

FARNHAM TOWN COUNCIL



A

Minutes
Council

Time and date

Thursday 19th April 2018 at 7.00pm

Place

The Council Chamber, South Street, Farnham

Councillors

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

- * Present
- A Apologies for absence

Officers Present:

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

There were 4 members of the public in attendance.

C177/17 Apologies for Absence

Apologies were received from Cllr Attfield, Cllr Frost, Cllr Mirylees, Cllr Potts and after the meeting from Cllr Hollins-Owen

C178/17 Minutes

Cllr Fraser suggested there was an omission in relation to Minute C169/17, as a comment he had made about the A287 not having an alternate and being above the recommended limits for air pollution was not recorded. The Town Clerk advised minutes were intended to create a summary rather than a verbatim account of the meeting.

Following a brief discussion, the Minutes of the Farnham Town Council Meeting held on 8th March 2018 were agreed as a correct record and signed by the Mayor

C179/17 Declarations of interests

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

C180/17 Questions and Statements by the Public

- i) Mr Stephen Cochrane, Farnham Castle, raised concern about the proposed Esso pipeline, the risks and its potential impact on residents of central Farnham. He said the idea of laying an aviation pipeline through the historic heartland must be resisted with vigour. He claimed the prolonged closure of roads during construction would cause major disruption and unnecessary economic damage causing blight. Mr Cochrane said that Farnham Town Council should fight the proposal with the full support of the community as there was no conceivable advantage for the town.

- ii) Cllr Hill presented a question from one of his constituents Mr John Hemsley, who was unable to attend, also on the Esso proposed pipeline consultation. Mr Hemsley wondered what steps the council has or would take to inform Farnham residents and organisations of the consequences of Option M (or Option Q) becoming the chosen pipe line route since the general disturbance and road closures would affect them all? He also advised Council of some specific concerns that he had of construction at the same time as East Street (Woolmead and Brightwells) developments and of actions being taken by the High Park Residents Association to raise awareness of the matter and encourage residents to respond.

The Mayor advised that the pipeline would be discussed by Councillors later in the meeting at Agenda item 8. The Town Clerk advised that these issues would also be picked up at a meeting scheduled to take place with Esso on 23rd April.

C181/17 Town Mayor's Announcements

The Town Mayor advised that his team had completed the Rotary Cyclathon challenge, achieving 6th position overall. He had attended a wide range of community events including the Farnham Festival concert with HRH the Duchess of Wessex, the Farnham Classical & Vintage Car Show, and the Farnham Beerex Festival as well as the launch of Farnham's Walking Festival in May. The 2018 Annual Town Council meeting of Electors had gone well with a wide range of issues raised.

Questions by Members

C182/17 There were no Questions from Members.

Part I – Items for Decision

C183/17 **Tourism & Events Working Group**

Cllr Hargreaves referred members to the notes from the informal Working Group meeting held on 13th March, at Appendix B of the agenda. Only one item needed discussion: the 2018 Flash Festival arranged by 'Performers Together'. As the meeting had been inquorate, the Working Group had been unable to make a proposal for a contribution. Cllr Hargreaves proposed that funding of £2,500 be awarded to 'Performers Together' and this was seconded by Cllr Beaman.

It was RESOLVED *nem con* that Farnham Town Council make a contribution of £2,500 for the 2018/19 Flash Festival.

C184/17 **Community Enhancement Working Group**

Cllr Hill reported on the notes from the Working Group meeting held on 14th March 2018, at Appendix C to the agenda including an update on refuse bins adjacent to Boots Opticians. A meeting had been held with Councillors and some of the businesses involved and though progress had been made, the issue had not yet been resolved.

C185/17 Following a request from residents, the Working Group asked that Council consider replacement of the gate at Battings Garden and the erection of a new sign to encourage people to enjoy the garden. Council noted that the Gardens were a bequest to the Town but were in the ownership of Waverley Borough Council.

As limited maintenance was undertaken, Cllr Ward proposed, seconded by Cllr Fraser Farnham Town Council offer to take ownership and maintenance of the charming gardens.

It was RESOLVED *nem con* that:

- i) Farnham Town Council replace the gate at Battings Garden and install a new sign.**
- ii) Farnham Town Council make an application to Waverley Borough Council to take ownership of the plot of land known as Battings Gardens.**

C186/17 Cllr Hill advised that the Great British Spring Clean event organised by Farnham Town Council on 14th April had been a great success, resulting in over 30 bags of rubbish being collected by the team of volunteers. Cllr Hill thanked all members who had attended. Cllr Hill advised Council that the BBC were undertaking a Britain in Bloom series, and that a meeting with them had been to discuss the potential of Farnham being in a future programme.

Cllr Hill took the opportunity to recommend to members the forthcoming Farnham in Bloom launch on 26th April.

C187/17 **Strategy & Finance Working Group**

Cllr Cockburn reported on the notes from the Working Group meeting held on 10th April 2018, at Appendix D to the agenda.

The Annual Town Council Meeting of Electors had gone well with good attendance and a number of questions had been raised by residents.

Cllr Cockburn advised that the initial draft Outturn 2017/18 was in place and that the Council's accounts had been closed. The Report and accounts would be considered by Council at the meeting in June. The Working Group had noted the significant receipts in advance, particularly for events and sponsorship and the Maltings Railings project, and had considered the allocation of reserves for the anticipated surplus.

C188/17 It was reported that with regard to the Neighbourhood Plan Review, the Inspector's decision on the land west of Folly Hill was further delayed until the end of May so the number of sites to be put forward were still an unknown. A meeting to update community members and Residents' Associations was scheduled for 3rd May. It was noted that Council would be under the rules of 'Purdah' until 25th May which would delay any further consultation on the Neighbourhood Plan.

