



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

18:00 pm on Wednesday 29 April, 2026

Place

Council Chamber

To ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **Full Council Meeting** on **Wednesday 29 April, 2026, at 18:00 pm** in the Council Chamber. The Agenda for the meeting is attached.

Yours sincerely

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

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to 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.

Wednesday

29

Full Council Meeting

🕒 18:00 - 21:00

Apr 2026

Democratic Services 📍 Council Chamber

Agenda

C/1/26 | Apologies

To receive apologies for absence.

C/2/26 | 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 David Beaman, Alan Earwaker, Tony Fairclough, George Hesse, Andrew Laughton, Mark Merryweather, Kika Mirylees, George Murray, John Ward and Graham White with Cllrs Fairclough, Merryweather and Mirylees also declaring an interest as Executive portfolio holders at Waverley Borough Council.
- ii. The following councillor has made a general non-pecuniary interest declaration in relation to being a councillor of Surrey County Council: Cllr Michaela Martin;

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

C/3/26 | Minutes

To sign as a correct record the minutes of the Farnham Town Council meetings held on January 29th at Appendix A. and March 19th at Appendix B.

C/4/26 | 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.

C/5/26 | Town Mayor's Announcements

To receive the Town Mayor's announcements.

C/6/26 | Questions by Members

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

C/7/26 | Working Group Notes

- 1 To receive the notes and any recommendations of the Working Group
- 2 To receive any relevant verbal updates from other Working Groups
 - i) Community & Wellbeing
 - ii) Environment

C/7.1/26 | Culture & Business Working Group

To receive the notes of the Culture & Business Working Group held on 16th April 2026 Appendix C

C/7.2/26 | Strategy & Resources Working Group

To receive the Notes of the Strategy and Resources Working Group held on 22nd April 2026 Appendix D

C/8/26 | Planning and Licensing Applications

To receive the minutes of the Planning & Licensing Consultative Group meetings held on 23rd March, 13th and 27th April at Appendices E, F, and G.

C/9/26 | End of Year Finances 2025-26

To approve the accounts and related documents for the submission to the External Auditor.

C/9.1/26 | End of year accounts

1. To receive the report on the 2025-26 outturn accounts for audit at Appendix H with the following detailed papers:
 - a. Detailed income and Expenditure by account code at Appendix Hi
 - b. Summary Income and expenditure by Committee at Appendix Hii

- c. Explanation of variances against budget at Appendix Hiii
 - d. The Balance Sheet, Cash & Investment reconciliation and Statutory Income and Expenditure account 2025-26 at Appendices Ii, Iii,
 - e. To note the position on debtors at Appendix J
 - f. The updated Asset Register as at 31st March 2026 at Appendix K
 - g. To consider any adjustments to the earmarked reserves at Appendix L
2. To agree the Draft Report and Financial Statements for 2025-26 at Appendix M
 3. To welcome and agree the end of year Internal Audit letter 2025-26 following the end of year audit on 10th April and the Officers' response at Appendix N
 4. To agree the Annual Governance Statement (section 1 page 4 of Annual Return) at Appendix O
 5. To welcome and agree the Internal Auditor letter 2025-26 at Appendix P
 6. To receive a report on variances/specific 2025-26 matters at Appendix Q
 7. To agree the Draft Annual Return for submission to the External Auditor for 2025-26 at Appendix O

C/10/26 | Appointments 2026-27

- i) To appoint members of Working Groups, Panels and Task Groups for the 2026-27 municipal year in accordance with Standing Orders 15 at Appendix R
- ii) To appoint representatives who will act as the liaison between Farnham Town Council and external bodies and report back to the Council.

II | Part 2 - Items to Note

C/11/26 | Actions taken under the Scheme of Delegation

To receive details of any actions taken under the scheme of delegation not already reported.

C/12/26 | Reports from Other Councils

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

C/13/26 | Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies where they represent Farnham Town Council.

C/14/26 | Date of Next Meeting

To agree the date of the next meeting (the Annual Meeting and Mayor Making) as 14th May 2026 at 6pm.

C/15/26 | 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. These will usually relate to exempt staffing matters or contractual matters which may be commercially sensitive.

II | Part 3 - Confidential Items

C/16/26 | Any confidential matters arising from discussions of the Working Group notes or HR Panel.



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

6.15 pm on 29 January 2026

Place

Council Chamber - Farnham Town Hall

Councillors

Councillor Alan Earwaker
Councillor David Beaman
Councillor Mat Brown
Councillor Sally Dickson
Councillor Tony Fairclough
Councillor George Hesse
Councillor Chris Jackman
Councillor Andrew Laughton

Councillor Michaela Martin
Councillor Brodie Mauluka
Councillor Mark Merryweather
Councillor Kika Mirylees
Councillor George Murray (Mayor)
Councillor Graham White (Deputy Mayor)
Councillor Tim Woodhouse

Officers Present: Iain Lynch (Town Clerk), Lucy Dorkins (Business & Facilities Manager)

There were 3 members of the public and 1 member of the press in attendance.

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

C81/26 Apologies

Apologies for absence were received from Cllr White.

C82/26 Disclosures of Interest

Cllr Merryweather declared an interest as the Executive Portfolio holder at WBC responsible for resources, property and CIL. The Town Clerk reported that he was a Trustee of the Farnham Building Preservation Trust. Cllr Ward reported that his wife was a Trustee of the Farnham Building Preservation Trust.

C83/26 Minutes

The Minutes of the meeting held on 18 December 2025 agreed as an accurate record. **It was RESOLVED that the Minutes of the meeting held on 18 December 2025 be approved and signed as a correct record.**

C84/26 Questions and Statements by the Public

Members of the public raised a number of issues reflecting both operational concerns and broader strategic matters affecting the town.

- i) Mr Manpreet Singh asked about licensing procedures and the transparency of decision-making, with particular reference to his recent licensing application. He had changed his mind about relinquishing the original licence and it was agreed to reconsider the matter at the next meeting of the Consultative Group on 9th February.
- ii) Ms Ionella Emmett raised concerns over parking charges and their potential impact on town centre vitality and she sought support for a petition she had started.

Health and safety issues in Farnham Park were highlighted, and she thanked Cllr Hesse for his support over the Castle steps and fencing but she was shocked about the poor quality temporary fix that had been done by Surrey CC. Members agreed that these matters required further attention and would be raised with the relevant authority.

Ms Emmet made further points regarding litter and environmental maintenance, with recognition of the valuable contribution made by volunteers alongside council services but more was needed in Folly Hill; and also about youth provision

In response, the Mayor advised that Waverley's car parking charges had not yet been agreed with details on its website, and encouraged Ms Emmet to make comments directly. He said that appropriate follow-up action would be taken by Cllr Hesse in pursuing action on the steps, and he also advised that FTC had made over £100k in supporting youth provision.

- iii) Laura Mead, a resident in Farnham for some ten years raised concerns about speeding and drink driving asked for help in contacting the team responsible for traffic calming. Cllr Martin advised that her county councillor was Cllr Catherine Powell.

C85/26 Town Mayor's Announcements

The Mayor reported on recent civic engagements, including attendance at the delayed Holocaust Memorial event at All Hallows School which was very poignant after the tragic death of Luis Gabriel Guembes.

The Mayor had also attended a range of local functions and events supporting community organisations.

The Mayor paid tribute to former Councillor John Scotty Fraser who had passed away. Members reflected on his contribution to the town and to public service more widely.

C86/26 Questions by Members

There were no questions by members.

C87/26 Community & Wellbeing Working Group

Cllr Earwaker presented the report of the Community & Wellbeing Working Group held on 15th January at Appendix B. He outlined the proposed allocations for Service Level Agreements and youth provision as well as the Community Grants. Members discussed the increasing demand for youth services and the pressures this places on both voluntary and statutory providers.

