



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 14th May, 2020 at 7.00 pm

Place

Farnham Town Hall - to be held remotely via Zoom.

To ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** on **Thursday 14th May, 2020, at 7.00 pm** in the Farnham Town Hall - to be held remotely via Zoom. Meeting ID: 897 6782 5472 Password: 224014

The Agenda for the meeting is attached.

Yours sincerely

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to customer.services@farnham.gov.uk by 5pm on the day before the meeting.

Recording of Council Meetings

This meeting is digitally recorded and retained until the minutes are signed.

Questions by the Public

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

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



FARNHAM TOWN COUNCIL

Disclosure of Interests Form

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

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

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

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

FULL COUNCIL: 14 May 2020

Name of Councillor

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

* Delete as appropriate



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Prayers

Prior to the meeting prayers will be said by Revd John Morris of St Thomas in the Bourne. Councillors and members of the public are welcome to attend.

1 New Regulations-Remote Attendance (Pages 7 - 14)

Members are asked to agree the attached guidance and protocol for the operation of remote meetings and note the following: **Appendix A**

Due to the Covid-19 pandemic new regulations 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020', have come into force. These Regulations specifically part 2, regulation 5, enable the remote attendance of committee meetings and therefore overrule any applicable FTC Standing Orders until further notice or May 2021 when the Regulations lapse.

2 Apologies

To receive apologies for absence.

3 Minutes (Pages 15 - 22)

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 12th March 2020. **Appendix B**

4 Disclosures of Interest

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

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Beaman, Blishen, Cockburn, Dickson, Edmonds, Gray, Hesse, Macleod, Martin, Merryweather, Mirylees, Neale, and Ward.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to him being a councillor of Surrey County Council: Cllr Macleod.*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to customer.services@farnham.gov.uk by 5pm on the day before the meeting.*

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

5 Questions and Statements by the Public

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

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

6 Town Mayor's Announcements

To receive the Town Mayor's announcements.

7 Questions by Members

To consider any questions from councillors in accordance with Standing Order 9.

Part 1 - Items for Decisions

8 Working Group Notes (Pages 23 - 36)

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

- I) Tourism & Events held on Wednesday 25th March 2020 **Appendix C**
- II) Strategy & Finance held on Tuesday 5th May 2020 **Appendix D**

9 Approval of Annual Accounts 2019-20 (Pages 37 - 94)

The following papers are to be read in conjunction with the minutes of the Strategy and Finance Working Group held on 5th May 2020 and are for formal approval by the Council prior for submission to the External Auditor.

- i) To receive and agree the draft Financial Statements for 2019/20 and earmarked reserves at 31st March 2020 **Appendix E**
- ii) To receive the 2019/20 Income and Expenditure Outturn and associated documents **Appendix F**
- iii) To consider the final Internal Auditor's Report for the Year Ended 31 March 2020 and agree the Council's response to any issues raised **Appendix G**
- iv) To approve the Annual Governance Statement (Section 1 of Annual Governance and Accountability Return) **Appendix H**
- v) To approve the variances list between the 2018/19 and 2019/20 Annual Returns as required. **Appendix I**
- vi) To approve the Annual Governance and Accountability Return for the Year Ended 31 March 2020 for signature and submission for External Audit **Appendix J**

10 Planning and Licensing Applications (Pages 95 - 118)

To receive the notes of the Planning and Licensing Group meetings held on:

16th March, 20th April and 4th May 2020.

Appendices K, L, M

Part 2 - Items to Note

11 Actions taken under the Scheme of Delegation

12 Reports from Other Councils

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

13 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

14 Date of Next Meeting

To note the date of the next meeting of Full Council on Thursday 25th June 2020.

15 Exclusion of the Press and Public

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

Part 3 - Confidential Items

16 Any confidential matters (if required) arising from discussions of the Working Group notes.

Council Membership:

Pat Evans (Mayor), Alan Earwaker (Deputy Mayor), David Attfield, David Beaman, Roger Blishen, Carole Cockburn, Sally Dickson, Paula Dunsmore, Brian Edmonds, John "Scotty" Fraser, Michaela Gray, George Hesse, Andy MacLeod, Michaela Martin, Mark Merryweather, Kika Mirylees, John Neale and John Ward