the Tourism and Events budget. Positive promotion with the town event
Waverley Hoppa Community Transport	Vehicle Navigation Systems	£11,305.00	£2000.00	0	This funding will be used to purchase vehicle navigation systems for all Hoppa buses improving road safety, providing route planning, live traffic updates and reducing “carbon footprint” by reducing road time and fuel costs. The Hoppa service provides supportive and affordable door-to-door transport services.	Hoppa receives a £10,000 SLA grant. Additional grants such as this would not normally be added unless there was a compelling case.
Total		£132,465	£40,990	£18,400		

### Service Level Agreements

The following are agreed to continue in 2019/20

Budget Centre	Organisation	SLA			
4801	Farnham Maltings	£13,000	4806	Hale Community Centre	£1000
4802	Citizens Advice Bureau	£17,500	4808	Hoppa Community Transport	£10,000
4803	40 Degreez	£2,000	4809	Brightwells Gostrey Centre	£10,000
				<b>Total</b>	<b>£53,500</b>



# FARNHAM TOWN COUNCIL

# E

## Notes

### Cemeteries and Appeals Working Group

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#### Time and date

9.30am on Thursday 17<sup>th</sup> January 2019

#### Place

Byworth Room, Council Offices, South Street, Farnham

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**Attendees:** Councillors Carole Cockburn, Mike Hodge and Susan Redfern

**Officers present:** Iain McCready (Business and Facilities Manager), Adrienne Owen (Cemetery Services Administrator)

#### 1. Apologies for Absence

Councillors Jill Hargreaves and John Ward

#### 2. Declarations of Interest

No declarations of interest were received.

#### 3. Notes of Last Meeting

POINTS	ACTION
The notes of the meeting held on Thursday 6 <sup>th</sup> September 2018 were agreed.	

#### 4. Maintenance of the Cemeteries

POINTS	ACTION
<p>The Working Group was briefed on the current maintenance scheme, pathway repairs and railings.</p> <p>i) The Working Group noted that the Garden of Reflection had been finished and was looking good.</p> <p>ii) The Working Group were informed that pathway works for 2018/2019 are to be started in February 2019</p>	<p>The Business and Facilities Manager to monitor.</p>

<p>iii) The Working Group were informed that a family had raised concerns over tree root growth within Hale Cemetery. Tree roots from a substantial boundary tree are lifting up the memorial. The family have requested that the tree roots be chopped. The Working Group were informed by Officers that if the tree roots were to be cut it would damage the tree causing the potential loss of the tree. Officers advised the Working Group that one solution was for the family to lift the memorial onto a concrete landing which would make the memorial more level and the tree would not be harmed.</p>	<p>The Business and facilities Manager to contact the family and propose that the use of a concrete landing and lifting of the memorial be implemented.</p>
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## 5. Cemetery Regulations

POINTS	ACTION
<p>i) The Working Group was updated on the progress of the implementation of the new cemeteries regulations in relation to overplanting and non-approved fencing around the graves. Overall there had been a positive response to the improved management.</p> <p>ii) The Working Group was informed that someone cutting through the cemetery was now accessing the allotment site in West Street from Bishops Meadow causing damage to the allotment plot and the risk of dog fouling in the allotment. Farnham Town Council's Outside Workforce have erected fencing to try and stop this but it has not been successful. The Business and Facilities Manager has informed the Working Group additional barbed wire fencing will now be installed to end the unauthorised access.</p>	<p>The Officers to continue with the enforcement of the rules and regulations.</p> <p>The Business and Facilities Manager to monitor.</p>

## 6. Recent Appeals

POINTS	ACTION
<p>i) The Working Group considered an application for a large memorial in Badshot Lea Cemetery. The application was for a large cover slab similar to another memorial within the same Cemetery. The Working Group felt that there was not enough information to justify such a large memorial in a standard plot and based on the information supplied the request was declined as not in accordance with the regulations.</p> <p>ii) The Working Group considered an application for a truck themed memorial for Badshot Lea Cemetery. The supporting evidence showed that the memorial stone would be carved to the shape of the truck and the Working Group refused this design as not in accordance with the regulations and requested a further design, noting that etchings of similar vehicles had been allowed on appeal.</p>	<p>The Business and Facilities Manager to inform the stonemason of the Working Group's decision.</p> <p>The Business and Facilities Manager to inform the stonemason of the Working Group's decision.</p>

<p>The working Group also noted that additional clarity was required in the regulations on the size and positioning of etchings.</p> <p>iii) The Working Group considered an application from a family who requested kerb sets within West Street Cemetery. The request is to mirror another memorial owned by the family. The family's intention is to replicate the original design over 5 graves they own once they are used. The Working Group refused the appeal on the grounds that the current rules and regulations are for a lawned cemetery and the use of kerb sets within the cemetery are only allowed in exceptional circumstances.</p> <p>Recognising the family's request for all the graves to be similar officers were requested to speak with the family and consider alternatives that may be acceptable.</p>	<p>The Cemetery Services Administrator to prepare report for the next meeting.</p> <p>Officers to inform the family of the Working Group's decision and offer guidance on possible ways forward.</p>
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## 7. Finance update

POINTS	ACTION
<p>i) The Working Group reviewed the current financial statement.</p> <p>ii) The Working Group discussed the current fees and charges. Officers showed the group a recent Benchmarking exercise detailing 6 other burial authorities. The Working Group agreed that the fees for Benches would be increased to £520 to reflect the ongoing maintenance they require over the ten year lease. The Working Group also decided to drop option of adopting a third of a bench as this has never been taken up.</p> <p>iii) The Working Group discussed the wording of the fees schedule and asked that the discount offered to Farnham taxpayers be made clearer and proposed that memorial, grave and interment applications be accompanied by a copy of a recent Council Tax bill as proof of entitlement to the discount.</p>	<p>Fees schedule to be updated</p> <p>Applications for residents' discounts to be accompanied by a copy of the applicant's council tax bill..</p>

### Date of next meeting

The date of the next meeting was agreed as Thursday 7<sup>th</sup> March 2019 at 9:30am meeting at the Garden of Reflection, West Street Cemetery.

The meeting closed at 12:00

Notes by Iain McCready



# FARNHAM TOWN COUNCIL

# F

## Notes

### Planning & Licensing Consultative Group

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#### Time and date

9.30am on Monday 7 January 2019

#### Place

Council Chamber, South Street, Farnham

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

Councillor M Hyman – Chair

Councillor D Beaman

Councillor C Cockburn

Councillor J Fraser

Councillor J Ward

**Observer:** Councillor S Foale

**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**

Councillors D Beaman, P Dunsmore, A Macleod, J Ricketts.

#### **2. Disclosure of Interests**

Councillor Dunsmore declared a non pecuniary interest to application WA/2018/2076 due to proximity.

#### **3. Applications considered**

##### **Farnham Bourne**

##### **WA/2018/2068 Farnham Bourne Gerald Chibumu**

Erection of a detached garage.

MOONVALE, 11 GARDENERS HILL ROAD, WRECCLESHAM GU10 4RL

**Farnham Town Council has no objections subject to the green boundary being preserved.**

**WA/2018/2081 Farnham Bourne Philippa Staddon**

Erection of extensions and alterations following demolition of existing elements.

33 AVELEY LANE, FARNHAM GU9 8PR

**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, all materials be in keeping with existing and no negative impact on the neighbour's amenity.**

**WA/2018/2101 Farnham Bourne Gerald Chibumu**

Certificate of Lawfulness under Section 192 for single storey extension following demolition of existing conservatory.

LODGE FARM, TILFORD ROAD, FARNHAM GU9 8HU

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, all materials be in keeping with existing and no negative impact on the neighbour's amenity.**

**WA/2018/2106 Farnham Bourne Gerald Chibumu**

Erection of extensions and alterations including increase in roof height.

PROSPECT HOUSE, GOLD HILL, LOWER BOURNE GU10 3JH

**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, all materials be in keeping with existing and no negative impact on the neighbour's amenity.**

**WA/2018/2116 Farnham Bourne Gerald Chibumu**

Erection of extensions following demolition of existing conservatory.

23, MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NH

**Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, all materials be in keeping with existing and no negative impact on the neighbour's amenity.**

**WA/2018/2119 Farnham Bourne Gerald Chibumu**

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

DOWNSWOOD, 5 LONGDOWN CLOSE, LOWER BOURNE GU10 3JN

**Farnham Town Council has no objections subject to the new dwelling being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP1.**

**Farnham Town Council notes the inconsistent use of materials for the dwelling and the detached garage and requests the garage remain ancillary to the dwelling.**

**CA/2018/0170 Farnham Bourne Mr A Clout**

GREAT AUSTINS CONSERVATION AREA

WORKS TO TREES

14, GREENHILL ROAD, FARNHAM GU9 8JP

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

## **Farnham Castle**

### **Combined application**

#### **WA/2018/2069 Farnham Castle Gerald Chibumu**

Alterations to provide a roof terrace.

FLAT 9, TOWN HALL EXCHANGE, 77 CASTLE STREET FARNHAM GU9 7GP

**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 be in keeping with existing and no negative impact on the neighbour's amenity.**

#### **WA/2018/2070 Farnham Castle Gerald Chibumu**

Listed Building consent for alterations to provide a roof terrace.

FLAT 9, TOWN HALL EXCHANGE, 77 CASTLE STREET FARNHAM GU9 7GP

**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 be in keeping with existing and no negative impact on the neighbour's amenity.**

#### **WA/2018/2080 Farnham Castle Gerald Chibumu**

Application for advertisement consent for the display of an illuminated sign.