C189/17 It was noted that progress had been made in preparation for the General Data Protection Regulation using model documents and templates issued by the NALC and Society of Local Council Clerks to assist with a review of policies. A further report would be made to the next meeting.

Town Clerk advised that an entry had been submitted to the Toast of Surrey Business Awards in the not-for-profit category and that the submission had also been entered into the Sustainability Award category

C190/17 Cllr Cockburn reported that the Strategy & Finance Working Group had agreed with the Wellbeing Task Group to recommend to Council raising greater awareness of what residents could do themselves to help reduce factors that contribute to air pollution.

It was RESOLVED *nem con* that Farnham Town Council works with partners to champion better air quality in the town supporting an air pollution awareness campaign to encourage residents to lower their emissions and risk.

C191/17 **Planning & Licensing Consultative Group**

Cllr Hyman reported on the notes from the Working Group meetings held on 19th March and 9th April 2018, at Appendix E and F to the agenda.

In total, 68 Applications had been considered of which 9 were tree-related. The Application WA/2018/0348 for change of use and extensions to 'The Workshop' in Weydon Mill Lane was initially considered acceptable, but subsequently very strong objections were raised which appeared to throw doubt on some of the statements in the Application. As a result, the P&LCG had been asked to reconsider the Application.

It was RESOLVED *nem con* that the Application WA/2018/0348 be referred back to the Planning & Licensing Consultative Group to re-consider.

It was reported that four out of five Appeals had been dismissed by Planning Inspectors. The Appeal which had been successful was for 6 flats at Corner Cottage, Menin Way.

It was also reported that two Appeals had been lodged: 11 Little Green Road and 6 Nelson Road to which Farnham Town Council had objected as it lay within the SPA Exclusion zone.

C192/17 Cllr Hyman reported that concern had been expressed with regard to WA/2018/0003, Site B, East Street Regeneration, East Street. There had been significant discussion around Screening opinion request WA/2018/0003 regarding the proposed dual-lane temporary construction access from the East St site to the A31 bypass. Concern was raised about the potential loss of several lime trees at the South Street entrance to Borelli Walk as the previous EIA did not include the Borelli Walk. Cllr Hyman suggested a Positive Screening Direction would therefore be required.

C193/17 With regard to Licencing, Cllr Hyman reported that the Borough Council's Statement of Licensing Policy 2018 had been welcomed with no further comments.

Two Licensing applications had been considered, one from Tesco, Ridgeway Road, and one from the BP petrol station on the A31. There were no objections subject to ensuring prevention of crime and public disorder; public safety; the prevention of public nuisance and the protection of children from harm.

C194/17 Cllr Hyman reported on consideration of the Esso Pipeline Corridor Consultation. It was noted the Town Council supported the preferred route Corridor 'J' in line with the representations made by members of the public as the alternatives, Corridors M & Q, would cause significant damage to the historic infrastructure of the area. Cllr Cockburn advised that the heritage in the tight knit pattern of Castle Street that could be destroyed by option M was 'mind blowing'. Cllr Ward expressed concern that ecology seemed to be featuring more in Esso's minds than people and urged for strong representation to be made. Council considered that route J was preferable as it followed the existing pipeline route and Esso already had agreements in place with most of the landowners. In addition, Farnham should be considered a special case due to the significant disruption anticipated from the Brightwells and Woolmead projects. However, it was noted that robust response from Farnham was required and it was agreed that the Town Council should raise awareness of the consultation with the community.

Councillors were reminded that the next P&LCG meeting on Monday 23rd April at 9.30am included a presentation by the Esso Pipeline team.

C195/17 **National Joint Council for Local Government Services**
The Town Mayor introduced the 2018 and 2019 Payscales and Allowances paper, at Appendix G to the agenda. Agreement had been reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from 1st April 2018 and 1 April 2019. Councillors were asked to agree the new pay rates as set out at Annex I to Appendix G.

It was RESOLVED *nem con* that the 2018 and 2019 National Joint Council for Local Government Services Payscales and Allowances be adopted.

C196/17 **Financial Regulations Review 2018**
Council reviewed the Report on the revised Financial Regulations attached at Appendix H of the agenda. The Financial Regulations had been compared with the latest Model Financial Regulations published by NALC and a number of changes were proposed to strengthen procedures including new regulations affecting data security.

It was RESOLVED *nem con* that the revised Financial Regulations at Annex I to Appendix H be adopted.

C197/17 **Appointment of Working Groups**

A report on the election of Working Groups for 2018/19 at Appendix I to the agenda was introduced by the Town Clerk. Council noted that Councillors had identified preferences for the Working Groups for 2017/18 in accordance with Standing Order 15. Council then proceeded with appointments to each Working Group in accordance with Standing Order 15. Council noted that there remained a vacancy on Cemeteries & Appeals which could be filled by the Councillor elected in the forthcoming by-election.

C198/17 The Mayor proposed, and it was agreed *nem con*, that Council be adjourned in order that each Working Group could appoint its Lead Member to confirm the composition of the Strategy & Finance Working Group.

Lead Members were agreed as:

Cemeteries & Appeals Working Group: Cllr Carole Cockburn

Community Enhancement Working Group: Cllr Stephen Hill

Tourism & Events Working Group: Cllr Jill Hargreaves

The full list of appointments to Working Groups is set out at Annex I to these minutes.