There was broad support for maintaining funding at a level that would sustain existing services while also allowing flexibility to respond to emerging needs. Some Members raised concerns regarding longer-term affordability and the need to ensure that funding decisions remained sustainable in future years.

The importance of early intervention, partnership working, and measurable outcomes was emphasised throughout the discussion. In terms of Community grants, with the increased allocation for 2026/27, there could be a further round in the new financial year.

It was RESOLVED that

- i) Service Level Agreements totalling £72,000 and funding allocations of £76,950 be approved for youth initiatives and outreach, with the remaining balance of £13k retained for future allocation.**
- ii) Community Grants listed at Annex 2 and totalling £37,121 be awarded**

C88/26 Culture & Business Working Group

Members received an update from Cllr Mirylees on the work of the Culture & Business Working Group held on 15th January at Appendix C. The success of October Craft Month and the Christmas programme was noted, with positive feedback from residents, businesses and visitors. It was noted that awareness of Farnham as a craft Town had increased significantly

Plans for the forthcoming Literary Festival and Sustainability Festival were outlined, with Members welcoming the continued development of Farnham's cultural offer.

Discussion highlighted the importance of strong partnership working with the Business Improvement District and other stakeholders. Opportunities to enhance the use of public spaces, including Library Gardens, were also considered.

Members agreed that cultural activity continued to play a key role in supporting the local economy and enhancing the town's identity and congratulated Cllr Mirylees and the events team for the work they did.

In the absence of Cllr White and on the Mayor's proposal it was agreed that Cllr Earwaker take the chair for the next item.

C89/26 Strategy & Resources Working Group

CLlr Murray introduced the report of the Strategy & Resources Working Group at Appendix D.

1 Financial matters

There were a range of financial and governance matters including the 9 month income and expenditure report showing income at 163% of budget as a result of the Coxbridge CIL receipt and expenditure at 96%, primarily because of the playground project.

The proposed Investment Strategy was discussed in detail, with Members considering the balance between risk and return, and the importance of safeguarding public funds. There was general agreement that a prudent approach remained appropriate in the current economic climate.

Fees and charges were reviewed, with discussion focusing on cost recovery, benchmarking against comparable authorities, and the potential impact on service users. Members agreed a late payment fee of £20 for allotment holders because of the additional administration involved.

The Internal Audit report was received, providing assurance on the Council's systems and controls. Members noted the positive findings while acknowledging the importance of continuing to monitor and strengthen governance arrangements.

Concern was expressed over the proposed election fees received from Guildford & Waverley Electoral Services for the 2027 election suggesting they would be £12 per elector. Representations had been made as this would increase the costs from £70k to some £375k.

In terms of grants, an additional contribution to the recently introduced Hospital Hoppa scheme was supported in view of its success. The balance of the Community Initiatives Fund was also considered with a proposal to support the Farnham Museum Buy-a-brick campaign with a contribution of £15,000 to help encourage others to support the project. CLlr Mirylees and CLlr Merryweather declared an interest as Portfolio holders at Waverley Borough Council and abstained.

a) It was RESOLVED unanimously that:

- 1) the Investment Strategy at Annex 1 be approved;**
- 2) the Fees and Charges for 2026/27 at Annex 2 be adopted;**
- 3) the Internal Audit report at be welcomed;**

b) It was RESOLVED *nem con* that:

- 1) £15,000 be allocated from the Community Initiates Fund from 2025/26 to the Farnham Museum 'Buy a Brick' campaign and £5,000 to the Farnham Hospital Hoppa scheme.**
- 2) An additional £5,000 be awarded to Hospital Hoppa for the 2025/26 costs in view of its successful implementation.**

2 Gostrey Amenity Building

CLlr Fairclough advised that 11 bids for the project had been received and interviews had taken place on 21st January. Discussions on the detail of the bids and choice of the successful contractor were discussed in detail in the confidential part of the meeting noting that any of the shortlisted contractors could have carried out the project. The successful bidder's price was also not far from the quantity surveyor's original estimate for the work. Council was also reminded that Plan A had

been appointed to take on the project management and would have regular site meetings with the Town Clerk & Business & Facilities Manager. It was also recommended that a small councillor reference group be appointed to work alongside officers during the construction of the building. Council considered the financing of the project if the Strategic CIL application to Waverley Borough Council was not successful given that there were more applications than funds available. Rather than taking a Public Works Loan at taxpayers expense, it was agreed to earmark an additional £600k from the unallocated Neighbourhood CIL developer funds to ensure that there would be no delays to the project and complete in Spring 2027. This would enable the craft elements and any remedial work on Gostrey Meadow to be funded.

On a vote with 2 against (Cllr Jackman and Fairclough) and four abstaining, it was RESOLVED that

- 1) Arazu be appointed to construct the Gostrey Amenity Building at a cost of £927, 535.30;**
- 2) The Gostrey Meadow reinstatement and the agreed craft elements be funded from the balance of the earmarked Neighbourhood CIL;**
- 3) MCS be the reserve contractor;**
- 4) If there was no Strategic CIL, or less than the amount required, the balance of the project is funded from current Neighbourhood CIL receipts and that an additional £600,000 of the unallocated CIL be earmarked.**

3 Risk Management Report

Cllr Murray introduced the Risk Management Report for 2025/26 advising that the Working groups as well as Worknest had been involved. The independent risk review had just been completed and would be subject of a report to the next meeting.

It was RESOLVED *unanimously* that:

- 1) The Risk Management report be welcomed and adopted;**
- 2) The work done by the Working Groups in managing risk be note;**
- 3) A further report be considered by Strategy & Resources Working Group on the actions required from the Worknest independent review in January 2026.**

4 Local Government Reorganisation

Members received an update on Local Government Reorganisation, including progress with Neighbourhood Area Committees (NACs) and positive engagement outcomes locally. The contribution of Farnham Town Council and supporting officers was recognised, alongside the value of the Surrey ALC publication on the role of local councils in a unitary structure. The first meeting of the West Surrey Shadow authority had taken place to create Terms of Reference.

It was Resolved that:

- 1) The continuation of Neighbourhood Area Committees be welcomed (for 10 against 4); and**
- 2) The Surrey Association of Local Councils be congratulated on its important and valuable report highlighting the role of town and parish councils in local government reorganisation and a new unitary structure (unanimous)**

5 Farnham Infrastructure Programme

Cllr Murray drew attention to progress on the Farnham infrastructure works, including rain gardens, signage, lighting, and streetscape improvements. Emphasis was placed on ensuring works are appropriate to Farnham's character, reducing street clutter, and addressing outstanding issues such as redundant telephone boxes and landscaping opportunities. There was concern about the

scheduling and labour allocation for the new phase of the work although it was recognised that this was the quietest time of the year for businesses. It was hoped the work would be completed on the Borough section by March as promised.

It was noted that the FTC contribution to the improved light in Borelli Walk would hopefully be supplemented by a contribution from Waverley.

6 Contracts & Assets Update

Council noted updates on depot works, asset review, public convenience cleaning arrangements, and the planned replacement of equipment nearing end of life.

The Town Clerk declared an interest as a Trustee of the Farnham Building Preservation Trust and left the room for the next item.