WAITROSE, THE HART, FARNHAM GU9 7HD

**Farnham Town Council has no objections.**

### **Combined application**

#### **WA/2018/2109 Farnham Castle Jane McMullan**

Erection of extensions and alterations to existing outbuilding; alterations to dwelling including replacement of balustrades and alterations to existing flat roof to provide a terrace.

18, LOWER CHURCH LANE, FARNHAM GU9 7PS

**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 no negative impact on the neighbour's amenity.**

#### **WA/2018/2110 Farnham Castle Jane McMullan**

Listed Building consent for internal and external alterations including removal of chimney, replacement balustrades and erection of extensions to outbuilding.

18 LOWER CHURCH LANE FARNHAM GU9 7PS

**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 no negative impact on the neighbour's amenity.**

#### **NMA/2018/0158 Farnham Castle Amy Willson**

Amendment to WA/2017/2032 for two rooflights over bathrooms on west elevation to allow for daylight.

31 MEADOWVIEW, THREE STILES ROAD FARNHAM

**Farnham Town Council has no objections.**

## **Farnham Firgrove**

### **Application listed as invalid 21/12/2018**

#### **WA/2018/2083 Farnham Firgrove Philippa Staddon**

Application under Section 73 to vary Conditions 1, 2, 3 and 8 of WA/2018/0039 (approved drawings, materials, landscaping and contaminated land risk assessment) to allow changes to roof and elevations; and the erection of a detached garage outbuilding  
WHITEBINE HOUSE, WEYDON FARM LANE, FARNHAM GU9 8QJ

#### **WA/2018/2107 Farnham Firgrove Gerald Chibumu**

Erection of extensions and alterations following demolition of existing extension.  
SEARLE HOUSE, SEARLE ROAD, FARNHAM GU9 8LJ

**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, all materials be in keeping with existing and no negative impact on the neighbour's amenity.**

## **Farnham Hale and Heath End**

#### **WA/2018/2095 Farnham Hale and Heath End Philippa Staddon**

Erection of single storey extension following demolition of existing conservatory.  
1 THE WARREN, FARNHAM GU9 9AS

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, all materials be in keeping with existing and no negative impact on the neighbour's amenity.**

## **Farnham Moor Park**

#### **WA/2018/2104 Farnham Moor Park Gerald Chibumu**

Erection of single storey extension  
12 WINTON ROAD, FARNHAM GU9 9QW

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, all materials be in keeping with existing and no negative impact on the neighbour's amenity.**

## **Farnham Shortheath and Boundstone**

#### **WA/2018/2060 Farnham Shortheath and Boundstone Jane McMullan**

Display of non illuminated signs.  
BOWERHILL, 31A SHORTHEATH ROAD, FARNHAM GU9 8SN

**Farnham Town Council has no objections subject to the signs being removed by stated two year period or as soon as the properties are sold if prior to 01/01/2021.**

#### **WA/2018/2066 Farnham Shortheath and Boundstone Gerald Chibumu**

Erection of extensions and alterations.  
1 GREEN LANE, FARNHAM GU9 8PT

**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, all materials be in keeping with existing and no negative impact on the neighbour's amenity.**

**WA/2018/2082 Farnham Shortheath and Boundstone Gerald Chibumbu**

Erection of extension and alterations.

MIDTREES, TWYFORD LANE, WRECCLESHAM GU10 4RT

**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, all materials be in keeping with existing and no negative impact on the neighbour's amenity.**

**Farnham Upper Hale**

**WA/2018/2063 Farnham Upper Hale Philippa Staddon**

Erection of a single storey first floor extension.

42 UPPER HALE ROAD, FARNHAM GU9 0NS

**Farnham Town Council objects to the erection of an extension on the first floor. It is not in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, in size and scale and its negative impact on the neighbour's amenity.**

**Farnham Weybourne and Badshot Lea**

**WA/2018/2112 Farnham Weybourne and Badshot Lea Gerald Chibumbu**

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

8 WOODBOURNE, FARNHAM GU9 9EF

**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 be in keeping with existing and no negative impact on the neighbour's amenity.**

**Farnham Wrecclesham and Rowledge**

**WA/2018/2076 Farnham Wrecclesham and Rowledge Gerald Chibumbu**

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

62 GREENFIELD ROAD, FARNHAM, GU9 8TJ

**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, no negative impact on the neighbour's amenity and sufficient parking within the boundary.**

**TM/2018/0187 Farnham Wrecclesham and Rowledge Steve Tester**

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 08/07

THE GARDEN HOUSE, CHERRY TREE WALK FARNHAM GU10 4AD

**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 Consideration: BOWERHILL, 31A SHORTHEATH ROAD, FARNHAM GU9 8SN**

**5. Footpaths and Rights of Way**

Public Footpath 3 Farnham – Proposed Diversion, Burles House, Dippenhall

**Farnham Town Council is surprised not to have been consulted earlier in the process and would normally object to the diversion of public footpaths, especially an established footpath which provides a safer route to the St Swithun's Way (the ancient pilgrims long distance footpath should go via a dangerous section of roadway on Dora's Green Lane at its junction with Crondall Lane), joining again at Dippenhall. In this case, the small diversion is a more picturesque route along the boundary rather than the short**

**distance of tarmac driveway of Burles House. If surface works take place, it may cause a long term issue with maintenance as the proposed route is solid underfoot.**

Meeting closed 10.20am

Notes by Jenny de Quervain

Date of next meeting 21 January 2019



# FARNHAM TOWN COUNCIL



## Notes

### Planning & Licensing Consultative Group

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#### Time and date

11.30am on Monday 21 January 2019

#### Place

Council Chamber, South Street, Farnham

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

Councillor M Hyman – Chair

Councillor D Beaman

Councillor J Fraser

Councillor A Macleod

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 C Cockburn

#### **2. Disclosure of Interests**

Councillors Beaman, Fraser, Macleod and Ward declared a non pecuniary interest in WA/2018/2176 - applicant is a WBC Councillor.

#### **3. Applications for larger developments**

To consider applications for 5 or more dwellings.

#### **WA/2018/2196 Farnham Weybourne and Badshot Lea Rachel Kellas**

Outline application for erection of 50 dwellings (15 affordable) with access from Badshot Lea Road (access and scale to be determined).

LAND AT GREEN LANE FARM, GREEN LANE BADSHOT LEA

**Farnham Town Council strongly objects to the erection of 50 dwellings at land a Green Lane Farm. It is outside the Built Up Area Boundary and not in line with Farnham Neighbourhood Plan Policy FNPI, FNPI0, FNPI1. The location is not an approved Farnham Neighbourhood Plan site for development and the access is unsuitable, especially with increased traffic from the adjacent development site granted at appeal.**

#### 4. Applications considered

##### **Farnham Bourne**

###### **WA/2018/2161 Farnham Bourne Mr Chris Turner**

Erection of a dwelling with access from Burnt Hill Way.

LAND TO REAR OF TALBOT LODGE 24, BURNT HILL ROAD, WRECCLESHAM GU10 4RR

**Farnham Town Council strongly objects to the erection of a dwelling at land to the rear of Talbot Lodge, 24 Burnt Hill Road. The access from Burnt Hill Way is unsuitable being a single track bridleway and is not in line with the Farnham Design Statement or Farnham Neighbourhood Plan FNPI and FNP8, is out of keeping in pattern and density for the semi-rural location and would have a negative impact on the neighbours' amenity.**

###### **WA/2018/2176 Farnham Bourne Gerald Chibumu**

Erection of a games room.

4 PINE GROVE, LOWER BOURNE GU10 3RG

**Farnham Town Council has no objections subject to the games room being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and the accommodation remaining ancillary to the dwelling.**

###### **WA/2018/2177 Farnham Bourne Gerald Chibumu**

Erection of roof extension including a dormer window and roof lights to provide habitable accommodation.

73, MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NJ

**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 be in keeping with existing and no negative impact on the neighbour's amenity.**

##### **Farnham Castle**

###### **WA/2018/2160 Farnham Castle Philippa Staddon**

Erection of extensions and alterations following part demolition of existing extension together with alterations to parking layout and associated works.

FARNHAM UNITED REFORMED CHURCH, SOUTH STREET, FARNHAM GU9 7QU

**Farnham Town Council welcomes improvements to the amenities at the United Reform Church. Some concerns were raised at the loss of heritage elements on the south side of the main church building.**

##### **Farnham Castle**

Combined application for listed building

###### **WA/2019/0004 Farnham Castle Louise Fuller**

Installation of an additional external flue, erection of a pergola and re landscaping of rear garden.