Appointment of Task Groups and Panels

C199/17 Council agreed that the Task Groups be re-established for 2018/19 in view of the work still being undertaken and the membership for each group was agreed as set out in Annex I. It was noted, in accordance with convention, the Mayor-elect would not be appointed to Task Groups as the Mayor and Deputy were members of all Working Groups and Panels *ex officio*. It was agreed that the Community Enhancement and Planning and Licensing Working Groups would appoint representatives to the Trees and Hedgerows Task Group.

It was RESOLVED *nem con* that councillors be appointed as listed.

C200/17 **Representatives on External Bodies 2018/19**

Council noted that Councillors had given preferences, in accordance with Standing order 15, for being the Council's representative on External Bodies for 2018/19. Remaining appointments were agreed and the full list is attached at Annex 2 to these minutes.

It was RESOLVED *nem con* that councillors be appointed as listed.

With regard to Surrey CC Farnham Traffic Task Group (Local Group), Cllr Macleod suggested the Group may no longer exist as a formal entity although the Town Clerk advised that he had not been informed of this. It was agreed that if the Group still existed Cllr Cockburn (as Leader) and the Town Mayor be appointed to represent Farnham Town Council in discussions with Surrey County Council.

Part 2 – Items Noted

C201/17 **Actions under the Scheme of Delegation**

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

C202/17

Reports from other Councils

Cllr Macleod advised of recent complaints and letters received by Surrey County Council with regard to the number of potholes in Farnham, some of which were quite dangerous. It was noted that an additional £1.8m had been awarded to Surrey for potholes and flood prevention work. Council considered that the quality of work undertaken had been mixed with good and poor examples of repairs noted. It was suggested a strongly worded representation be sent from the Town Council to Surrey County Council on this issue.

Cllr Macleod also advised Council of a consultation being undertaken by Surrey on the effectiveness of the Local Committee and encouraged responses.

C203/17

Reports from Outside Bodies

Cllr Ricketts reported that with regard to Bishops Meadow, the cows would now return to graze there.

C204/17

Date of next meeting

Members noted that the Annual Council Meeting and Mayor Making would take place on Thursday 10th May 2018.

The Town Mayor closed the meeting at 8.40pm

Date

Chairman

FARNHAM TOWN COUNCIL



B

Tourism & Events Working Group

Time and date

10am on Tuesday 13 March 2018

Place

Byworth Room, Council Offices, South Street, Farnham

Attendees: Councillors D Beaman and S Hill

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

1. Apologies

Apologies for absence were received from Councillor J Hargeaves

2. Notes of the last meeting

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

3. Disclosure of Interests

There were no disclosures of interest.

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

4. Flash Festival Presentation from representatives of Performers Together

POINTS	ACTION
Members received a presentation from Mike Silver and Kate Napier, representatives from Performers Together (organising committee of the Farnham Flash Festival). They reported the 2017 Flash Festival included 75 performances across 30 days held in a variety of venues. It involved 52 performers and 25 venues. The month showcased a variety of performing talent. They thanked Farnham Town Council and The Farnham Institute for the financial support provided. They emphasised that the festival is not-for-profit and that members just pay a small membership fee (£10) to become a member of Performers Together.	

<p>Plans for 2018 were also communicated to members, this included the objective of the festival; to encourage performers to play, encourage visitors to the area, encourage businesses to participate and support and to also create an enjoyable month of performances for the residents of Farnham. It was reported that the brochure costs are estimated at £3,000. Mike Silver requested a Farnham Town Council contribution of £2500 or £3000 (a funding request has been formally submitted). Councillors questioned the scope for future funding if the festival became an annual event. Both Mike Silver and Kate Napier agreed that commercial sponsorship would have to be sourced, and outlined a wide variety of approaches made to date which had received limited success. Councillors agreed to discuss the funding requested with colleagues.</p>	
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5. 2018 Event Updates

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

6. Date of Next Meeting

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

Notes taken by Helena Jarman (Events Officer).

FARNHAM TOWN COUNCIL



Notes

Community Enhancement Working Group

Time and date

9.30am Wednesday 14th March 2018

Place

Byworth Room, South Street, Farnham

Attendees:

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

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

1. Apologies

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

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Wednesday 17 January 2018

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom

POINTS	ACTION
<p>I Farnham in Bloom Community Group</p> <ul style="list-style-type: none">i) Members noted that John Ely was unable to attend the meeting to give an update on the Community Group.ii) Members noted that the Bloomin' Big Meet had once again been successful and was well attended by the various community groups involved in Farnham in Bloom. Members also noted that the Farnham Refreshers Fair was useful to promote the Council's upcoming events and services.iii) Members noted the proposed 2018 carpet bedding design to mark the 100th anniversary of the end of the First World War and were in favour of the overall design but queried if the	<p>Iain McCready to cascade an updated design to Councillors following feedback.</p>

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

POINTS	ACTION
<p>i) Members received an update on Farnham allotments, noting that Farnham Town Council was still not managing the Weybourne Allotments as Waverley Borough Council were still waiting for an existing lease to be cancelled before Farnham Town Council could start theirs.</p> <p>Members also noted that officers were currently having mapping carried out of all Town Council allotments to ensure up to date records and also to optimise space.</p> <p>Members also noted that the current allotment tenancy agreement would be updated and a new version available to review at the next Community Enhancement Meeting in June.</p>	<p>Officers to bring report on updated allotment tenancy to next meeting.</p>