7 Potential Transfer of Trusts to Farnham Town Council

Councillors considered proposals for the Council to assume trusteeship of the Farnham Building Preservation Trust, subject to legal and regulatory processes, and noted related discussions regarding other trusts. The form of the trust would be similar to the Farnham South Street Trust and that a transfer would take place once the current asset was sold with the receipts of c £800k to £900k invested to be used for the objects of the Trust. It was noted that the current Trust with Members and Trustees and a linked company limited by guarantee was involved for VAT purposes, legal and charity commission advice would need to be sought

It was Resolved *nem con*, with Cllr Ward abstaining, that:

- 1) Farnham Town Council agree in principle to take on the Trusteeship of the Farnham Building Preservation Trust and takes necessary legal and other advice in conjunction with the Farnham Building Preservation Trust to achieve the optimum arrangement;**
- 2) A joint Working Group be established with the Trustees of the Farnham Building Preservation Trust to ensure a smooth transition and agree amended articles and the necessary changes required with the Charity Commission and Companies House;**
- 3) The Council takes on the Trusteeship once the sale of the property is completed with the intention that the Trustee manages a grant programme to deliver the objectives of the Trust with an advisory group including a representative of the Farnham Society and others with expertise in the objects of the Trust as required.**
- 4) A further report be submitted to Council once detailed arrangements are finalised.**

8 Precept Report 2026/27

Council considered the report of the Strategy & Resources Working Group on the proposed precept for 2026/27. The report set out the financial context, including national funding arrangements, continued pressure on principal authorities, and the increasing role of town and parish councils in delivering local services.

Members noted that Farnham Town Council had been prudent with its income and expenditure for over a decade. It had consistently maintained precept increases below the national average while expanding services and responsibilities. It used to be £5.67 above the national average but was now £8.77 below. The proposed 2026/27 budget identified a funding shortfall of £152,853 with expenditure of £2,205,030 and income of £2,052,177. Increased costs, included inflationary pressures, service expansion, and the plan to take on land from other authorities, and additional grants for community organisations.

Options to address the shortfall were considered, including use of reserves, increasing income, and setting savings targets. However, given financial uncertainty—particularly around Local Government Reorganisation and future service demands—it was considered prudent not to rely heavily on reserves.

Members discussed the challenges being faced by residents but also recognised that FTC worked hard to give residents what they need. This was an unprecedented time in local government with the creation of new unitary councils. There was a concern that income targets were challenging and that more services could come o FTC by statute or by default and FTC would need to do more to keep Farnham the nice place that it was.

The proposed precept represented a modest increase equivalent to 16p per week for a Band D property and remained below the current national average for town and parish councils. After further discussion,

It was Resolved *nem con* with 5 abstentions that:

The precept for 2026/27 be set at £1,703,930, representing a Band D charge of £91.67 per annum (£1.76 per week).

C90/26 Planning and Licensing Applications

Members reviewed planning and licensing matters. There had been two meetings since the December Council. Discussion focused on design quality, flood risk and the cumulative impact of development on the character of the town.

In terms of Licensing applications, concerns had been raised regarding late-night licensing and the potential impact on residential amenity. Members emphasised the importance of achieving an appropriate balance between supporting the local economy and protecting the wellbeing of residents. It was agreed that the application for 28 the Borough would be reconsidered on 9th February.

Members expressed concern over the lack of progress on the Woolmead site and it was agreed to contact Homes England for an update.

C91/26 Actions taken under the Scheme of Delegation

The report of actions taken under delegated authority was received. Members noted a VIP visit was scheduled for 11 February to celebrate Farnham Craft Town, and a concert by the Andernach City Orchestra in June would mark the 35th anniversary of the twinning with Andernach.

C92/26 Reports from Other Councils

CLlr Martin reported on the recent JSOC meeting which had been discussing the proposed site of the new Frimley Park Hospital.

C93/26 Reports from Outside Bodies

CLlr Ward reported on the recent Public Art Trust meeting which had praised the help given by Farnham Town Council and the commitment on getting the Farnham Flame installed. They had

given Charles Bone a presentation for his years of service to Farnham. They had also discussed the new Sue Farrow Award to help UCA students design a sculpture/statue at the end of Borelli Walk.

C94/26 Date of Next Meeting

It was agreed that the next meeting be held on 19 March 2026 at 6.00 pm.

The meeting concluded at 10.03pm



FARNHAM TOWN COUNCIL



Notes

Culture & Business Working Group

Time and date

10.30 am on Thursday 16th April, 2026

Place

Council Chamber - Farnham Town Hall

Culture & Business Working Group Members Present:

Councillor Alan Earwaker
Councillor Andrew Laughton
Councillor Kika Mirylees (Lead Member)

Officers: Oliver Cluskey (Events Manager), Iain Lynch (Town Clerk) and Megan Cross (Events Assistant)

1. Apologies

There were no apologies.

2. Declarations of Interest

None were made.

3. Notes of the Last Meeting

Apologies were received from Councillors Laughton, Mauluka and White

4. Review of Recent Events

a) Music in the Vineyard

The January, February and March Music in the Vineyard events at the Vineyard Centre were well-attended and enjoyed by those who attended. Members noted that the events were sponsored by Specsavers.

b) Farnham Literary Festival, 5-15 March

Members discussed the fifth annual Farnham Literary Festival and agreed it was a great success. Headline authors included Oti Mabuse, Lord Heseltine, Reeta Chakrabarti, Alexander Armstrong, Sir Vince Cable and Sir Jeremy Hunt.

Members noted that over 60 events took place across 12 venues over 11 days. It was estimated that more than 4,000 tickets were sold, with a further 2,000 school children participating in the Schools' Programme, organised by Blue Bear Bookshop and funded by Farnham Town Council. Members were informed that three writing competitions were held: Farnham's First Five Pages (novel competition), the Farnham Poetry Competition, and Farnham Flash Fiction. Farnham's First Five Pages was particularly successful, receiving 435 entries from 16 countries. The Farnham Poetry Competition, funded by Farnham Town Council and organised by Farnham Lions in partnership with the Parish of Badshot Lea and Hale, received 173 entries (138 adult, 11 aged 12–17, 16 aged 8–11, and 8 under 7).

Farnham Town Council organised and delivered 20 events, 11 of which were held in the Council Chamber. Feedback from attendees, authors and venue partners was extremely positive. The most popular events featured well-known authors and entertainers, as well as panels, performances and workshops. The 2026 festival was delivered successfully within budget. Members reviewed sales data showing that 21% of tickets were purchased by Farnham residents, while 79% were bought by visitors travelling to Farnham. This was seen as a positive outcome for local retail and hospitality businesses.

A film element was introduced to the Festival, including workshops at the University for the Creative Arts and All Hallows School (Sparks Film School), a talk by Aardman's Merlin Crossingham, and screenings of *Hamnet* at Farnham Maltings. Members agreed that the film strand should be expanded further in 2027. It was noted that Reel Cinema did not contribute to the programme.

Members agreed that the Farnham Literary Festival website is the Festival's main "shop window" and that both its speed and overall quality could be improved.

Action: Re-establish the relationship with Reel Cinema and invite them to a meeting to discuss future collaboration (including Brightwells and local government reorganisation).

Action: Events Manager to obtain quotes for a new website design and explore potential options.

Action: Events Manager to organise a meeting in June to review the Farnham Literary Festival 5 years on and discuss future aspirations for the Festival.

5. Future Events and Projects

a) Farnham Walking Festival, 9-31 May 2026

Members were informed that this year's programme was complete, featuring over 30 walks. The brochure was available online, and the printed version was due to be delivered shortly.

Members agreed to review the Festival at the next meeting, with a view to exploring whether another organisation could take over its delivery.

b) Farnham Wellbeing and Sustainability Festival, Sunday 17 May 2026

Members were informed that there had been significantly higher stallholder interest compared to previous years, with over 50 stalls confirmed. As previously agreed, the festival had been rebranded from the Farnham Sustainability Festival to the Farnham Wellbeing and Sustainability Festival. This was likely to be the reason for the much larger interest and uptake.