LOCH FYNE, 3 DOWNING STREET, FARNHAM GU9 7NX

**Farnham Town Council has no objections subject to the external alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP2, FNP3, FNP4 and FNPI6, all materials be in keeping with existing and no negative impact on the neighbour's amenity - please check the height and location of the flue as it appears to be adjacent the neighbouring properties roof lights. Landscaping to the rear garden will be a great improvement.**

**WA/2019/0005 Farnham Castle Louise Fuller**

Listed Building Consent for internal and external alterations including an additional flue.  
LOCH FYNE, 3 DOWNING STREET, FARNHAM GU9 7NX

**Farnham Town Council has no objections subject to the external alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP2, FNP3, FNP4 and FNPI6, all materials be in keeping with existing and no negative impact on the neighbour's amenity - please check the height and location of the flue as it appears to be adjacent the neighbouring properties roof lights. Landscaping to the rear garden will be a great improvement.**

**WA/2018/2159 Farnham Castle Gerald Chibumu**

Alterations to elevations (revision of WA/2018/1783).  
18 WEST STREET, FARNHAM GU9 7DR

**Farnham Town Council has no objections to the alterations subject to the approval of the Heritage Officer and being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing for a building within the Town Centre Conservation Area FNP2 and a Building of Local Merit.**

**WA/2018/2179 Farnham Castle Philippa Staddon**

Erection of extension and alterations following demolition of existing conservatory.  
25A WEST END GROVE, FARNHAM GU9 7EG

**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, all materials be in keeping with existing and no negative impact on the neighbour's amenity.**

**CA/2019/0002 Farnham Castle Mr A Clout**

FARNHAM CONSERVATION AREA  
REMOVAL OF A PEAR TREE  
BORELLI YARD FARNHAM GU9 7NU

**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees especially in a Conservation Area covered by Farnham Neighbourhood Plan Policy FNP2. If removal is necessary, an appropriate replacement should be planted.**

**CA/2019/0001 Farnham Castle Mr A Clout**

FARNHAM CONSERVATION AREA  
REMOVAL OF A CHERRY TREE  
41 CASTLE STREET FARNHAM GU9 7JB

**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees especially in a Conservation Area covered by Farnham Neighbourhood Plan Policy FNP2. If removal is necessary, an appropriate replacement should be planted in a more suitable location.**

**NMA/2019/0001 Farnham Castle Philippa Staddon**

Amendment to WA/2018/0535 for Alterations to the dimensions of the building and alterations to location and number of louvres and rainwater pipes. Refer to Cover Letter for further details.  
UNIVERSITY FOR THE CREATIVE ARTS, FALKNER ROAD, FARNHAM GU9 7DS  
**Farnham Town Council has no objections.**

Councillor John Ward departed the meeting at 12.10.

## **Farnham Firgrove**

### **WA/2018/2200 Farnham Firgrove Mr Chris Turner**

Erection of a dwelling, garage and associated works.

LAND AT BLENHEIM HOUSE, TILFORD ROAD, FARNHAM GU9 8DL

**Farnham Town Council objects to the overdevelopment of the restrictive site not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan FNPI, the negative impact on the neighbours' amenity and the additional access on Alfred Road.**

### **WA/2018/2204 Farnham Firgrove Philippa Staddon**

Outline application for the erection of a new dwelling with appearance and scale to be determined.

39 FIRGROVE HILL, FARNHAM GU9 8LP

**Farnham Town Council has no objections in principle to the erection of a dwelling at 39 Firgrove Hill, subject to the new dwelling being in line with the Farnham Design Statement and Farnham Neighbourhood Plan FNPI and the size and scale being appropriate for the site. We look forward to the full application for further consideration.**

## **Farnham Firgrove**

### **WA/2018/2148 Farnham Firgrove Gerald Chibumu**

Certificate of Lawfulness under Section 192 for extensions and alterations to roof to form habitable accommodation including installation of dormer windows and roof lights.

34 ST GEORGES ROAD, FARNHAM GU9 8NB

**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 no negative impact on the neighbour's amenity.**

### **WA/2018/2170 Farnham Firgrove Philippa Staddon**

Erection of 2 dwellings together with associated works following demolition of existing dwelling (revision of WA/2018/1735)

1 WEYDON HILL ROAD, FARNHAM GU9 8NX

**Farnham Town Council has no objections subject to the semi-detached dwelling being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI and no negative impact on the neighbours' amenity.**

## **Farnham Hale and Heath End**

### **WA/2018/2186 Farnham Hale and Heath End Louise Fuller**

Erection of extension and alterations including dormer windows to provide habitable accommodation following demolition of existing garage.

6 THE FAIRWAY FARNHAM GU9 9BB

**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, all materials be in keeping with existing, no negative impact on the neighbour's amenity and driveway parking being retained.**

## **Farnham Moor Park**

### **WA/2018/2122 Farnham Moor Park Philippa Staddon**

Consultation on a County Matter; the continued extraction of sand and the subsequent restoration of the land to agriculture by infilling with inert waste materials and temporary diversion of public footpath 121, without compliance with Condition 5 of plan RUNFOLD SOUTH QUARRY (AREA C), GUILDFORD ROAD, RUNFOLD  
SUEZ Recycling And Recovery UK

**Farnham Town Council will consult further with the Runfold Community Group.**

### **WA/2019/0001 Farnham Moor Park Flo Taylor**

Erection of a new dwelling.

LAND AT 18 MOOR PARK LANE, FARNHAM GU9 9JB

**Farnham Town Council has no objections subject to the new dwelling on the Shepherd and Flock roundabout being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI and the bridleway remaining free of parked vehicles – a garage is including in the plan and sufficient parking should also be available within the boundary.**

### **WA/2018/2151 Farnham Moor Park Gerald Chibumu**

Erection of gate and piers following demolition of existing gate.

13 THE CHAPTER HOUSE, MONKS WELL, FARNHAM GU10 1RH

**Farnham Town Council would prefer not to have 2m high solid gates and walls in a rural location. The green boundary to be retained beyond the piers.**

### **WA/2018/2165 Farnham Moor Park Mr Chris Turner**

Change of use from retail (A1) to veterinary surgery (sui-generis); erection of extension, installation of fire escape and alterations.

ROMANS BUSINESS PARK, EAST STREET, FARNHAM

**Farnham Town Council has no objections.**

### **WA/2018/2172 Farnham Moor Park Philippa Staddon**

Certificate of Lawfulness under Section 192 for the erection of two storey rear extension and alterations to fenestration.

WOODFORD, 24 BROOMLEAF ROAD, FARNHAM GU9 8DG

**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, all materials be in keeping with existing and no negative impact on the neighbours' amenity.**

### **WA/2018/2178 Farnham Moor Park Mr Chris Turner**

Alteration to levels and retention of retaining wall to serve the existing dwelling and extension of the existing residential curtilage

COMPTON VIEW, 7 COMPTON WAY FARNHAM GU10 1QY

**Farnham Town Council has no objections.**

### **TM/2018/0190 Farnham Moor Park Steve Tester**

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT TO TREE PRESERVATION ORDER 11/15

THE WALLED GARDEN, FARNHAM GU10 1FA

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity, especially in a Conservation Area covered by Farnham Neighbourhood Plan Policy FNP8. The position of the Sweet Chestnut is unfortunate and felling may be the only solution.**

### **Farnham Shortheath and Boundstone**

#### **WA/2018/2156 Farnham Shortheath and Boundstone Mr Chris Turner**

Erection of extensions and alterations to roof space including increase in ridge height to provide a two-storey dwelling (revision of WA/2018/1638)  
YARDARM, BIRDHAVEN, 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, all materials be in keeping with existing and no negative impact on the neighbours' amenity.**

#### **WA/2018/2193 Farnham Shortheath and Boundstone Flo Taylor**

Erection of a single storey extension and alterations following demolition of existing single storey extension.

I BOURNE DENE, WRECCLESHAM GU10 4RF

**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 no negative impact on the neighbours' amenity.**

### **Farnham Upper Hale**

#### **TM/2019/0003 Farnham Upper Hale Steve Tester**

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 07/14  
13 BALL AND WICKET LANE FARNHAM GU9 0PD

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

### **Farnham Weybourne and Badshot Lea**

#### **WA/2018/2157 Farnham Weybourne and Badshot Lea Louise Fuller**

Erection of a barrel vault canopy following demolition of existing timber walk way and canopy.  
BADSHOT LEA GARDEN CENTRE, BADSHOT LEA ROAD, BADSHOT LEA GU9 9JX

**Farnham Town Council has no objections.**

#### **WA/2019/0008 Farnham Weybourne and Badshot Lea Louise Fuller**

Erection of extensions and alterations to existing bungalow to provide a chalet bungalow.  
8 HILLSIDE ROAD, FARNHAM GU9 9DW

**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 no negative impact on the neighbours' amenity.**

### **Farnham Wrecclesham and Rowledge**

#### **TM/2019/0002 Farnham Wrecclesham and Rowledge Steve Tester**

APPLICATION FOR WORKS TO A TREE SUBJECT OF TREE PRESERVATION ORDER 12/99  
LAND AT CLARE MEAD FARNHAM GU10 4BJ

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

## **5. Section 106 Considerations**

Proposed larger developments would be subject to Section 106 contributions.

## **6. Waverley Borough Council Street Naming Application SNN1938A**

Farnham Town Council would prefer the heritage of the old Hop Fields being used as street names. The proposed names for the development are: Cascade Way, Ribston Road, Keepsake Close, Pioneer Road and Melrose Close.

Although Cascade hops are used locally, the Pioneer hop does not feature and was cultivated in Kent in 1996. The apple varieties have no connection.

These comments will be submitted to Street Naming before midday on 25 January however policy states that the only basis for objecting to a new street name can be on the grounds of:

- duplication;
- difficulty of pronouncing or spelling; and/or
- if the name could cause offence.

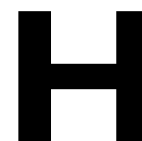
Meeting closed 12.55

Notes by Jenny de Quervain

Date of next meeting 4 February 2019



# FARNHAM TOWN COUNCIL



## Notes

### Strategy and Finance Working Group

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#### Time and date

9.30am Tuesday 22nd January 2019

#### Place

Town Clerk's Office, South Street, Farnham

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#### Attendees:

Members: Councillors Carole Cockburn, David Beaman, Jill Hargreaves, John Ward,

Other councillors in attendance: Cllr Kika Mirylees

Officers: Iain Lynch (Town Clerk), Iain McCready (Contracts and Facilities Manager)

#### 1) Apologies

The Mayor, Cllr Pat Frost, Cllr Stephen Hill, Cllr Jeremy Ricketts, Cllr Simon Foale, Cllr Sue Redfern.

#### 2) Declarations of Interest

There were no declarations of interest.

#### 3) Notes of Meeting held on 15<sup>th</sup> 2019

POINTS	ACTION
The notes of the previous meeting were received.	