6. Bins by Boots Opticians

POINTS	ACTION
<p>i.) Members noted the latest update from Waverley Borough Council on the unsightly bins by Boots Opticians, noting that reminders had been sent out to all of the businesses following the Community Protection Notice Warnings which were issued in January giving two months' notice. Members also noted that Matt Nicholls at Waverley Borough Council had offered to meet and discuss the options with each business but had only received feedback from about half of them.</p> <p>Members agreed that they were still strongly of the view that their original response, in wanting the bins removed, should be upheld and agreed the following:</p> <ul style="list-style-type: none"> • Councillors agreed they were happy to meet with the offending businesses as suggested but were not prepared to compromise on the removal of the bins as other businesses in the Borough manage well with alternative arrangements • Councillors were still in favour of offering an alternative location to house the bins in Central car park adjacent to the public conveniences as per earlier discussions • Councillors also suggested that if the bins were not removed that 2 removable 'heritage' bollards be placed in the alley way at each end to prevent bin access if WBC and Boots were agreeable. 	<p>Officers to relay this information to Matt Nicholls at Waverley Borough Council.</p>

7. Street Furniture Update

POINTS	ACTION
<p>Members noted the following requests for street furniture from Farnham residents':</p> <p>i.) Members noted that a community notice board had been requested by residents of Badshot Lea, to be situated at Badshot Lea pond for community news. Members agreed they were happy for this to go ahead with half of the notice board reserved for Farnham Town Council news. Members noted that the request for a notice board from South Farnham Residents' Association had been withdrawn and would likely be resubmitted in the autumn.</p> <p>ii.) Members also reviews a request to replace a gate at Battings Garden. Members reviewed a report submitted by a resident including a history of the gate and quotations to have the work done. Members were in favour of having the gate replaced. Members also discussed the possibility of taking on Battings Garden from Waverley Borough Council.</p>	<p>Farnham Town Council purchase a community notice board for Badshot Lea pond from the street furniture budget.</p> <p>Officers to contact Waverley Borough Council to seek permission to site the notice board on their land.</p> <p>Recommendation: that Farnham Town Council replaces the gate at Battings Garden and also to replace the sign.</p> <p>Officers to obtain further quotes before pursuing.</p>

<p>iii.) Cllr Beaman informed members that he had received requests from residents for benches to be located close to Lloyds bank on Castle street and also outside the newly refurbished memorial hall on West Street. Members noted that Castle Street could prove problematic as there is not a huge amount of space available. Officers suggested there may be space outside of the alms houses for at least one bench. Cllr Beaman agreed to see if this option was appropriate with the resident that had made the request, and if not to explore the idea of placing a bench in privately owned St George's Yard.</p> <p>iv.) Members also noted that officers had approached Kelvin Mills (KM) at Waverley Borough Council regarding the possibility of a bench at Memorial Hall and had been told that this would be explored. Members noted that the Town Clerk and Cllr Cockburn were meeting with KM the following day and would pick this up then.</p>	<p>Cllr Beaman to pursue</p>
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8. Farnham Community Toilet Scheme

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

9. Other Updates and Items for Future Meetings

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

10. Date of Next Meeting

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

Meeting ended at 10:50am

Notes taken by Lara Miller



FARNHAM TOWN COUNCIL

D

Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 10th April 2018

Place

Town Clerk's Office, South Street, Farnham

Attendees:

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

Other councillors in attendance: David Beaman

Officers present:

Iain Lynch (Town Clerk)

Karen Johansen-Berg (Corporate Governance Officer)

Iain McCready (Business and Facilities Manager)

1. Apologies

None

2. Declarations of Interest

There were no declarations of interest.

3. Notes of Meeting held on 27th February 2018

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Annual Town Meeting

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

5. Finance

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

6. Farnham Neighbourhood Plan and planning appeals

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

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

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

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

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

9. Well-being Task Group

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

10. General Data Protection Regulation

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

11. Town Clerk update

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

12. Date and time of next meeting

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

The meeting ended at 11.10 am

Notes written by Iain Lynch

FARNHAM TOWN COUNCIL



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Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 19 March 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

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

Officers in attendance: Jenny de Quervain

NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council level and are based on the evidence and representations to the Town Council.

1. Apologies

Apologies were received from Councillor A MacLeod and J Williamson

2. Declarations of Interest

None were received

3. Applications for comment

Farnham Bourne

CA/2018/0034 Farnham Bourne Mr A Clout

GREAT AUSTINS CONSERVATION AREA

REMOVAL OF 1x LABURNUM TREE

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

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

CA/2018/0038 Farnham Bourne Mr A Clout

GREAT AUSTINS CONSERVATION AREA

WORKS TO TREE

2A GREENHILL ROAD, FARNHAM GU9 8JN

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

CA/2018/0044 Farnham Bourne Mr A Clout

GREAT AUSTINS CONSERVATION AREA

REMOVAL OF TREE

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

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

TM/2018/0034 Farnham Bourne Steve Tester

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

3 ERNEST CLOSE, FARNHAM GU10 3NL

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

TM/2018/0041 Farnham Bourne Mr A Clout

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

42 AVELEY LANE FARNHAM GU9 8PS

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

WA/2018/0399 Farnham Bourne Alex Taylor

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

HEATHER BANK, SWINGATE ROAD, FARNHAM GU9 8JJ

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

NMA/2018/0036 Farnham Bourne Harry Adams

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

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

Farnham Town Council has no objections.

Farnham Castle

WA/2018/0330 Farnham Castle Jeffrey Penfold

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

16 HILL VIEW ROAD FARNHAM GU9 7BJ

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

WA/2018/0348 Farnham Castle Philippa Staddon

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

THE WORKSHOP, WEYDON MILL LANE, FARNHAM GU9 7QL

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and FNPI3.

WA/2018/0368 Farnham Castle Jeffrey Penfold

Listed Building Consent for internal alterations.