Members suggested contacting Hampton Estate or another suitable local farm regarding a stall and talk on animal welfare, and exploring potential involvement from organisations such as Compassion in World Farming, as well as including biodynamic farming topics.

Action: Officers to contact Hampton Estate

c) Music in the Meadow – 24 May – 30 August 2026

Members were informed that all band and charity spaces are fully booked for this year's season.

Members noted that Farnham Brass Band had requested a date and had alternatively been offered a Saturday of their choice during the summer. Members agreed that this was a good solution.

d) Farnham Farmers' Market and other Central Car Park Markets

Members were informed that the 25th anniversary of the Farnham Farmers' Market would take place this year and would be celebrated at the October market (25 October), to avoid a clash with the Farnham Food Festival in September.

Action: Officers to explore incorporating Apple Day (21 October) into the celebrations.

e) Farnham Andernach 35th anniversary Concert – Friday 5th June 2026

Members were informed that 100 visitors from Germany would be coming to Farnham to mark the 35th anniversary of the signing of the original deed of friendship between Farnham and Andernach.

A celebratory 'town event' concert would be held at the Maltings on Friday 5 June, featuring the Farnham Youth Choir and the Stadtorchester Andernach. The Events Team would provide support in organising the civic the event.

f) Library Garden Events

Members noted that the lease for the Library Gardens had not yet been finalised but agreed that the idea of staging events in the garden should continue to be explored. It was considered too late to progress events for this year; however, development of proposals should continue for the future.

Members discussed potential collaboration with the Petersfield Shakespeare Festival Company and the Godalming Operatic Society, both of which run successful events in the local area.

Action: Events manager to produce a concept with budget for series of events.

g) Food Festival and Christmas market

Members reviewed the site plan for the Food Festival and Christmas Market across East Street, The Borough and Brightwells. It was noted that there was only capacity for 18 stalls in The Borough, 25 in East Street, and a potential 40 in Brightwells. Members were informed that, historically, there were 85 stalls in Castle Street alone.

The main cookery stage would be located in the centre of Brightwells Market Square, with a second music stage at the Royal Deer junction.

The Events Manager raised concerns regarding the logistics of stallholder arrivals and set-up. Members were informed that the traffic management plan was due to be finalised by CSP, with the road closure application to be submitted within the next two weeks.

h) World Craft Town

Members agreed that the Artist in Residence programme was a great success. They were informed that the final piece was currently on display at the Crafts Study Centre and would later be moved to the display cabinet in the Tindle Suite. The residency was delivered within budget.

Members agreed that the 2027 residency should focus on wood as a material, and noted that Farnham Furniture School was keen to be involved.

6. Business Update

a) BID

Members were updated on Business Improvement District (BID) matters.

b) Museum of Farnham

There were no updates since the previous meeting.

7. Sponsorship Update

Members were updated with the current position and agreed that the year ahead would be challenging

8. Financial Update

Members were pleased to see that the Events programme for 2025-26 had been delivered within budget.

9. Items for Future Meetings

None were added.

10. Date of Next Meeting

Future meeting dates would be confirmed in due course. It was also agreed to move meetings to Wednesdays, as some members were unable to attend on Thursdays.

The meeting ended at 12.15 pm

Notes written by Oliver Cluskey



FARNHAM TOWN COUNCIL

D

Minutes Strategy & Resources

Time and date

14:30 pm on Wednesday 22 April, 2026

Place

Council chamber

Attendees

Alan Earwaker
Tony Fairclough
George Hesse
Michaela Martin
Mark Merryweather
George Murray

Election of Chair

In the absence of Cllr White, Cllr Murry was elected as Chair for the meeting.

1 Apologies

Apologies were received from Councillors White and Beaman, and Laughton.

2 Disclosures of Interest

The Town Clerk confirmed that there were no disclosures of interest received. However, Councillor Fairclough and Cllr Murray disclosed a non-pecuniary interest, mentioning personal friendship with the auditor, Mike Platten.

3 Minutes of the Previous Meeting

The minutes of the previous meetings held on the 12th and 19th of March were reviewed and agreed to be a true record of the meetings.

4 Finance Report

The Town Clerk introduced the finance report, highlighting the end of year finance for 2025-26. The detailed income and expenditure by account code were discussed, with variances explained in Appendix L3. The overall outturn showed an income of £3.27 million against a budget of £1.94 million, mainly due to the receipt of CIL funds. Expenditure was budgeted at £1.94 million, but the total outturn was £2.28 million, primarily due to capital projects like the playground and other new initiatives with some costs met from earmarked reserves. Variances were set out at Appendix L3.

Fairclough raised concerns about the Christmas market and the food festival, which made a loss last year although recognising the contribution they made to footfall in the town. He also questioned the £13,000 cost of the Christmas lights switch on event and suggested that such events should be managed by the BID. The Town Clerk explained that the Christmas market's income was affected by the cancellation of the 2024 event because of the weather (prices held for stallholders continuing) and the town centre works but normally did make a surplus to help fund the Christmas Lights event. He advised there was an expectation that the BID did not take on events that were already in place or statutory services but add value with their activities. However, the Events Manager was meeting with the BID's Manager to discuss events and activities over the next 12 months and discussions on partnering on events would be part of the conversation.

Regarding election reserves, Councillor Fairclough asked if the £85,000 reserved was sufficient for the upcoming elections. The Town Clerk responded that the figure was based on previous costs and information from Waverley. It would be adjusted as more accurate figures became available in the following year's budget.

The Town Clerk also described the cash investment reconciliation, balance sheet, and debtors' position, noting that the position on debtors had improved as payments were made in the first two weeks of April. The earmarked reserves were discussed in detail, with adjustments proposed based on the year's expenditures and future aspirations. The level of the Community Hardship Fund was noted, as was the position on the No Interest Loan Scheme with loans being repaid and reallocated.

Councillors were advised that the proposed events at the library gardens did not have specific funding allocated but would be accommodated within the existing events budget or Community Initiatives Fund without reallocating earmarked reserves.

The finance report was comprehensive, covering various aspects of the council's financial position and future planning. The members agreed to the proposed adjustments to the earmarked reserves and the overall financial strategy.

5 Earmarked Reserves

The Town Clerk went through the earmarked reserves, proposing several adjustments based on the year's expenditures and future needs. Key points included increasing the equipment and vehicles reserve to £75,000, reducing the CCTV reserve, and maintaining the cemetery costs and chapels reserve. The Hare Cemetery Lych Gate was assessed as likely to require less than the allocated £30,000. The local government reorganisation reserve was reduced through use in year but it would be prudent for it to be increased again. The public convenience reserve was allocated for the Hart toilets refurbishment, but Members agreed to earmark £100k from the unallocated CIL funds for this purpose and move £100k to the LGR earmarked reserve given its importance in the year ahead and need for funding if potential asset purchases like Montrose House or the Waggon Yard workshops went ahead. The group agreed on this reallocation strategy. Other reserves, such as for the Christmas lights and the Gostrey Meadow playground, were also reviewed and adjusted. The Town Clerk suggested that members consider reallocating other funds if necessary, but the adjusted allocations were deemed appropriate to recommend to Council.

6 Updated Asset Register

The updated asset register values at Appendix F was presented, highlighting changes since the last end of year. The Council had disposed of £145,000 worth of assets and acquired £261,000 worth of new assets, including replacing mowers, IT equipment and a new vehicle. The asset value on the outturn increased from £2.875 million to £2.992 million. There was a query regarding the addition of £193,535 under Allotments and Gardens, which was clarified to relate primarily to playground expenditure in Gostrey Meadow.