#### 4) Regulation 15 Neighbourhood Plan

POINTS	ACTION
<p>I) Cllr Cockburn reminded councillors of the timetable and the importance of the Regulation 15 Neighbourhood Plan. The evidence base had been completed and the new Neighbourhood Planning Regulations had come into force at the end of December reflecting an amended Basic Conditions requirement in light of the Sweetman judgement.</p> <p>II) The Regulation 15 version had been updated following the Regulation 14 Consultation and the responses received and two of the proposed sites which received the least support had been removed from the plan.</p>	

<p>III) Cllr Cockburn advised that the Neighbourhood Plan would be submitted to Waverley Borough Council on 25<sup>th</sup> January (assuming adoption by Council on 24<sup>th</sup>) and would be fully compliant with the new National Planning Policy Framework.</p> <p>IV) There had been concern over the fact that the made Neighbourhood Plan had lost 'weight' during the Partial Review with the result that the Folly Hill Appeal, not supported by the Council had been granted on appeal despite the Council allocating sufficient houses in accordance with the target. Representations were being made to lobby for a change in the legislation as there was no reason why Neighbourhood Plans should lose weight whilst having minor modifications considered. The Planning Inspectorate should be instructed to dismiss appeals which are not in accord with a made Neighbourhood Plan.</p> <p>V) All councillors had been sent the key Neighbourhood Plan documents and all the comments received during the Regulation 14 consultation. All the background documents had been published on the Farnham Town Council website .</p> <p>VI) The Working Group considered:</p> <ul style="list-style-type: none"> <li>• Summary of minor changes to the Neighbourhood Plan, attached at Annex I</li> <li>• Supporting documents and the evidence base available on the Neighbourhood Plan section of the website</li> <li>• The Map showing the proposed housing site allocations to be removed following consultation</li> <li>• Regulation 14 Consultation comments and responses from Farnham Town Council following analysis and the summary tables.</li> <li>• Regulation 15 Neighbourhood Plan</li> </ul> <p>VII) The Working Group noted the representations received and the comments in response that had also been reviewed by the Infrastructure Planning Group.</p> <p>VIII) The Working Group agreed to recommend the Regulation 15 Neighbourhood Plan and the accompanying evidence base to Council for adoption and submission to Waverley Borough Council.</p>	<p><b>Recommendation:</b></p> <p><b>Council is recommended to:</b></p> <p><b>1) Adopt the Regulation 15 Neighbourhood Plan and the accompanying evidence base for submission to Waverley Borough Council.</b></p> <p><b>2) Confirm its view that the amendments in the Neighbourhood Plan review are minor and do not change the nature of the 2017 Neighbourhood Plan</b></p>
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## 5) Town Clerk update

POINTS	ACTION
The Town Clerk reminded the Working Group that a workshop was being held for local businesses to think about issues for a possible Business Improvement District. The workshop was being facilitated by the Mosaic Partnership and the Town Clerk would feed back any issues arising.	Town Clerk to update next meeting.

## 6) Date and time of next meeting

POINTS	ACTION
Members agreed that the next meeting would take place on <b>Tuesday 26th February 2019</b> at 9.30am	Town Clerk to circulate agenda

The meeting ended at 10.35am.  
Notes written by Iain Lynch

**Farnham Neighbourhood Plan Review 2018  
Minor (non-material) updates proposed  
to the Made Farnham Neighbourhood Plan 2017**

**I Planning process**

Introduction, Para 2 Explains that the Review is taking place primarily in response to the additional 450 dwellings to be provided at Farnham as a result of the adopted Waverley Local Plan.- Part I.

Figure 2 - Involvement in the Neighbourhood Plan Process - sets out the process involved in formulating the Review.

The Review is supported by an updated Sustainability Appraisal (and non technical summary) and the following evidence in addition to the evidence prepared for the made Neighbourhood Plan:

- Farnham Housing Land Availability Assessment (FHLAA), December 2018
- Farnham Landscape Character Assessment, July 2018
- SANG, July 2018
- Farnham Student Accommodation, December 2018
- Habitats Regulation Assessment/ Appropriate Assessment (January 2019)
- Regulation 14 Consultation feedback and responses
  - Developer Submissions (Large documents – Available on request)
  - Responses to Landowner Developer Submissions December 2018

**2 Planning Strategy**

The Planning Strategy for the area remains the same.

The Plan period is extended to 2032 to align with the adopted Local Plan.

The Built Up Area Boundary remains the same other than an extension around a planning consents granted on appeal after the Neighbourhood Plan was made (see Map A).

**3 Neighbourhood Plan Policies**

The Neighbourhood Plan Review contains no new policies and none have been deleted.

*Waverley Abbey Conservation Area*

Page 32 - There is more text about Waverley Abbey Conservation Area which was inadvertently omitted in the Made NP.

*Areas of High Landscape Value and Sensitivity*

Map E is amended to show revised Areas of High Landscape Value and Sensitivity based on the Farnham Landscape Character Assessment, July 2018.

### *Suitable Alternative Natural Greenspace (SANG)*

The European Special Protection Areas section updates the remaining SANG capacity at Farnham Park and includes the new SANG sites available at Tongham Road, Runfold and the Runfold South Quarry Site.

Policy FNPI2 Thames Basin Heaths Special Protection Area (SPA) and new Map G references the two new SANG sites.

### *Housing*

The Housing Requirement section sets out the revised target of a minimum of 2780 new homes in Farnham (including homes permitted and built since April 2013 and anticipated windfall development) in the period 2013 - 2032.

The Housing Supply section updates the housing supply to a base date of 31 March 2018. In order to help meet the identified additional housing requirement, Policy FNPI4 allocates five new housing sites. All sites are within the Built Up Area Boundary of the made Neighbourhood Plan are brownfield sites, many being close to the town centre.

- Cobgates, Falkner Road (Gross Area: 0.55ha. Approximate density: 110dph. Approximate capacity: 60 dwellings)
- University for the Creative Arts, Falkner Road (Gross Area: 2.05ha. Approximate capacity: 252 student units (217 net additional student units). (This equates to 72 dwellings)
- Centrum Business Park, East Street (Gross Area: 0.7ha. Approximate density: 175dph. Approximate capacity: 125 dwellings)
- Kimbers Lane (Gross Area: 0.24ha. Approximate density: 85dph. Approximate capacity: 20 dwellings)
- Surrey Sawmill, Wrecclesham Hill) (Gross Area: 0.7ha. Approximate density: 25dph. Approximate capacity: 20 dwellings)

The Review sets out development guidance on Design and Layout; Landscape; Access and infrastructure for each site.

The total housing provision over the plan period summarised in the Review in an updated table:

	<b>Net Dwellings</b>
Sites which have already been completed (in the period 2013/14 – 2017/18)	445
Large sites with planning permission at 31 March 2018	851
Additional housing capacity from Neighbourhood Plan housing allocations granted full planning consent after 31 March 2018:	
• Western portion of Policy FNPI4 c) Land at Little Acres Nursery and south of Badshot Lea (WA/2018/0329 for 94 dwellings superseding WA/2015/1935 for 80 dwellings)	14
• Policy FNPI4 h) The Woolmead (WA/2018/0458 for 138 dwellings superseding WA/2015/2387 for 96 dwellings)	42

Small sites with planning permission at 31 March 2018	153
Windfall contribution	363
Housing Allocations	937
Total	<b>2,805</b>

There is a new section on Student Accommodation to explain the new halls of residence at the University for the Creative Arts and how this will contribute to the Farnham housing supply.

#### *Business*

Policy FNPI7 Land for Business no longer protects Surrey Sawmills as a business site as it is now proposed to be allocated as a housing site. It is understood the business is already looking to relocate and that the nature of the business can be suitably located nearby.

#### *Leisure and Wellbeing*

There is a slight increase in the need for open space as a consequence of additional housing but this does not have any consequential impact on site allocations other than that incorporated within the design guidance for certain housing sites

#### *Infrastructure*

The Infrastructure section makes it clear that the consultation on the draft Neighbourhood Plan Review with service providers will be used to assess the implications of additional housing on existing infrastructure and services.

### **Note on the Nature of the Changes**

**In accordance with Neighbourhood Planning Guidance, the Town Council needs to take a view on the changes and whether they are so substantial as to change the nature of the Plan and give reasons. Where modifications do not change the nature of the plan and the Planning Authority and Independent Examiner agree, a referendum is not required.**

### **How are these changes regarded by Farnham Town Council?**

Council determined prior to the Regulation 14 Consultation that the changes proposed are minor and do not change the nature of the Plan. There are no new changes which alter this view.

#### **Reasons**

- The Neighbourhood Plan is incorporating minor text updates and changes to reflect what has happened and permissions granted since the made Neighbourhood Plan 2017 was prepared and adopted.
- The end date has been harmonised with the Waverley Local Plan for consistency;
- Allocating new sites to meet the new housing target of an additional 450 homes does not change the nature of the plan.