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

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

WA/2018/0374 Farnham Castle Philippa Staddon

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

93 CRONDALL LANE, FARNHAM GU9 7BZ

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

WA/2018/0431 Farnham Castle Alex Taylor

Alterations to shopfront and provision of air conditioning plant.

2-3 WEST STREET, FARNHAM GU9 7DN

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

WA/2018/0432 Farnham Castle Alex Taylor

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

2-3 WEST STREET, FARNHAM GU9 7DN

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

WA/2018/0427 Farnham Castle Alex Taylor

Display of 2 externally illuminated fascia signs.

2-3 WEST STREET, FARNHAM GU9 7DN

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

WA/2018/0433 Farnham Castle Alex Taylor

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

DIPPENHALL HOUSE, DIPPENHALL ROAD, DIPPENHALL GU10 5EB

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

CA/2018/0039 Farnham Castle Mr A Clout

FARNHAM CONSERVATION AREA
WORKS TO TREES

24 RED LION LANE AND ADJOINING LAND FARNHAM GU9 7QN

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

Farnham Firgrove

WA/2018/0416 Farnham Firgrove Alex Taylor

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

FLAT 1, 58 FIRGROVE HILL, FARNHAM GU9 8LL

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

WA/2018/0423 Farnham Firgrove Jeffrey Penfold

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

36 WAVERLEY LANE, FARNHAM GU9 8BJ

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

WA/2018/0429 Farnham Firgrove Jeffrey Penfold

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

5 SHEEPHOUSE FARNHAM GU9 8LR

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

Farnham Hale and Heath End

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

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

68 UPPER HALE ROAD, FARNHAM GU9 0NZ

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

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

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

6 NELSON ROAD, FARNHAM GU9 9AP

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

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

Listed Building Consent for internal and external alterations.
MULBERRY HOUSE, LOWER HALE, FARNHAM GU9 9RP

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

Farnham Moor Park

WA/2018/0337 Farnham Moor Park Philippa Staddon

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

33 SETTERS, CROOKSBURY ROAD, FARNHAM GU10 1QD

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

WA/2018/0353 Farnham Moor Park Ruth Dovey

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

LAND THE NORTH OF BOURNE MILL, GUILDFORD ROAD, FARNHAM

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

WA/2018/0376 Farnham Moor Park Jeffrey Penfold

Erection of extensions and alterations.

38 ABBOTS RIDE, FARNHAM GU9 8HZ

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

WA/2018/0383 Farnham Moor Park Jeffrey Penfold

Erection of single-storey rear extension.

OAK COTTAGE, OLD COMPTON LANE, FARNHAM GU9 8EG

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

Permission Already Granted 12/03/18

NMA/2018/0033 Farnham Moor Park Harry Adams

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

2 STONEYFIELDS, FARNHAM GU9 8DX

No comment required

Farnham Shortheath and Boundstone

WA/2018/0336 Farnham Shortheath and Boundstone Jeffrey Penfold

Single storey extension, porch and store to front elevation.

23 GREENHILL WAY, FARNHAM, GU9 8SZ

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

Farnham Upper Hale

WA/2018/0367 Farnham Upper Hale

Jeffrey Penfold

Erection of extensions and alterations.

2 HOPE LANE, FARNHAM GU9 0HY

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

Farnham Weybourne and Badshot Lea

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

Erection of two-storey side extension and alterations.

72 BADSHOT PARK, BADSHOT LEA GU9 9NE

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

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

Erection of dwelling following demolition of existing buildings.

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

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

Farnham Wrecclesham and Rowledge

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

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER WA339

HIGHBURY, CHAPEL ROAD, FARNHAM GU10 4AN

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

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

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

8 KINGS LANE, WRECCLESHAM GU10 4QB

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

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

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

ROSEMEAD COTTAGE, RIVER LANE, WRECCLESHAM GU9 8UD

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

WA/2018/0419 Farnham Wrecclesham and Rowledge Jeffrey Penfold

Conversion of existing integral garage into habitable accommodation and alterations.

COMER COTTAGE, 26 HIGH STREET, ROWLEDGE GU10 4BT

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

4. Appeals

TOWN AND COUNTRY PLANNING ACT 1990 (As Amended)

Appeal Under Section 78

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

SITE ADDRESS: 11 Little Green Lane, Farnham

WAVERLEY REFERENCE: WA/2017/0357

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

PLANNING INSPECTORATE APPEAL START DATE: 05/03/2018

APPLICANT: N Smith

Interested parties comments by 09/04/18

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

TOWN AND COUNTRY PLANNING ACT 1990 (As Amended)

Appeal Under Section 78

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

SITE ADDRESS: Land West Of 6 Nelson Road, Farnham

WAVERLEY REFERENCE: WA/2017/2368

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

PLANNING INSPECTORATE APPEAL START DATE: 13/03/2018

APPLICANT: Mr & Mrs Hawkins

Interested parties comments by 17/04/18

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

5. Licensing

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

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

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

Waverley-592776-Farnham SF Connect vary application

BP Petrol Station, Farnham Bypass

New license application for alcohol 00.00-24.00 Monday to Sunday

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

Revised Statement of Licensing Policy 2018

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

Points to be condensed and circulated for comment.

Meeting closed 10.20

Notes by Jenny de Quervain

Date of next meeting 9 April 2018

FARNHAM TOWN COUNCIL



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Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 9 April 2018

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

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

Officers in attendance: Jenny de Quervain

NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council level and are based on the evidence and representations to the Town Council.