7 Internal Auditor Letter 2025-26

The internal auditor's report for 2025-26 at Appendix H was reviewed, which included checks on wages, VAT, receipts, and accounts. The report was positive. A specific point of discussion was the petty cash

limit, where the internal auditor suggested it was too high. It was clarified that the current limit was in accordance with financial regulations, but the amount held in the safe had been reduced to around £2,000 for practical reasons.

The internal auditor's commendations on the quality of work by the Council's staff, bookkeeper and accountant were noted, along with the value of the separation of duties which reduced risk. The Working Group agreed to commend the internal auditor's report and officers' comments to full Council.

8 Annual Governance and Accountability Return (AGAR)

The annual governance and accountability return was presented for review. The Town Clerk advised it was the crucial document for the external audit. The Working Group reviewed the governance statement, confirming all necessary actions were taken properly. The accounting statements for 2025-26 were also reviewed, with explanations provided for any significant variances. The Council agreed to recommend the AGAR to full Council, together with the background documents, for approval.

Recommendation:

It is recommended that:

- 1) The report on the end of year outturn be adopted;**
- 2) The 2025-26 Outturn be welcomed;**
- 3) the Annual Governance Statement (Section I of the Annual Governance and Accountability Return, page 4) be approved;**
- 4) The Internal Auditor's report be welcomed and the recommendations agreed;**
- 5) The updated Asset Register and values be approved;**
- 6) The general and earmarked reserves for 2025-26 be adopted for signature;**
- 7) The variances list for the Annual Return be agreed;**
- 8) The Annual Governance and Accountability Return and associated papers be approved for signature and submission to the External Auditor.**

9 Community Grants for School Holiday Activities

The Council reviewed various applications at Appendix J for community grants aimed at supporting school holiday activities. The total proposed spend was £19,875 against a nominal budget of £20,000. Key applications included West Street Potters, The Maltings; Hale Community & Youth Centre: 40 Degrees, the Rural Life Living Museum, Hive Helpers, Chantrys Community Association, the Golden Toad Theatre Company, Farnham Baptist Church, Farnham Vineyard Church, and Bethel Baptist Church, and Badshot Lea Tennis Club. The Working Group agreed to the proposed contributions, ensuring a fair distribution of funds to support various community activities.

It was agreed a grant of £750 for the Farnham Andernach Friendship Association for the 35th anniversary visit from the 2026/27 grants budget be agreed.

Recommendation:

It is recommended that

- 1) the school holiday activities totalling £19,875 be approved;**
- 2) A grant of £750 for the Farnham Andernach Friendship Association be approved**

10 Contracts and Assets update at Appendix K

ii 10.1 Community Asset Transfers

Andrew Fergusson provided an update on the status of community asset transfers. He mentioned that there had been significant delays due to waiting on information from Waverley, but recent progress had been made. Solicitors and surveyors have been instructed for all 11 assets identified for transfer. Green spaces have been visited, and access details for other assets like pavilions and community buildings have been obtained. Full survey reports are expected by the end of May. Waverley had also been requested to supply vendor 'information packs' which were awaited.

The Working Group noted Waverley's approach compared to other councils like East Hants as Waverley was not providing financial support for dilapidations on transferred assets. Some other councils which are funding upgrades before transfers. In addition, Waverley had unilaterally added a new Heads of Terms, without discussion, in the proposed transfers seeking 50% of future income from easements etc. This would be taken up with FTC legal advisors but if maintained, the Town Clerk, said he may have to advise not proceeding.

In terms of required works on the assets it was noted Waverley were prepared to consider scheduled maintenance and health and safety works. There was still some ambiguity, and the Town Council is cautious about taking on assets with potential issues eg asbestos. There was also further discussion about the financial implications of these transfers and the need to ensure that the Town Council does not take on undue risk. The goal is to complete the transfers by the vesting day in April 2027, with a target to finalise details by January 2027.

10.2 Non-Community Asset Transfers

Andrew Ferusson also provided an update on non-community asset transfers, including Hale Recreation Ground and Langham Recreation Ground, which are currently under trusts. A request for meetings with WBC for these assets have been chased. Montrose House and Waggon Yard garages are being considered for a potential joint venture project with Waverley, but progress has been slow and a meeting is awaited.

Other assets being pursued include Brightwell's open spaces and a parcel of land between the depot and allotments. There is a dispute over the ownership of this land, with evidence suggesting that it may belong to the Town Council rather than Waverley. The Town Council is awaiting a response from Waverley on this matter.

10.3 Telecoms and Mobile Communications Requirements

The Town Clerk reported on the need to upgrade the office's connectivity due to the phasing out of ISDN copper lines by January 2027. This upgrade aligns with the development of the new Abavus digital platform also requiring greater connectivity and efficiency.

Four providers had been approached for proposals with a detailed specification: Focus, Zenzero, BT and In Touch Tech. The scheme would have little capital investment, essentially leasing require hardware through a three year hardware plan.

The recommendation was to drill down into the proposals from Focus and In Touch Tech, with a budget of up to £12,500 for the upgrade. This would cover the leased line, fibre backup, and mobile connectivity for the outside workforce. The Working Group was advised that a further report on IT support and infrastructure would follow in June or July

Recommendation

It is recommended that Focus and In Touch Tech be asked to amplify their proposals with a budget of up to £12,500 for the upgrade and the decision be delegated to the Town Clerk in conjunction with the Leader and the Mayor.

Cllr Martin left at this point.

10.4 Gostrey Meadow Amenity Building

The Business & Facilities Manager provided an update on the Gostrey Meadow amenity building project. A required survey will be conducted on the 5th of May to assess the state of the sewers, with a follow-up survey after the works are completed. The overall project will start on the 1st of June, with preparatory works beginning on the 11th of May.

There was a discussion about the creative elements of the project, including artistic features like literature quotes and decorated tiles. The costs for these elements are still being developed but there was sufficient funding within the approved earmarked reserves. A meeting will be organised to discuss

them further with the councillor reference group with the specification for the commission being circulated.

Cllr Hesse again raised concerns over the potential for vandalism, with a focus needed on ensuring the building is robust and secure. Cllr Hesse was reminded the architect has been instructed to prioritise vandal-resistant features in the design.

10.5 Health & Safety

The Business & Facilities Manager advised that the matters raised as part of the Annual Inspection by Worknest had been completed.

11 Infrastructure matters

11.1 Farnham Infrastructure Programme

The discussion on the Farnham Infrastructure Programme (FIP) began with an update on recent activities. The plan for a walkabout to look at the works had been cancelled by Surrey due to the election, but Councillor Powell and Councillor Hesse conducted one, taking diligent notes and addressing numerous snagging issues. Slides from a recent meeting setting out the latest position had been requested from Surrey but not yet received. The unilateral cancelling of meetings by SCC was a cause for concern.

The Working Group highlighted the significant congestion caused by ongoing works, with requests to suspend traffic lights during weekends to alleviate the situation. Night work closures were also discussed, with a schedule from 10:00 PM to 5:15 AM for about three weeks, weather permitting to resurface the roads. The Castle Street paving work, and the use of thicker quarried stone laid on a concrete base was noted as progressing, albeit slowly. The planting and greening areas (eg outside Giggling Squid) were also noted, with specific updates on the depth and drainage capabilities of these areas.

Concerns were raised about traffic and parking enforcement, with the current system with NSL deemed ineffective. The discussion also touched on the frustrations of the Ringway team in how they had been portrayed. Members expressed worries about the project's completion and the likelihood of ongoing snagging issues.

Members also discussed frustration that, despite promises on the retention of ironstone and its importance in the character of Castle Street, its removal has continued with unsatisfactory explanations provided (eg "it's the wrong type of ironstone, there were insufficient available (despite the quantity provided by FTC)").