# FARNHAM TOWN COUNCIL

## Report Council

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**Date: 24<sup>th</sup> January 2019**

**Precept 2019/20**

### **Purpose**

**To agree precept level for 2019/20**

### **Introduction**

- 1 A local council precepts on the billing/collection authority (Waverley) for an amount which it requires to deliver its agreed programme of activities for the forthcoming year. Unlike the major precepting authorities (Waverley BC, Surrey CC, Surrey Police Authority) which set a rate for the various bands described as a Band D equivalent figure, a parish sets a budget and precept. This amount is payable by the collection authority, regardless of how much is collected, as a result of the levy set by the precepting council (eg Farnham).
- 2 It is good practice however, to do the calculation to understand what the Band D levy (or Council Tax amount) is going to be, in both cash and percentage increase terms, as this helps explain the budget impact to electors.
- 3 As part of the Local Government Finance Settlement (SFA) announced in December, the Government again announced additional funds available for Adult Social Care via a precept of 2% on top of the 3% cap for principal authorities and police authorities (or £5 if greater for the lowest quartile of district council Band D bills). Surrey police are currently consulting on an increase of £24 per annum.
- 4 The Government created legislation which allows a restriction on increases in Council tax. Town and Parish Councils do yet not face the risk of being 'capped' and are increasingly taking on or contributing to services being cut or stopped as a result of pressure on the principal authorities. The Secretary of State has confirmed that the referendum 'capping' principles will not be extended to the Town and Parish Council tier of local government but Town and Parish Councils are expected to demonstrate restraint and meet certain criteria when setting increases that are not a direct result of taking on additional responsibilities. However, this is conditional upon:
  - the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for "invest to save" projects which will lower on-going costs, and;
  - the Government seeing clear evidence of restraint in the increases set by the sector as a whole.

The Local Councils sector as a whole receives just 1.7% of money raised by Council tax.

## **Farnham's Budget 2019/20**

- 5 At the Council meeting in December, Members approved a gross budget of £1,362,152 and, after discretionary income of £259,230 is taken into account a revised net budget of £1,102,922
- 6 The figures provided by Waverley Borough Council for 2018/19 show 17102.9 Band D properties for Farnham after being adjusted for a 99% collection rate (up from 17006.7 in 2018/19). The Collection rate is significant since any loss or surplus is shared between the major precepting authorities (Surrey, Waverley and the Police authority), but not Town and Parish Councils. It is interesting to note that there has not been a loss on the Collection fund in the last ten years, but substantial surplus shared between the principal authorities.
- 7 Farnham's Town Council's share of the total Council tax bill for a Band 'D' property in Farnham in 2018/19 of £1,887.52 was just £62.62 (The rest was made up of Surrey County Council £1,411.29; Waverley Borough Council £177.04; and Surrey Police £236.57).

This same rate would, if applied in 2019/20, raise £1,070,984 for Farnham Town Council. With the addition of the Council Tax Support Grant (£12,130) and budgeted income from services of £247,100 the total income for Farnham Town Council would be £1,330,214, a shortfall of £31,939.

This represents an increase of £1.87 per annum (some 3.6 pence per week) per band D property if funded through the precept making the cost for Farnham Town Council Services for the average Band D household £64.49 per annum (£1.24 per week). A 1% increase in precept would bring just over £10,700 of additional income for Farnham Town Council at a cost of just under 63p per band D dwelling per annum.

- 8 In determining the level of precept Council should consider whether it wishes to:
- 1) use any of its reserves (see separate appendix for details of the current reserves) to meet the shortfall;
  - 2) increase further the income targets for services, or
  - 3) set unallocated in-year savings targets.

Council could also consider other options such as reducing the precept level further; applying a freeze on the Farnham Town Council proportion of the Council tax; or funding the agreed budget with an increase in the precept. If funded by the precept, the increase of just 3.6pence per week would represent an increase of 2.99% for the typical Band D property.

- 9 In determining the current level of budget, Farnham Town Council reiterated its preparedness to support or take on responsibility for services currently provided by Principal authorities as a result of as yet unknown reductions in their services and included a provisional sum to allow the Town Council to do this. Council also reaffirmed its commitment to manage key local assets of community value such as Gostrey Meadow and the Library Gardens where this would bring synergy and is discussions on looking after a number of local assets with a tapering contribution over four years.
- 10 Inflation in November 2018 (last published figures was running at 2.3% for the Consumer Prices Index. The Retail Prices Index was running at 3.2%.

## **Recommendation**

**Strategy & Finance recommends to Council that the precept for 2018/19 should be £1,064,987 equating to a Band D cost of £62.62 per annum (£1.20 per week).**



# FARNHAM TOWN COUNCIL

## J Report Council

22<sup>nd</sup> January 2019

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## Risk management Review 2018-19

### Introduction

- 1 As part of the Accounts & Audit Regulations and Health & Safety At Work Legislation, the Town Council is required to maintain an effective programme of risk management and ensure that all policies and procedures in place are subject to regular review
- 2 Each year, the Council reviews a range of risks affecting the organisation in each of the service areas and as a corporate body. It is assisted in its task by a number of advisors including the Internal and External Auditor and by Ellis Whittam the Council's HR and Health and Safety advisors. This report deals with the whole range of risks and builds on work already undertaken by the individual Working Groups in the autumn cycle. In 2018 new areas of activity relating to data protection were introduced nationally and the Council took action to mitigate risks associated with this.

### Background

- 3 Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of an authority's objectives. Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. The focus of risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities.
- 4 Risk management is not just about financial management; it is about protecting the achievement of objectives set by the authority to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, and can impact on the ability to achieve desired outcomes. The authority generally and members individually are responsible for risk management.
- 5 Risk management is an ongoing activity that comprises four elements:
  - identifying risks;
  - assessing risks;
  - addressing risks; and
  - reviewing and reporting.

### Identifying risks

- 6 In order to manage risk, an authority needs to know what risks it faces. Identifying risks is therefore the first step in the risk management process.
- 7 The specific risks which individual authorities and service areas face varies in accordance with the range, nature, complexity and scale of the organization. For this reason each Working Group reviews its own risks in the autumn cycle of meetings to identify any key risks to achieving successfully priorities and service objectives.
- 8 There are some overall categories of risks which are covered by Strategy & Finance and Council as a whole.
  - financial – loss of money;
  - security – fraud, theft, embezzlement;
  - property – damage to property;
  - legal – breaking the law or being sued;
  - IT – failure of IT systems or misuse; and
  - reputational – actions taken could harm the authority's public reputation.

### Addressing risks

- 9 Risk is unavoidable, and every organisation needs to take action to manage risk in a way which it can justify to a level which is tolerable. The response to risk within the organisation, is called internal control and may involve one or more of the following standard responses:
  - **Tolerate** the risk - for risks where the downside is containable with appropriate contingency plans; for some where the possible controls cannot be justified (e.g. because they would be disproportionate); and for unavoidable risks, e.g. terrorism.
  - **Treat** the risk - a common response which can mean imposing controls so that the organisation can continue to operate; or setting up prevention techniques.
  - **Transfer** the risk – buying in a service from a specialist external body or taking out insurance. Some risks cannot be transferred, especially reputational risk.
  - **Terminate** the activity giving rise to the risk - it may be best to stop (or not to start) activities which involve intolerable risks or those where no response can bring the risk to a tolerable level.
- 10 During 2018-19, Farnham Town Council has undertaken a number of activities to minimise risk. These include erecting fencing in West Street cemetery, regular inspections of cemeteries and allotments, continuing to invest in pathway repairs, removal of dangerous trees, investment in personal protective equipment for staff.

### Assessing risks

- 11 Through the Working Groups the potential consequences of a risk occurring (the impact) and the likelihood are reviewed in a matrix with a Scoring range 1-3 (Low, medium, high). The two factors are multiplied to create a combined risk value and specific attention is given to any risk scoring six or above.

### Managing risk

- 12 Some risks are managed through the Council's Insurance policies:
  - The protection of physical assets owned by the authority – buildings, furniture, equipment, etc. (loss or damage).
  - The risk of damage to third party property or individuals as a consequence of the authority providing services or amenities to the public (public liability).

- The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss).
  - Loss of cash through theft or dishonesty (fidelity guarantee).
  - Legal liability as a consequence of asset ownership (public liability).
- 13 Areas where risk is managed by working with third parties include the following:
- Security for vulnerable buildings, amenities or equipment (eg Shield Security and Xmil)
  - Maintenance of buildings, amenities or equipment.
  - The provision of services being carried out under agency/partnership agreements with principal authorities.
  - Banking and investment arrangements
  - Ad hoc provision of amenities/ facilities for events to local community groups.
  - Equipment lease or hire where needed
  - Professional services (planning, surveying, arboricultural, accountancy, legal etc.).
  - Health and safety (Contract with Ellis Whittam for an annual inspection and advice, external training for first aid, evac chair etc;

### **Workplace Health and Safety**

- 14 Health & Safety risk assessments are an examination of anything in the workplace that could cause people to suffer injury or ill health whilst they are at work. Staff and councillors have individual responsibility to avoid risk and report matters or unsafe practices that may give cause to a risk.

All employers have a legal obligation to carry out risk assessments under *The Management of Health & Safety at Work Regulations 1999*. As well as complying with the legal requirement and having the potential to save money, risk assessments are useful in determining:

1. training programmes
  2. the adequacy of information available
  3. personal protective equipment needs
  4. health surveillance levels
- 15 Ellis Whittam have not yet undertaken the external health and safety audit for 2018-19 but are expected to do so prior to the end of the financial year and the review informs training and development needs.
- 16 External contractors undertake the following on behalf of the Council:
1. **Electrical Installations** – All buildings are tested every five years for the condition of its fixed electrical wiring. Over the last five years the Council Offices, the Depot, Wrecclesham Community Centre, West Street Chapel, Victoria Gardens, the Hart toilet block and the Central Car Park toilet block have all been tested and the inspections are up to date. Portable Electrical Appliance Testing is undertaken annually for those items that require testing and periodically in accordance with the type of item as required.
  2. **Gas Installations** – the boilers at the Council Offices and Wrecclesham Community Centre are safety-checked every year.
  3. **The Lift** at the Council offices is inspected quarterly in accordance with insurance requirements
  4. **Fire** – A fire risk assessment was undertaken by an external consultant in December 2011 and subsequently in house.

5. **Legionella** Testing takes place annually
6. **Asbestos.** As required
7. **Risk.** The Council subscribes to the Local Council Risk Service managed by Zurich and officers attend seminars organised by Zurich.