1. Apologies

None

2. Declarations of Interest

None were received

3. Applications considered for large developments

Carryover to 23 April 2018

WA/2018/0458 Farnham Moor Park Flo Taylor

Erection of a building to provide 138 dwellings, approximately 4097m² of mixed use commercial floor space with associated access, parking and landscaping.

THE WOOLMEAD, EAST STREET, FARNHAM

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

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

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

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

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

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

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

LAND AT 73 FRENHAM ROAD, LOWER BOURNE GU10 3HL

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

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

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

6 GREAT AUSTINS, FARNHAM GU9 8JG

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

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

GREAT AUSTINS CONSERVATION AREA

WORKS TO AND REMOVAL OF TREES

FOXACRE, SWINGATE ROAD FARNHAM GU9 8JJ

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

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

GREAT AUSTINS CONSERVATION AREA

WORKS TO TREES

BRYANSTON, GREAT AUSTINS, FARNHAM GU9 8JQ

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

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

Erection of single storey side and two storey rear extension.

18 WEST END GROVE, FARNHAM GU9 7EG

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

WA/2018/0470 Farnham Castle Jane McMullan

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

11 CASTLE STREET, FARNHAM GU9 7JA

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

WA/2018/0508 Farnham Castle Jane McMullan

Erection of extension to existing office/store.

9 WEST STREET, FARNHAM GU9 7DN

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

WA/2018/0509 Farnham Castle Jane McMullan

Listed Building Consent for an extension to existing office/store.

9 WEST STREET, FARNHAM GU9 7DN

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

WA/2018/0533 Farnham Castle Philippa Staddon

Installation of a substation, enclosure and associated works.

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

Farnham Town Council has no objections.

WA/2018/0535 Farnham Castle Philippa Staddon

Erection of a building to provide ancillary office space and associated works.

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

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

Farnham Firgrove

WA/2018/0447 Farnham Firgrove Jeffrey Penfold

Erection of single storey extension.

14 ST GEORGES ROAD, FARNHAM GU9 8NB

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

WA/2018/0503 Farnham Firgrove Jeffrey Penfold

Erection of single storey extensions.

49, SOUTHERN WAY, FARNHAM GU9 8DF

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

WA/2018/0505 Farnham Firgrove Jeffrey Penfold

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

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

Farnham Hale and Heath End

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

Erection of single storey rear extension.
TADPOLE COTTAGE, BROOKLANDS WAY, FARNHAM GU9 9BU

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

WA/2018/0456 Farnham Moor Park Mr Chris Turner

Erection of two storey extension following demolition of existing conservatory; erection of 2 attached garages (1 to serve property No. 48) following demolition of 2 existing garages.
46 & 48 HALE ROAD, FARNHAM GU9 9RD

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

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

Certificate of Lawfulness under Section 192 for the erection of extensions and alterations following the demolition of an existing workshop, shed and decking.
132 FARNBOROUGH ROAD, FARNHAM GU9 9BD

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

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

Extension of extension and alterations following demolition of existing coalhouse.
32 WEST AVENUE, FARNHAM, GU9 0RB

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

Farnham Moor Park

SO/2018/0003 Farnham Moor Park Ruth Dovey

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

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

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

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

RAMSBURY, OLD COMPTON LANE, FARNHAM GU9 8EG

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

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

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

LAND AT EAST STREET, FARNHAM

Farnham Town Council has no objections.

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

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

THE CEDARS, 17 COMPTON WAY, FARNHAM GU10 1QY

Farnham Town Council has no objections.

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

Erection of extensions and alterations.

21 ABBOTS RIDE, FARNHAM GU9 8HY

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

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

Erection of porch.

20 OSBORN ROAD, FARNHAM GU9 9QT

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

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

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

13 EAST STREET, FARNHAM GU9 7RX

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

WA/2018/0544 Farnham Castle**Ruth Dovey**

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

SITE B, EAST STREET REGENERATION, EAST STREET, FARNHAM

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

Farnham Shortheath and Boundstone

WA/2018/0450 Farnham Shortheath and Boundstone Jeffrey Penfold

Certificate of Lawfulness under Section 192 for the erection of single storey rear extension.
14 THE OLD ORCHARD, FARNHAM GU9 8UR

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

WA/2018/0452 Farnham Shortheath and Boundstone Alex Taylor

Erection of detached garage/store with studio room over.
HEATH COTTAGE, 10 JUBILEE LANE, BOUNDSTONE GU10 4SZ

Farnham Town Council has no objections subject to the detached garage/store with studio room over being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and remains ancillary to Heath Cottage.

WA/2018/0455 Farnham Shortheath and Boundstone Jeffrey Penfold

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

14 THE OLD ORCHARD, FARNHAM GU9 8UR

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

WA/2018/0498 Farnham Shortheath and Boundstone Alex Taylor

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

THE FIRS, WEYDON LANE, FARNHAM GU9 8UN

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

WA/2018/0507 Farnham Shortheath and Boundstone Jeffrey Penfold

Erection of single storey rear extension and a two storey extension including dormer window.
HEATHERVIEW COTTAGE, SUNNYDELL LANE, WRECCLESHAM GU10 4RB

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

Farnham Wrecclesham and Rowledge

WA/2018/0475 Farnham Wrecclesham and Rowledge Jane McMullan

Use of land as garden land ancillary to a dwelling along with alteration to access and boundary fencing.
THE SPINNEY, MOONS HILL, FRENHAM GU10 3AW

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

WA/2018/0497 Farnham Wrecclesham and Rowledge Jane McMullan

Erection of extension and porch.
HILLSIDE BARN, SUMMERFIELD LANE, FRENHAM GU10 3AN

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

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

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

24 COLESON HILL ROAD, WRECCLESHAM GU10 4QQ

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

5. Appeals, for information

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

The appeal was ALLOWED.