The discussion concluded with a call for better communication and accountability from Surrey County Council and their contractors. Members suggested drafting an open letter to highlight the ongoing issues and the council's concerns. They emphasised the importance of maintaining dialogue and ensuring that the project is completed to the community's satisfaction. It was agreed there was need for continued oversight and pressure to ensure the project's successful completion and in particular ensure the snagging was not left unfinished as was the case in East Street.

Recommendation to Council

It is recommended that further representation be made to Cllr Tim Oliver and the Farnham Infrastructure Programme team over the unilateral cancellation of meetings; not following what was agreed over the ironstone; and the importance of ensuring the project snagging was completed to the satisfaction of the local community.

11.2 Infrastructure Neighbourhood Plan & CIL Task Group

The Planning & Civic Officer gave an overview of the issues arising from the recent Task Group meetings in Appendix Li and II. In particular, it was clear FTC would not be receiving a 'housing number' from WBC and it was time to update the Neighbourhood Plan without a housing allocation. Once a number was received the Neighbourhood Plan could be further updated in conjunction with the Planning Authority.

Recommendation

It is recommended that Farnham Town Council progress the Neighbourhood Plan Update without housing allocations and if the opportunity comes subsequently seek to make allocations in conjunction with the Planning Authority.

12 Review of Policies

The Working Group reviewed the Lone Working policy and the Complaints Procedure, attached at Annex 1 and Annex 2 to these Notes, for recommended them for approval. It was noted that some services such as Cemeteries, had a separate policy for complaints and appeals. The revised Financial Regulations were deferred to the next meeting.

Recommendation to Council

It is recommended that:

- 1) The Lone Working Policy at Annex 1 be approved**
- 2) The Complaints procedure at Annex 2 be approved.**

13 Consultations

The Town Clerk advised that there had been a meeting to review the learning from the Neighbourhood Area Committees. Officers from FTC had attended and notes summarising proposed changes was awaited. In particular FTC had raised issues around Town and Parish Council involvement, representation and advised the updated terms of reference should be focussed on 2027 and interim arrangements until then rather than primarily looking at the situation in 2026/27.

14 Date of Next Meeting

The date of the next meeting was agreed as 8th June

The meeting ended at 5:30 pm

Notes by Town Clerk.

LONE WORKING POLICY & PROCEDURES

Introduction

All Town Council staff are at some point lone workers. Staff working at outside locations such as the cemeteries, public conveniences, allotments or other outside roles such as litter picking, opening of premises may be lone workers by virtue of their isolation. Staff based at the Town Council offices may find themselves the only member of staff in the office from time to time. Several potential hazards may present themselves to staff working singularly, ranging from personal accident or a transport breakdown to risk of personal attack.

It is not possible to anticipate every eventuality. Therefore, this document is only intended as a guide for staff to help them devise safe systems of working for lone working. All lone working activities must be subject to a suitable and sufficient risk assessment, which must be recorded and reviewed regularly or following any incident.

It is recognised that often it is necessary for staff to work singularly, and sometimes away from their normal place of work, carrying out site visits, inspections and the like.

The Council as a responsible employer is committed to take reasonable steps to improve the support and protection of its staff whilst working singularly and/or away from the office. These guidelines attempt to balance the Council's operational needs to carry on its business whilst also ensuring safety of staff. Line Managers are responsible for ensuring suitable and sufficient risk assessments are completed and reviewed for all lone working activities.

It is expected that through adoption of the following guidelines, the likelihood of incidents can be reduced. Regardless, support for employees will be made available as required.

Legislation

This policy is guided by the following:

- The Health and Safety at Work etc. Act 1974, which places a duty of care on employers to ensure, so far as reasonably practicable, the health, safety and welfare of employees.
- The Management of Health and Safety at Work Regulations 1999, which require suitable and sufficient risk assessments.

There is no general legal prohibition on working singularly but certain activities may require that at least two people are involved in some activities to allow for a safe system of work to be followed.

Staff also have a responsibility to ensure they do not put themselves at risk, and follow safe working practices.

Defining terms

The term lone working within the meaning of this policy, applies to a person operating singularly, as given by the following examples:-

- 1 Staff working singularly in the Town Council offices both within and outside normal working hours.
- 2 Staff attending or working singularly in other Council premises or public areas both within and outside normal working hours.
- 3 Staff travelling between the Town Council office and other Council premises.

This policy does not specifically pertain to staff working from home.

A policy for safeguarding staff

Wherever possible, lone working should be avoided, however, where lone working is unavoidable reasonable steps should be taken to ensure lone workers are not placed at unacceptable risk.

Managers should ensure that staff working singularly and particularly outdoor are supplied with appropriate PPE and communication arrangements.

Lone workers must carry a mobile telephone at all times. The telephone does not need to be Council supplied but the contact number should be made available to the Customer and Offices Services Team as well as their line manager. The Council will consider the use of lone worker safety devices or applications where appropriate

All employees are required to take all reasonable safety precautions when undertaking their work and this requirement is especially important when operating singularly.

Managers of staff who are required to regularly work singularly or externally from the main Council offices are to ensure periodic meetings are held to support the health and well-being of the employee. Such meetings are also an opportunity to monitor workload and performance.

Employees who operate in a lone worker capacity should inform their manager of any change in their personal circumstances, including health, which might have a bearing on their ability to work safely.

Staff instructing contractors who may be required to work singularly at council premises (such as cemeteries) are to ensure that appropriate arrangements are in place to monitor lone contractors and that the lone contractor has a named point of contact within the council, including telephone contact details.

Employees must remain alert to the risk of aggression or confrontation and not place themselves in a position where they feel unsafe.

LONE WORKING PROCEDURES & GUIDANCE

Prohibited activities

In order to protect people working singularly and reduce the chance of harm, Farnham Town Council has banned higher risk activities for lone workers. The following activities are prohibited for lone workers unless a specific risk assessment has been completed and formal authorisation given:

- Working at height
- Use of high-risk powered machinery (except for blowers, strimmers and pedestrian mowers)
- Working in confined spaces
- Roadside working
- Electrical work
- Working near open or hazardous water

Guidelines for early and late workers:

Any member of staff working outside normal working hours is at greater risk when there is no help available. The best solution is to avoid such lone working, either by home-working or by planned activity where practicable by involving two or more people.

If it is unavoidable, sensible precautions should be taken:

The Line Manager should be aware that such work is taking place and ensure that staff know of any special arrangements required on entering or leaving the premises and making it secure. When

working singularly, outside normal office hours, entrance doors should be locked. Entry to the council offices outside of normal opening hours should only be permitted by prior appointment.

Guidelines for staff working singularly during office hours:

If working singularly during office hours then on no account should the front door be opened to anyone without first ascertaining, who the visitor is.

Visitors into the offices should be met in the entrance hall (in this way the visitor will be unlikely to know that there is no-one else in the office). If any visitor makes you uncomfortable, and appears unwilling to leave, then you must either lock the foyer door to prevent entry into the office or if this is not possible leave the building including via the rear exit door if necessary and then contact any other staff member to accompany you back into the building.

Any incidence of an unauthorised person gaining access to the Town Council offices should be notified to the Town Clerk as soon as possible.

Staff must not remain in any situation where they feel unsafe. They are authorised to withdraw immediately and report the incident.

Guidelines for staff making site visits

Always tell someone where you are going and what time you expect to return. If you are going home after a site visit, ensure you have called or messaged a colleague to confirm you have completed your visit. Failure to make contact within an agreed timeframe should trigger escalation to a Line Manager.

If you expect to meet someone then leave details of who you expect to meet, when and where at the office. The Electronic Diary should be kept up to date with details of any appointments and contact information of the person(s) being met.