### **Financial risks and related Issues**

- 17 The new General Data Protection Regulation has brought in new duties on protecting personal data and reporting where lapses occur. In January 2019, an administrative error resulted in a small number of new allotment tenancy agreements on one allotment being sent incorrectly to other allotment holders. The information contained the name address and plot number. Internal procedures in identifying and correcting the error worked and a letter has been sent to all those affected along with an apology.
- 18 The financial risks of the organisation are considered as part of the independent Internal Auditor's work. The most recent visit was in December 2018 with the Internal Auditor's Interim report presented to Council in January 2019. The Internal Auditor uses as a basis for his work the *Governance and Accountability* – a practitioners' Guide to proper practices, and the related checklists therein. Potential loss of income is managed by having adequate reserves in accordance with audit guidelines and effective fidelity insurance cover. There is effective separation of duties to ensure that more than one person is involved in financial transactions to minimise the potential risk for fraud. Risks of absence of key personnel for an extended period are covered by the creation of process manuals on main areas of activity and work shadowing so other staff are aware of work requirements wherever possible and some key personnel insurance cover. In the event of an extended absence of the Town Clerk, locum support is available through the Surrey and Sussex Association of Local Councils.
- 19 The Financial Regulations were last reviewed by Council in March 2018 and Standing Orders in January 2019.

### **Recommendations**

- i) The Risk Management report be welcomed;
- ii) The work done by the Working Groups in managing risk be noted.



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## Farnham Town Council

### Standing Orders

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

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

**Revised and Adopted January 2019**

# FARNHAM TOWN COUNCIL

## STANDING ORDERS

- I **Application, Variation, Revocation and Suspension of Standing Orders**
  - I.1 All meetings of the Council and its Committees, sub-Committees, Working/Task or other Groups shall be governed by these Standing Orders and the Council's Code of Conduct unless the Council resolves otherwise.
  - I.2 ***Any or every part of the Standing Orders except those printed in bold italic type can be suspended in relation to any specific item of business by resolution of the Council. Standing Orders in bold type should not be substantially amended unless legislation changes.***
  - I.3 A resolution permanently to add, vary or revoke any Standing Order when proposed and seconded will stand adjourned without discussion to the next ordinary meeting of the Council but Council may review them in total at the last meeting of the Council year or when a new set of Model Standing Orders is published.
- 2 **Meetings - General**
  - 2.1 ***(FREQUENCY) - In addition to the statutory Annual Meeting of the Council, at least three other Ordinary Meetings shall be held in each year on such dates and times as the Council directs.*** Other meetings of the Council may be held during each year on such dates and times and in a place that the Council decides but Council will normally adopt a schedule of meetings for itself and its Committees and Working Groups as early possible. The Council will normally meet up to 9 times a year.
  - 2.2 ***(NOTICES) - It is mandatory that 3 clear days notice of meetings shall be given to Councillors and the public,*** but the council has decided that formal Notices, Agenda and supporting papers should normally be dispatched to Councillors one (1) week before all Council Meetings. ***When calculating the 3 clear days for notice of a meeting to Councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter Break or of a Bank Holiday or a day appointed for public thanksgiving or mourning shall not count.*** Agendas and supporting papers may be sent electronically provided the councillor has consented to service by email with hard copies sent to members of each meeting and on request to other councillors.
  - 2.3 The Agenda for each Full Council meeting may also be sent, together with an invitation to attend, to the County and Borough Councillors for the appropriate divisions or wards.
  - 2.4 ***(ACCESS) - Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.***
  - 2.5 ***(RECORDING) -***
    - 2.5.1 ***Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the***

**report or commentary is available as the meeting takes place or later to persons not present.**

- 2.5.2 **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- 2.5.3 **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present** subject to Standing Order 2.4 above.
- r2.5.4 The filming, reporting, photographing or other reporting of children and vulnerable people may only be done with the consent of a responsible adult which in the case of a vulnerable adult is a medical professional, his carer or guardian, and in the case of a child is his parent, legal guardian or teacher.
- 2.5.5 Any person participating in the public questions or public statements section of the Council meeting may be filmed, photographed or included in a report of the meeting.
- 2.5.6 Any person reporting proceedings is bound by the Data Protection Act 1998 and subsequent legislation as it applies to personal data of individuals.
- 2.5.7 Meetings may be recorded by the Council for internal purposes.
- 2.6 **(LOCATION) - Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.** Except where the Council decides otherwise, all meetings will be held in the Council Chamber, at The Town Hall, South Street, Farnham.
- 2.7 **(TIMING) - All meetings of the Council will begin after 6pm.** If no other time is fixed, meetings will start at 7.00pm and will normally end no later than 10.00pm unless Standing Order 11.9 is invoked. Any unfinished business will be included in the agenda of the next meeting unless dealt with in the interim.
- 2.8 **(QUORUM) - No business may be transacted at a Council Meeting unless at least one third of the whole number of Members of the Council; i.e. 6 Councillors; are present. In no case shall the Quorum of any meeting** (including Committees and Working Groups) **be less than 3.** The Council has decided that, for a Council Meeting, a minimum of 10 Councillors shall make a Quorum. **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.** Any outstanding business of a meeting so adjourned shall be transacted at a following meeting which shall be the next scheduled Council Meeting or on a day that the Town Mayor/Chairman agrees with the Council's Proper/Responsible Officer (Town Clerk).
- 2.9 **(CHAIRMAN) –**
- 2.9.1 **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor (Chairman of the Council) may in his absence be done by, to or before the Deputy Mayor (Vice-Chairman) of the Council (if there is one).**
- 2.9.2 **The Town Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor of the Council if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.** The Town Clerk shall call for a nominee from the floor to take the chair. If discussion arises on this motion the

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

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

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

2.11 The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

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

3.1 ***In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.***

3.2 **Procedure - Annual Town Council Meeting (Mayor Making)**

- a) ***In an election year, the Annual Town Council Meeting shall be held on or within 14 days following the day on which the Councillors elected take office and***
- b) ***In a year which is not an election year the Annual Town Council Meeting shall be held on such day in May as the Council may direct.***
- c) ***The Mayor/Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.***
- d) ***The Deputy Mayor/Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor/Chairman of the Council at the next Annual Meeting of the Council.***
- e) ***In an election year, if the current Mayor/Chairman of the Council has been re-elected as a member of the Council, he shall preside at the Annual Meeting until a new Mayor/Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Mayor/Chairman of the Council and must give a casting vote in the case of an equality of votes. Except that, when an existing Town Mayor/Chairman is put forward for re-election to that position,***

**he must vacate the Chair prior to the election taking place and a Councillor not put up for election must take over the Chair until after the election.**

- f) ***In an election year, if the current Mayor/Chairman of the Council has not been re-elected as a member of the Council, he shall still preside at the meeting until a successor Mayor/Chairman of the Council has been elected. The current Mayor/Chairman of the Council shall not have an original vote in respect of the election of the new Mayor/Chairman of the Council but must give a casting vote in the case of an equality of votes.***

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

**At each Annual Town Council Meeting the first business shall be to elect a Town Mayor (by show of hands).**

Following the election of the Town Mayor at the annual meeting of the council, the business of the annual meeting shall include:

- a) ***To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.***
- b) ***In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.***
- c) ***To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.***
- d) To elect a Deputy Town Mayor (by show of hands).
- e) To receive the Deputy Town Mayor's declaration of acceptance of office or, if not received, to decide when it shall be received.
- f) To appoint a Leader or Spokesperson for the Council.
- g) To appoint Committees and/or Working/Task groups.\*\*
- h) To appoint Representatives to Outside Bodies.\*\*
- i) In a year of elections, if a Council's period of eligibility to exercise the *Power of General Competence* (as set out in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, expired the day before the Annual Meeting, to review and make arrangements to reaffirm eligibility.\*\*
- j) To review any Regalia, Property, Deeds and Trust Investments in the custody of the Council as required.\*\*
- k) Approve a Risk Analysis of the Council's activities.\*\*
- l) Review and confirm arrangements for insurance cover in respect of all insured risks.\*\*
- m) Review the Council's Financial Regulations and Arrangements.\*\*
- n) Review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. \*\*
- o) Review the Council's policy for dealing with the press/media.\*\*

- p) Set the dates, times and place of meetings of the full Council and its Committees and/or Working Groups for the year ahead.\*\*
- q) Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.\*\*

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

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

### 3.4 Order of Business - Ordinary Council Meetings

- 3.4.1 Prior to the start of the formal business, the Council may say prayers and receive a presentation by local organisations or those whose activities affect the town. Such organisations shall be approved by the Mayor and invited by the Town Clerk.
- 3.4.2 ***At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chairman if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.*** After the first mandatory business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-
  - a) To receive apologies for absence.
  - b) Disclosures of interests by councillors and employees on items on the agenda.
  - c) To read and consider the previous Minutes; provided that if a copy has been circulated to each councillor with the agenda there shall be no need to read them out.
  - d) ***After consideration, to approve the signature of the Minutes by the person presiding as a correct record.*** There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 7.1c.
  - e) Public Questions and Statements on items on the agenda or other matters.
  - f) ***To deal with business expressly required by statute to be done.***
  - g) To deal with any matters remaining from the last meeting.
  - h) To receive the Mayor's Announcements or any communications as the person presiding may wish to lay before the Council.
  - i) To receive Petitions (if any have been received).
  - j) To answer questions from Councillors.
  - k) To receive and consider the minutes, notes and reports of Committees, Working/Task Groups and to determine recommendations made by Committees or Working Groups.
  - l) To receive and consider resolutions or recommendations in the order in which they have been notified.