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

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

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

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

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

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

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

The appeal was DISMISSED

6. Licensing

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

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

Duplicate application (directly from SCC and via WBC)

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

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

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

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

Esso Pipeline Corridor Consultation

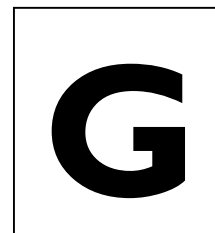
Farnham Town Council supports the preferred route, Corridor J. The alternative routes of M and Q cannot be supported. Farnham is a special case due to the disruption caused by the regeneration programme scheduled for Brightwells and The Woolmead.

Meeting closed 11.05

Notes by Jenny de Quervain

Date of next meeting 23 April 2018

National Joint Council for Local Government Services



Employers' Secretary:
Simon Pannell

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

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

Address for correspondence:
UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 3550845
localgovernment@unison.co.uk

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

10 April 2018

Dear Chief Executive,

2018 and 2019 PAYSCALES & ALLOWANCES

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

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

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

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

Yours sincerely

Simon

Pannell

Simon Pannell

Rehana

Azam

Rehana Azam

*Jim
Kennedy*

Jim Kennedy

Heather Wakefield

Heather Wakefield

Joint Secretaries

ANNEX 1

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

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

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

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

1 April 2018	1 April 2019
£35.37	£36.08

RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2018 and 1 APRIL 2019 (FORMER APT&C AGREEMENT (PURPLE BOOK))**Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance**

1 April 2018	1 April 2019
£1,264	£1,289

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2018	1 April 2019
£205	£209

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

1 April 2018	1 April 2019
£149	£152

Paragraph 32 London Weighting and Fringe Area Allowances £

Per Annum Inner Fringe Area:

1 April 2018	1 April 2019
£857	£874

Outer Fringe Area:

1 April 2018	1 April 2019
£597	£609

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

1 April 2018	1 April 2019
£28.46	£29.03

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)**Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

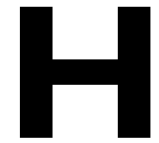
1 April 2018	1 April 2019
£857	£874

Outer Fringe Area:

1 April 2018	1 April 2019
£597	£609



FARNHAM TOWN COUNCIL



Report
Council

Date: 19 April 2018

Financial Regulations review 2018

Summary

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

Regulations where there are changes:

GENERAL

- I.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities, and be read in conjunction with the Council's standing orders.

Reason: Following review of Model Financial Regulations.

- I.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for smaller authorities in England – a Practitioners' Guide* which is published jointly by JPAG (Joint Panel on accountability and governance - including NALC and SLCC) and updated from time to time (latest edition March 2018).

Reason: Amendment for better clarification

BUDGETARY CONTROL

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

Reason: Following review of Model Financial Regulations.

BANKING ARRANGEMENTS AND CHEQUES

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

Reason: Following review of Model Financial Regulations.

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

Reason: Following review of Model Financial Regulations.

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

Reason: Following review of Model Financial Regulations.

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

Reason: Following review of Model Financial Regulations.

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

Reason: Following review of Model Financial Regulations.

PAYMENT OF ACCOUNTS

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

Reason: Amendment for better clarification

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

Reason: Amendment for better Clarification

PAYMENT OF SALARIES

- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts. The Council may use an external payroll provider and updated payroll information shall be provided to Council or the appropriate Panel or Working Group on a regular basis and detailed records kept (although such records are confidential and are not open for inspection or review(under the Freedom of Information Act 2000 or otherwise) other than;

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

Reason: Following review of Model Financial Regulations.

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

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

ORDERS FOR WORK, GOODS AND SERVICES

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

Reason: Following review of Model Financial Regulations.

11.2 Contract levels

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

Reason: Revised figures with effect from January 2018

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

Reason: Amendment for better clarity.

16 CHARITIES

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

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

REVISION OF FINANCIAL REGULATIONS

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

Reason: Following review of Model Financial Regulations.

Recommendation

It is recommended that

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

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

Annex I to H



FARNHAM TOWN COUNCIL

FINANCIAL REGULATIONS 2018

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

GENERAL

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

2 ANNUAL ESTIMATES

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

3 BUDGETARY CONTROL

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

4 ACCOUNTING AND AUDIT

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

5 BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 Cheques drawn on the bank account shall be signed by two members of Council. In the case of cheques of £10,000 or more, three members of the Council will be required to sign.
- 5.3 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 5.4 Electronic payments may be made (e.g. by BACS transfer) provided that payment authorisation is given by the required number of Councillors set out in Regulations 5.2. Electronic payments will be the primary method of payment.
- 5.5 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee

- 5.6 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 5.7 Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 5.8 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 5.9 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk/RFO/ bookkeeper/accountant/a member. A programme of ad hoc checks of standing data with suppliers will be followed.

6 PAYMENT OF ACCOUNTS

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

- 6.7 Contracts may be paid by instalments by standing order or direct debit provided that budgetary provision has been obtained.
- 6.8 Designated Officers may make official purchases on commercial cards or procurement cards, subject to agreed limits and each statement being reviewed by the required number of Councillors set out in Regulation 5.2.
- 6.9 A schedule of the payments made, and authorised by the requisite number of councillors is set out in Financial Regulation 5 shall be prepared by the RFO and, together with the relevant invoices, be available for inspection at each meeting of the Strategy and Finance Working Group. The detail may be shown in the Minutes of the Meeting.