Guidelines for staff working at a base other than the town council office

- Always carry your mobile phone and make sure it is useable.
- Note that the Town Council does not expect you to take any undue risks. While the security of the Town Council's premises is important it is not more important than your safety - if at any time you feel uncomfortable or at risk either leave or do not enter the premises. If possible call another member of staff and ask for assistance - if necessary call the police.
- Lone workers should carry basic first aid where appropriate.

Training and Support

The Council will provide appropriate training to ensure employees:

- Understand the risks associated with lone working
- Are familiar with safe working procedures
- Know how to respond in emergencies

Staff will be required to follow the safe working procedures and have awareness of emergency procedures. All employees are required to co-operate with these efforts to ensure safe working and to report any concerns or training needs to their line manager.

All incidents, near misses, or concerns relating to lone working must be reported in accordance with the Council's incident reporting procedures and will be reviewed to inform future risk controls

This policy will be reviewed every three years or sooner if required due to:

- Changes in legislation
- Operational changes
- Lessons learned from incidents

Updated April 2026.

Review date April 2029.



Farnham Town Council

Complaints Procedure

Updated: April 2026

Review: 2029

Contact Details

Farnham Town Council
Town Hall, South Street
Farnham, Surrey GU9 7RN
Tel: 01252 712667
Email: town.clerk@farnham.gov.uk

1 Introduction

Farnham Town Council is committed to providing a high standard of service and welcomes feedback from residents and service users.

This procedure sets out how complaints about the Council's administration and procedures will be dealt with. The Council will aim to deal with complaints in a fair, consistent and transparent manner.

2 What is Covered by This Procedure

This procedure applies to complaints about:

- The Council's administration
- The Council's procedures
- The way in which Council employees have carried out their duties

3 What is Not Covered by This Procedure

This procedure does not apply to:

- **Complaints against Councillors**
These must be referred to the Monitoring Officer at Waverley Borough Council under the Members' Code of Conduct.
- **Complaints by employees**
These are dealt with under the Council's internal disciplinary and grievance procedures.
- **Financial irregularity**
Local electors have a statutory right to object to the Council's audit under the Local Audit and Accountability Act 2014.
- **Criminal activity**
These matters should be reported to Surrey Police.
- **Council decisions**
The appropriate time to influence Council decision-making is before the decision is made. Standing Orders prevent decisions from being reconsidered within six months, except in exceptional circumstances.

4 Informal Resolution

In the first instance, complaints should be raised with the Town Clerk, who is the Proper Officer of the Council. Every effort will be made to resolve complaints informally.

5 Formal Complaints Procedure

If a complaint cannot be resolved informally, it will be dealt with as follows.

5.1 Submission of Complaint

The complainant should put the complaint in writing to the Town Clerk. If the complaint relates to the Town Clerk, it should be sent to the Town Mayor.

5.2 Acknowledgement

The Council will acknowledge receipt of the complaint within **5 working days** and advise the complainant of the next steps.

5.3 Consideration by Council

The Council (or a Working Group or panel established for the purpose) will consider the complaint.

The complainant will be invited to attend a meeting and may bring a representative.

5.4 Documentation

The complainant shall provide copies of any documentation or evidence upon which they wish to rely at least **7 clear days** prior to the meeting.

The Council will provide the complainant with copies of any documentation upon which it wishes to rely at the meeting.

5.5 Procedure at the Meeting

The following procedure will normally be followed:

1. The Chairman introduces those present and explains the procedure
2. The complainant outlines the grounds for the complaint
3. The Town Clerk (or nominated officer) explains the Council's position
4. Members may ask questions of both parties
5. The complainant and the Council representative may make closing statements
6. The complainant and the Council representative withdraw
7. The Council considers the complaint and reaches a decision
8. The complainant is invited back to hear the decision, or advised when the decision will be made

5.6 Decision

The decision will be announced at the meeting where possible.

The decision will be confirmed in writing within **20 working days**, together with details of any action to be taken.

6 Exclusion of Press and Public

Complaints are normally dealt with informally but will be reported to Full Council. The Council may resolve to exclude the press and public from the meeting where confidential or exempt information is likely to be disclosed, in accordance with the Public Bodies (Admission to Meetings) Act 1960.

7 Unreasonable or Vexatious Complaints

Where a complainant behaves unreasonably, persistently, or vexatiously, the Council may limit contact or discontinue correspondence in accordance with its adopted policies.

8 Legal Proceedings

If a complaint involves or may involve legal proceedings, the Council will seek legal advice and may suspend consideration of the complaint until such matters are resolved.

9 Finality of Decision

The decision of the Council is final. There is no further internal right of appeal.

10 Data Protection

All complaints will be handled in accordance with the Council's data protection obligations. Personal data will only be used for the purpose of investigating and responding to the complaint.

11 Accessibility

This procedure will be provided in alternative formats upon request.

Summary of Farnham Town Council's Complaints Process

1. Raise concern informally with the Town Clerk. If not resolved
2. Submit formal complaint in writing (Acknowledgement within 5 working days)
3. Consideration by Council Working Group or panel with recommendation to Full Council if not resolved.
4. Hearing (if required)
5. Written decision within 20 working days



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 23rd March 2026

Place

Byworth Room, Farnham Town Council, South Street, Farnham GU9 7RN and via Zoom

Planning & Licensing Consultative Working Group Members Present:

Councillor Andrew Laughton (Lead Member)

Councillor David Beaman

Councillor Alan Earwaker

Councillor Brodie Mauluka

Councillor Mark Merryweather

Councillor George Murray

Councillor Tim Woodhouse

Officers: Jenny de Quervain

1. Apologies for Absence

None were received.

2. Disclosure of Interests

Councillor Merryweather declared a non-pecuniary interest to WA/2026/00375 due to knowing the applicant and NMA/2026/00358 as WBC Portfolio Holder for Finance & Assets - this item was not discussed.

3. Applications Considered for Key/Larger Developments

There were none for this meeting.

4. Applications Considered

Farnham Bourne

CA/2026/00433 Farnham Bourne

Officer: Theo Dyer

COLCROFT, 6 MAVINS ROAD, FARNHAM GU9 8JT

GREAT AUSTINS CONSERVATION AREA WORKS TO AND REMOVAL OF TREES

Farnham Town Council leaves to the Arboricultural Officer.

CA/2026/00473 Farnham Bourne

Officer: Theo Dyer

HOPE COTTAGE, DEEPDENE, LOWER BOURNE, FARNHAM GU10 3QP

OLD CHURCH LANE CONSERVATION AREA REMOVAL OF TREES

Farnham Town Council leaves to the Arboricultural Officer.

TM/2026/00472 Farnham Bourne

Officer: Theo Dyer

WALDEN HOUSE, GOLD HILL, LOWER BOURNE, FARNHAM GU10 3JH

APPLICATION FOR REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 15/15

Farnham Town Council leaves to the Arboricultural Officer.

WA/2026/00375 Farnham Bourne

Officer: Sam Wallis

HILLSIDE STABLES, HILLSIDE ROAD, FRENHAM , FARNHAM

The erection of a Self / Custom Build dwelling together with associated landscaping following demolition of an existing stable block, tack room and hay barn and the removal of an existing chicken coop, areas of hardstanding and equestrian paraphernalia.

Farnham Town Council notes that an appeal was allowed in November 2025 for a single storey dwelling under WA/2024/01657. This application maintains the front elevation with additional accommodation to the rear.

WA/2026/00418 Farnham Bourne

Officer: Dana Nickson

RIDGE HOUSE, OLD FRENHAM ROAD, LOWER BOURNE, FARNHAM GU10 3HE

Application under section 73 to vary condition 2 (approved plans) and condition 3 (external materials) of WA/2024/01226 to allow alterations to design and changes to external finishes.