- m) To authorise the sealing of documents.
- n) If necessary, to authorise the signing of orders for payment.
- o) Once a year - no later than when the estimates for the following year are agreed - the Council will review pay and conditions of service of existing employees.
- p) To receive information from council representatives on outside bodies and information from Borough or County Councillors on matters affecting the town.
- q) Confirm the date of the next Council Meeting.

### 3.5 **Extraordinary Meetings**

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

## 4 **Leader of Council or Spokesperson**

- 4.1 A Leader or Spokesperson of the Council can be appointed at the Annual Council Meeting but if no appointment is made, the role of Spokesperson for the Council will be undertaken by the Lead Member of the Strategy and Finance Working Group.
- 4.2 The Leader/Spokesperson of the Council will have the following approved responsibilities
  - a) To act as the liaison between the members of the Council and the Town Clerk in indicating the priorities and programmes for inclusion in Council business and the Council's likely reaction to new policies or projects.
  - b) To be the first point of contact for the Town Clerk when an issue arises that requires a political or policy response from the Council and the issue does not naturally fall within the existing policy or as a matter of urgency.
  - c) To be the spokesperson for the Council when responding to the Press and Media.

## 5 **Proper/Responsible Officer**

- 5.1 The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

The Proper Officer and the person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.

5.2 The Town Council has adopted a scheme of delegation to the Town Clerk/Responsible Financial Officer/Proper Officer for the management of the Town Council.

5.3 The Council's Proper Officer shall do the following:-

- i. ***at least three clear days before a meeting of the council, a committee or a sub-committee,***
  - ***serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and***
  - ***Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).***
- ii. subject to standing order 6, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iii. ***convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;***
- iv. ***facilitate inspection of the minute book by local government electors;***
- v. ***receive and retain copies of byelaws made by other local authorities;***
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence

the Vice-Chairman (if there is one) of the Planning and Licensing Consultative Group/Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect..

## **6 Motions requiring written Notice**

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

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

- 7.1 Motions dealing with the following matters may be moved without notice:-
  - a) To appoint a Chairman of the meeting in the absence of the Mayor and Deputy Mayor.
  - b) To approve the long-term absences of councillors.
  - c) To correct any inaccuracies in the Minutes of a previous meeting and to approve them.
  - d) To note the minutes of a meeting of a Committee, Working Group or Task Group.
  - e) To dispose of business, if any, remaining from the last meeting.
  - f) To alter the order of the business agenda for reasons of urgency or expedience.

- g) To proceed to the next business on the agenda.
- h) To move to a vote.
- i) To close or adjourn the debate.
- j) To refer a matter to a Committee, Working/Task Group or an Officer.
- k) To appoint a Committee, Working/Task Group or any members thereof.
- l) To adopt a report and or recommendations made by a Working Group, officer or professional advisors.
- m) To authorise the sealing of documents.
- n) To amend a motion.
- o) To give leave to withdraw a motion or amendment.
- p) To extend the time limit for speeches.
- q) To exclude the press and public for all or part of a meeting.
- r) To not hear further from a councillor or a member of the public;
- s) To exclude councillor or member of the public named for disorderly conduct.
- t) To give the consent of the Council where such consent is required by these Standing Orders.
- u) To answer questions from councillors.
- v) ***To suspend any Standing Order except those which are mandatory by law (in bold italic type).***
- w) To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of the outside bodies.
- x) To adjourn the meeting.

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

## 8 **Petitions**

- 8.1 Petitions may be received at (Ordinary) meetings of the Council provided that the petition is received by the Town Clerk no later than midday five working days before the day of the meeting and is signed by at least twenty (20) registered electors within the Town.
- 8.2 Petitions may only be about a matter for which the Council has a responsibility or which directly affects the Town.
- 8.3 Petitions will not be received by the Council which are in furtherance of a person's individual circumstance or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister.
- 8.4 A Petition will not be received by the Council where the issue it concerns has been the subject of a Petition in the last six months or a decision of the Council in the last six months.
- 8.5 One signatory to the Petition may speak on the Petition and for no more than three minutes. The Petition may be answered at that meeting by the Mayor or by a person designated by the Mayor but will more usually be the subject of a written answer.
- 8.6 No discussion shall take place on the Petition at that meeting. A councillor may move that the Petition be referred to the next meeting or to a Committee or to a body. Once the motion has been seconded, it will be voted on without discussion.
- 8.7 No more than three Petitions may be received at one meeting.

## **9 Questions by Members**

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

## **10 Public Questions and Statements**

- 10.1 A standard item, will appear on all agendas of Ordinary meetings of Council and Standing Committees to allow, at the discretion of the Town Mayor/Chairman, those members of the public, residing or working within the Town Council's boundary, to make representations, ask or answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda or other matters not on the agenda.
  - a The period of time designated for public participation at a meeting in accordance with standing order 3.3.2 (e) above shall not exceed 20 minutes unless directed by the chairman of the meeting.
  - b A member of the public shall not speak for more than 3 minutes on any matter or at any one time.
  - c Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
  - d A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principal Councils, the person making representation will be informed of the appropriate contact details.
  - e A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
  - f A person who speaks at a meeting shall direct his comments to the Mayor/Chairman of the meeting.

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

- 11.1 A Councillor shall remain seated while speaking unless requested to stand by the Town Mayor/Chairman.
- 11.2 Councillors shall address all comments to the Town Mayor/Chairman. If two or more Councillors wish to speak the Town Mayor/Chairman shall decide the order of speaking and whom to call upon.

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

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

## 12 **Rules of Debate**

### 12.1 **Discussion**

A motion or amendment shall **not** be discussed unless it has been Proposed and Seconded, and, unless proper notice has already been given, it shall, if required by the Town Mayor/Chairman or Town Clerk, be put in writing and handed to him/her before it is discussed or put to the meeting.

### 12.2 **Speeches**

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

### 12.3 Other Motions

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

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

### 12.4 Alteration and Withdrawal

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

### 12.5 Right of Reply

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

### 12.6 Speaking Again

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

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

### 12.7 Points of Order

- a) During the debate of a motion, a Councillor may interrupt only on a Point of Order or a

Personal Explanation in which case the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the irregularity in the meeting he is concerned by. A Personal Explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.

- b) Any Point of Order shall be decided by the Mayor/Chairman and this decision shall be final.

#### 12.8 Content of an Amendment

An amendment must be relevant to the Motion and either:

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

#### 12.9 Debate on Amendments and Procedural Motions

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

### 13 Voting

13.1 ***Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.***

13.2 ***Unless standing orders provide otherwise, voting on a question shall be by a show of hands, acclamation or by electronic voting or on a ballot paper. At the request of a councillor, the voting on any question shall be recorded by the Town Clerk so as to***

***show whether each councillor present and voting gave his vote for or against that question*** or abstained. Such a request shall be made before moving on to the next item of business on the agenda.

- 13.3 ***The Town Mayor/Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.***

14 **Rescission of previous Resolutions**

- 14.1 A decision (whether positive or negative) of the Council will not be reversed within six months except by a Special Resolution, the written notice of which must be signed by at least 10 members of the Council and be given to the Town Clerk at least ten days before a meeting at which it is to be considered. Such Special resolution, when voted on, must receive the backing of at least 10 members of the Council to reverse a previous decision.

- 14.2 When a Special Resolution or any other resolution has been agreed under the provisions of paragraph 14.1 of this Order, no similar resolution may be moved within a further six months.

15 **Committees and Working/Task Groups**

- a Unless the council determines otherwise, a Committee may appoint a sub-Committee whose terms of reference and members shall be determined by the Committee.
- b ***The members of a Committee may include non-councillors unless it is a Committee which regulates and controls the finances of the council.***
- c Unless the council determines otherwise, all the members of an advisory Committee and a sub-Committee of the advisory Committee may be non-councillors.

15.1 **Appointment & Membership**

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

range of Councillors as possible shall be represented on the Committees and/or Working Groups.

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

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

- a) **Standing Committees** will normally have delegated powers and as such will meet in public and observe the same rules of debate as the full Council. Every Committee may appoint sub-Committees for the purposes to be specified by the Committee with the Terms of Reference specified by the Committee. As more formal meetings, Committees will set the direction and strategy for officers to implement. Councillors have a policy setting role.
- b) **Working Groups** will generally be appointed on an annual basis to consider various areas of the Council's responsibility. They will not, unless specifically delegated by

Council, have any decision making powers but will report back with recommendations to full Council which will be the decision making body for their areas of responsibility. Since they are not decision making bodies they will not be required to meet in public. On Working Groups, Councillors determine the higher level objectives and direction for services with officers advising on and implementing the detail. Councillors should be prepared to assist in the implementation as requested.

- c) **Task Groups** will be set up for a limited time to consider specific items and also report back to Working Groups or Council with their findings. Since they are not decision making bodies they will not be required to meet in public. On Task Groups, officers and councillors work side by side to develop projects and issues to achieve the Task Group's aims.
- d) **The Planning and Licensing Consultative Group** will be appointed to consider planning and licensing applications and related matters. It will ideally consist of nine councillors (one from every Ward). The Town Clerk will have delegated authority to submit observations to Waverley Borough Council or Surrey County Council, as appropriate, following consideration of matters by the Planning and Licensing Consultative Group. The Group may refer a planning application to Full Council or an appropriate Committee/Working Group to consider and make observations. The quorum of the Planning Consultative Group shall be three councillors with one officer in attendance. On the Planning and Licensing Consultative Group, councillors determine applications and advise officers on the relevant comments they wish to be included in the Council's responses to the relevant Planning or Licensing Authority.