7 PAYMENT OF SALARIES

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

8 LOANS AND INVESTMENTS

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

9 **INCOME**

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the Town Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall normally be written off in the year. Authorisation of bad debt write-offs of up to £500 shall be delegated to the Town Clerk in consultation with the Strategy and Finance Working Group, and recorded in the minutes of the Working Group.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 i) The origin of each receipt shall be entered on the receipt/paying-in slip.
ii) Receipt books shall be controlled by the RFO and kept securely
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

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

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO and kept securely.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, in accordance with Regulation 11.
- 10.4 A member may not issue an official order or make any contract on behalf of the council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order.

11 **CONTRACTS**

11.1 **General**

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

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

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

11.2 **Contract levels**

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

b) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as follows:

- i) a specification of the goods, materials, services and the execution of works shall be drawn up;
- ii) a public notice of the intention to place a contract shall be made;
- iii) tenders are to be sent, in a sealed marked envelope, to the Town Clerk by a stated date and time;
- iii) tenders submitted are to be opened, after the stated closing date and time, by the Town Clerk in the presence of at least one member of Council;
- iv) tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee, Working/Task Group

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

d) For any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £7,500 and £50,000

- i) at least three quotations should be sought.
- ii) quotations are then to be assessed and reported to the appropriate meeting of Council, Committee or Working/Task Group

- iii) in compliance with the Public Contracts Regulations 2015, the Council shall advertise all contracts with an estimated value over £25,000 on the Contract Finder website (www.gov.uk/contracts-finder) and in other relevant places.
- e) For any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £2,000 and £7,500
 - i) at least two quotations or estimates should be sought.
 - ii) The Town Clerk shall have the discretion to determine the successful contractor.
- f) For individual purchases under £2,000, The Town Clerk shall have discretion to achieve the best value for goods or services.
- g) Due regard should be given to “Fair Trade” alternatives and the promotion of sustainable development in the purchase of goods and drawing up of specifications.
- h) Where possible, opportunities should be afforded to local businesses to quote for the provision of goods and services.

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

- 13.1 The officer in charge of each section/team shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase

details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £750.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually.
- 14.4 Any acquisition valued at over £250 should be included on the Asset Register
- 14.5 An inventory of other valuable items shall be maintained.

15 **INSURANCE**

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Town Clerk shall review all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

17 **CHARITIES**

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

17 **RISK MANAGEMENT**

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk /RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2 When considering any new activity, the Town Clerk /RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18 **FINANCIAL TRANSPARENCY**

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

19 **MATERIALITY**

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

REVISION OF FINANCIAL REGULATIONS

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

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

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Revision adopted April 2018

FARNHAM TOWN COUNCIL



Report Full Council

13th April 2018

Election of Working Groups 2018/19

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

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

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

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

Recommendation

It is recommended that

- 1) **the candidates for the Cemeteries and Appeals, Community Enhancement and Tourism and Events working Groups be appointed as set out in Annex I along with any additional councillors to fill the remaining vacancies as set out in paragraph 4 above;**
- 2) **the councillors wishing to be on the Planning and Licensing Consultative Group be appointed with nominations sought for the remaining places;**

- 3) the **Working Groups** elect their **Lead Members** (in order to do which the meeting be adjourned briefly) in order to confirm the complement of **Strategy and Finance Working Group Members**
- 4) **Council** determines which **Task Groups** be reappointed and the size and membership of each **Task Group**.

WORKING GROUPS 2018/19
Member Preferences

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

<p>Cemeteries & Appeals Working Group (6 members)</p> <p><i>Meeting dates in 2017/18 Thursday morning at 9.30</i></p> <p><i>4-5 meetings a year</i></p>	<p>Cllr Carole Cockburn*</p> <p>Cllr David Attfield Cllr Jill Hargreaves Cllr Sue Redfern Cllr John Ward Cllr John Williamson</p>	<p>Cllr Sue Redfern 1 Cllr Carole Cockburn 2 Cllr John Ward 2 Cllr Jill Hargreaves 3</p>
<p>Planning & Licensing Consultative Group (9 members – including one from each ward)</p> <p><i>Meetings in 2017/18 Monday mornings at 9.30am</i> <i>Approximately 20 meetings a year.</i></p>	<p>Cllr John Williamson (Castle)** Cllr David Beaman (Castle) Cllr Carole Cockburn (Bourne) Cllr Paula Dunsmore (Wrecclesham & Rowledge) Cllr J Scotty Fraser (Upper Hale) Cllr Mike Hyman (Hale & Heath End) ** Cllr Andy Macleod (Moor Park) Cllr Jeremy Ricketts (Weybourne & Badshot Lea)</p>	<p>Cllr David Beaman (Castle) Cllr Carole Cockburn (Bourne) Cllr Paula Dunsmore (Wrecclesham & Rowledge) Cllr J Scotty Fraser (Upper Hale) Cllr Mike Hyman (Hale & Heath End) Cllr Andy Macleod (Moor Park)</p> <p>No representation yet for</p> <ul style="list-style-type: none"> • Firgrove • Shortheath and Boundstone • Weybourne & Badshot Lea

** Lead Member of Working Group

Standing Panels

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

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

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

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



FARNHAM TOWN COUNCIL

J Report Full Council

13th April 2017

Appointment of Representatives to external bodies 2018/19

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

Recommendation

It is recommended that:

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

Representatives on Outside Bodies 2018/19

PART I

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

Wrecclesham Recreation Ground Committee	Paula Dunsmore	Paula Dunsmore
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In addition, the Mayor, Leader and Clerk plus relevant Lead Members to attend Liaison meetings with the University for the Creative Arts

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

PART 2

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

PART 3

Consideration for additional outside bodies

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