### 15.3 **Procedures**

- a) Every Committee or Working Group will at its first meeting, unless the appointment was made at the last Council meeting when membership of the Working Group was determined, before proceeding to any other item on the agenda, elect a Chairman/Lead Member (and can elect a Vice-Chairman) who will normally hold office until the next Annual Meeting of the Council. He will chair meetings of the Committee or Group, act as spokesperson for the Committee or Group and shall be responsible for reporting its activities to full Council.
- b) Ordinary meetings of Working Groups will be held on the dates adopted by Council and at a time agreed between the Lead Member and the Town Clerk. The quorum shall be 3 councillors accompanied by an officer.
- c) The Chairman/Lead Member of a Committee or Working Group or the Town Mayor/Chairman of the Council may summon an additional meeting of that Committee, Working/Task Group as appropriate at any time by requesting the Town Clerk to issue a summons for the meeting.
- d) Committee and Working Group agendas will be assembled in three parts:
  - i. Part 1 – Items for decision/recommendation,
  - ii. Part 2 – Items for information
  - iii. Part 3 – Confidential items.
- e) Any Committee or Working Group desiring to incur expenditure shall give the Town Clerk a written estimate of the expenditure recommended for the coming year no later than October.
- f) Every Committee and or Working Group shall present a report of its activities to the

next Council Meeting.

- g) A member who has proposed a resolution, which has been referred to any Committee and/or Working/Task Group of which he is not a member, may explain his resolution to the Committee, Working/Task Group but shall not vote.
- h) Any member of the Council who is not a member of a Committee and/or Working/Task Group shall nevertheless be entitled to attend any meeting of that Committee, Working/Task Group but he shall not be entitled to vote, and he shall not take part in the consideration of any business save by leave of the Chairman of the meeting.
- i) Any Council member attending in accordance with Standing Order 15.3-h, may be invited to speak on matters under discussion of which he may have special knowledge, such an invitation would be at the discretion of the Chairman.
- k) Members of Committees and Working Groups will address remarks/observations to the Chair but will not be bound by the Standing Order preventing them from speaking more than once.
- l) Members of Committees and Working Groups entitled to vote, shall vote by show of hands.
- m) ***The Mayor/Chairmen/Lead Members of Committees and Working Groups shall in the case of an equality of votes have a second or casting vote whether or not they have exercised their original right to vote.***

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

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

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

- 17.1 A matter personal to a member of staff that is being considered by a meeting of Council or the Strategy & Finance Working Group or the HR Panel is subject to standing order 22 (confidentiality).
- 17.2 Any persons responsible for all or part of the management of staff shall treat the written

records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

- 17.3 The council shall keep all written records relating to employees secure.
- 17.4 Only persons with line management responsibilities shall have access to staff records referred to in standing orders 17.2 and 17.3 above if so justified.
- 17.5 Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 17.2 and 17.3 above shall be provided only to the Town Clerk and the Mayor.
- 17.6 Access to relevant records will be provided to the Chair of the HR Panel as required for the conduct of its business.
- 17.7 If at a meeting a question arises relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it will not be considered until Councillors have decided whether the press and public will be excluded.

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

**18.1 *All councillors must observe the Council's Code of Conduct (as amended), a copy of which is annexed to these Standing Orders.***

- 18.2 All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- 18.3 Councillors and any co-opted councillor, must within 28 days of their election or (in the case of a co-opted councillor) their appointment, notify the Town Clerk in writing (for registration in Farnham Town Council's Register of Interests) of any interests they are required to register under the Farnham Town Council Code of Conduct. They must also, within 28 days of becoming aware of any new or change to any interest they are required to register under the Authority's Code, notify the Town Clerk of that new interest or change.

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

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

- 18.4 ***A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter. An interest arising from the Code of Conduct shall be recorded in the minutes.***
- 18.5 At a meeting no person will persistently disregard the ruling of the Town Mayor/Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute or act in such a manner as to breach the Code of Conduct adopted by the Council.
- 18.6 If, in the opinion of the Town Mayor/Chairman, a councillor or member of the public has ignored paragraph 18.5 of these Standing Orders, the Town Mayor/Chairman shall indicate to the Council his opinion and after that, any councillor may move that the councillor or

member of the public named be not heard or leave the meeting, and the motion, if seconded, shall be agreed without discussion.

- 18.7 If either of the motions mentioned in paragraph 18.6 above are ignored, the Town Mayor/Chairman may adjourn the meeting or take such further steps as necessary to enforce them.
- 18.8 The Council will deal with complaints against the Council or any Officer or Councillor in the manner as adopted by the Council's procedures except for those complaints which should be properly directed to the Monitoring Officer or the relevant external body for consideration.

#### **Dispensations**

- 18.9 The Town Clerk, may authorise a dispensation for Councillors under the Code of Conduct, after consultation with the Monitoring Officer if appropriate, in accordance with Section 33 of the Localism Act 2011. A dispensation granted under section 33 must specify the period for which it has effect, and that period may not exceed four years.
- 18.10 **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 18.11 A dispensation request shall confirm:
- the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - an explanation as to why the dispensation is sought.
- 18.12 A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- 18.13 ***A dispensation may be granted in accordance with standing order 18.12 above if having regard to all relevant circumstances the following applies:***
- without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business*** (eg the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business) ***or***
  - granting the dispensation is in the interests of persons living in the council's area or***
  - it is otherwise appropriate to grant a dispensation*** (such as for the setting of the budget or precept).

#### **19 Code of conduct complaints**

- 19.1 Upon notification by Waverley Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 22, report this to the council.
- 19.2 Where the notification in standing order 19.1 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor and Leader of Council of this fact, and shall

nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 19.4 below.

- 19.3 The council may:
- i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

- 19.4 ***Upon notification by Waverley Borough Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.***

## **20 Management of Information**

- 20.1 ***The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.***
- 20.2 ***The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).***
- 20.3 ***The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.***
- 20.4 ***Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.***
- 20.5 ***In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.***
- 20.6 ***The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.***

## **21 Responsibilities Under Data Protection Legislation**

- a The Council may appoint a Data Protection Officer.
- b ***The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.***
- c ***The Council shall have a written policy in place for responding to and managing a personal data breach.***
- d ***The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.***

- e ***The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.***
- f ***The Council shall maintain a written record of its processing activities.***

**22 Responsibilities to Provide Information**

- a ***In accordance with freedom of information legislation and the Local Government (Transparency Requirements) (England) Regulations 2015., the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.***

**23 Interests & Canvassing/Recommendations**

- 23.1 ***If a councillor has a personal interest as defined by the Farnham Town Council Code of Conduct then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.***
- 23.2 Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 23.3 ***The Town Clerk may be required to compile and hold a register of councillors' interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.***
- 23.4. The obligations and disabilities imposed by this standing order shall also apply to a member of a Committee and/or Working/Task Group who is **not** also a member of the Council who has a personal or prejudicial interest in a matter under consideration at a meeting.
- 23.5 If a candidate for any appointment under the Council is to his knowledge related to any councillor or to the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do will be disqualified from the appointment and, if appointed, will be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate Committee, Working/Task Group any such disclosure. Where a relationship to a councillor is disclosed, the preceding clauses of this Standing Order 20 shall apply as appropriate.
- 23.6 Canvassing of members of the Council or of any Committee, Working/Task Group directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.
- 23.7 A member of the Council or of any Committee, Working/Task Group shall not solicit any person for appointment to or by the Council or recommend any person for an appointment or promotion; but, any such councillor may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 23.8 Standing Order 20 shall apply to tenders as if the person making the tender were a candidate for an appointment.
- 23.9 The Town Clerk shall make known the purpose and importance of the relevant sections of this Standing Order 20 to every candidate for appointment.

24     **Inspection of Documents**

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

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

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

25.     **Confidential Business & Unauthorised Activities**

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

25.2     Any councillor who disobeys Standing Order 22.1 may be removed from a Committee and Working/Task Group by resolution of the Council and the matter will be reported to the Monitoring Officer and the relevant Standards Panel or external body.

25.3     No member of the Council or of any Committee and/or Working/Task Group shall, unless specifically authorised so to do by Council:-  
a)   Inspect in the name of or on behalf of the Council any lands or premises which the Council has a right or duty to inspect;  
b)   Issue orders, instructions or directions to organisation or persons, including to Council staff.

26     **Planning Applications**

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

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

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

27     **Financial Matters and Procurement**

27.1     The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:  
a) the accounting records and systems of internal control;  
b) the assessment and management of risks faced by the Council;  
c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;  
d) the financial reporting requirements of members and local electors;

- e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000 and whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise”.
- 27.2 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 summarised in 24.3 below.
- 27.3 Any formal tender process shall comprise the following steps:
- a) a public notice of intention to place a contract to be placed in a local newspaper;
  - b) a specification of the goods, materials, services and the execution of works shall be drawn up;
  - c) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
  - d) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
  - e) tenders are then to be assessed and reported to the appropriate meeting of Council.
- 27.4 Neither the Council, nor any Committee or Working/Task Group, is bound to accept the lowest tender, estimate or quote. Any detailed tender notice shall contain a reference to the relevant portions of Standing Orders 20 & 22 regarding improper activity.
- 27.5 The Financial Regulations of the Council shall be subject to regular review for fitness of purpose, at least once every four years.
- 27.6 ***A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).***
- 27.7 ***A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of specified thresholds for a public service or supply contract; a public works contract; or public contract in connection with the supply of gas, heat, electricity, drinking water, transport services shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in Official Journal of the EU.***
- 28 **Accounts and Financial Statement**
- Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- 28.1 All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- 28.2 The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise the Council’s income and expenditure for each quarter; the Council’s aggregate income and expenditure for the year to date; the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any

actual or potential overspends.

- 28.3 As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.#
- 28.4 The year-end accounting statements shall be prepared in accordance with proper practices and apply the income and expenditure accounts for the year to 31 March. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 29 **Standing Orders Generally**

All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- a A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 6.
- b The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- c The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.