No comment.

WA/2026/00470 Farnham Bourne

Officer: Matt Ayscough

PETER PAN LODGE, TILFORD ROAD, LOWER BOURNE, FARNHAM GU10 3RW

Erection of extensions and alterations to elevations and fenestrations; installation of photo voltaic panels, home battery energy storage system, air source heat pump and mechanical ventilation with heat recovery system; associated landscaping and demolition of existing single storey elements.

No comment.

Farnham Castle

CA/2026/00432 Farnham Castle

Officer: Theo Dyer

GOSTREY MEADOW, UNION ROAD, FARNHAM

FARNHAM CONSERVATION AREA WORKS TO AND REMOVAL OF TREES

Note. Tree maintenance and removal of 1xWeeping Willow: Extensive areas of exposed wood over 80% of main stem and remaining primary branch stubs. Farnham Town Council application.

No comment.

CA/2026/00474 Farnham Castle

Officer: Theo Dyer

LAND SOUTH EAST OF BISHOPS MEAD, FARNHAM GU9 7DU

FARNHAM CONSERVATION AREA WORKS TO TREE

Note. Pollarding Weeping Willows. Bishop's Meadow Trust application.

No comment.

WA/2026/00372 Farnham Castle

Officer: Dana Nickson

LAND AT REAR 37-38 DOWNING STREET, FARNHAM

Alterations to approved dwelling to create an additional bedroom at first floor.

No comment.

WA/2026/00385 Farnham Castle

Officer: Justin Bramley

45 ST JAMES AVENUE, FARNHAM GU9 9QF

Erection of a single storey extension and alterations.

No comment.

WA/2026/00396 Farnham Castle

Officer: Tajinder Rehal

4 HART HOUSE, THE HART, FARNHAM GU9 7HJ

Change of use of office building to form a dwelling; alterations to elevations including installation of rooflights.

No comment.

WA/2026/00397 Farnham Castle

Officer: Tajinder Rehal

4 HART HOUSE, THE HART, FARNHAM GU9 7HJ

Listed building consent for change of use of office building to form a dwelling; alterations to elevations including installation of rooflights together with internal alterations to create a vaulted first floor.

No comment.

WA/2026/00401 Farnham Castle

Officer: Wanda Jarnecki

3 THE GROVE, FARNHAM GU9 7GB

Erection of an outbuilding for use as a home office/shed.

No comment.

WA/2026/00421 Farnham Castle

Officer: Anna Whitty

31 ROMAN WAY, FARNHAM GU9 9RF

Application under S73 to vary conditions 2 (approved plans) and 3 (materials) of WA/2025/01273 to allow for alterations from flat roof to pitch roof and alterations to material of external cladding from timber to brick finish.

No comment.

WA/2026/00441 Farnham Castle

Officer: Anna Whitty

LONGACRE, LONG GARDEN WALK WEST, FARNHAM GU9 7HX

Certificate of Lawfulness under Section 192 for the erection of detached garden room.

No comment.

Farnham Firgrove

WA/2026/00428 Farnham Firgrove

Officer: Wanda Jarnecki

3 ARTHUR ROAD, FARNHAM GU9 8PB

Certificate of Lawfulness under Section 192 for hip to gable and dormer extensions with installation of rooflights to provide habitable accommodation in roof space; demolition of 2 x chimney stacks.

No comment.

Farnham Heath End

WA/2026/00356 Farnham Heath End

Officer: Ninto Joy

23 WILLOW WAY, FARNHAM GU9 ONU

Application under section 73 to vary condition 2 (approved plans) and condition 3 (external materials) of WA/2025/00443 to allow alterations to design and changes to external finishes.

Farnham Town Council notes the proposed change of materials from timber to render in part. To enable the application to be fully considered, the colour of the proposed render is required.

WA/2026/00461 Farnham Heath End

Officer: Anna Whitty

PARKVIEW HOUSE, 6 QUEENS ROAD, FARNHAM GU9 0HP

Erection of a single storey extension.

No comment.

Farnham Moor Park

CA/2026/00416 Farnham Moor Park

Officer: Theo Dyer

WAVERLEY ABBEY HOUSE, WAVERLEY LANE, FARNHAM GU9 8EP

WAVERLEY ABBEY CONSERVATION AREA REMOVAL OF TREE

Farnham Town Council leaves to the Arboricultural Officer.

NMA/2026/00358 Farnham Moor Park

Officer: Dana Nickson

6 FARNHAM TRADING ESTATE, FARNHAM GU9 9NN

Amendment to WA/2025/02371 - Removal of conditions 8, 9, 10, 11 and 12.

No comment.

TM/2026/00399 Farnham Moor Park

Officer: Theo Dyer

LITTLE FFOSYDD, 2 GREENACRES, FARNHAM GU10 1QH

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 23/11

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CC1 Climate Change and NE2 Green and Blue Infrastructure.

WA/2026/00362 Farnham Moor Park

Officer: Tajinder Rehal

KILN HOUSE STUDIOS, BADSHOT FARM LANE, BADSHOT LEA, FARNHAM

Change of use of Kiln House Studios from offices to an SEMH (Social, Emotional, and Mental Health) school and Kiln House Cottage from dwelling to a residential home; alterations to elevations of car-port and associated works.

Farnham Town Council raise concern at the loss of rural business spaces. The single-track access is very restrictive with no passing places and is combined with the well-used Farnham Footpath 113. More information is required as to how the traffic would be managed with the school start time being the same for all pupils, whether arriving by minibus, taxi or private vehicle. Staggering times of arrival may lessen the impact of vehicle movements in the wider area as other schools close by have the same start and end time to the day.

WA/2026/00363 Farnham Moor Park

Officer: Tajinder Rehal

KILN HOUSE STUDIOS, BADSHOT FARM LANE, BADSHOT LEA, FARNHAM

Listed Building consent for change of use of Kiln House Studios from offices to an SEMH (Social, Emotional, and Mental Health) school and Kiln House Cottage from dwelling to a residential home together with internal alterations.

See application above.

WA/2026/00447 Farnham Moor Park

Officer: Wanda Jarnecki

LAND EAST OF PORTERS BARN, TONGHAM ROAD, RUNFOLD, FARNHAM GU10 1PJ

Erection of an agricultural storage building (retrospective).

Farnham Town Council objects to retrospective applications.

WA/2026/00395 Farnham Moor Park

Officer: Justin Bramley

73 BADSHOT PARK, BADSHOT LEA, FARNHAM GU9 9NE

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

No comment.

WA/2026/00419 Farnham Moor Park

Officer: Matt Ayscough

35 WAVERLEY LANE, FARNHAM GU9 8BH

Application under Section 73 to vary Condition 2 (approved plans) of WA/2024/01703 to allow for alterations to design and layout of ground and first floor extensions.

No comment.

WA/2026/00431 Farnham Moor Park

Officer: Justin Bramley

3 LITTLE PAVIORS, 18 RANKINE CLOSE, BADSHOT LEA, FARNHAM GU9 9LA

Certificate of Lawfulness under Section 192 for erection of an outbuilding.

No comment.

WA/2026/00458 Farnham Moor Park

Officer: Wanda Jarnecki

GRANTON HOUSE, 6 LONGLEY ROAD, FARNHAM GU9 8LZ

Erection of two storey extensions and alterations to elevations.

No comment.

Farnham North West

WA/2026/00405 Farnham North West

Officer: Dana Nickson

EVELYN BORELLI GARDEN OF REST, FALKNER ROAD, FARNHAM

Installation of public art.

No comment.

WA/2026/00415 Farnham North West

Officer: Justin Bramley

16 LAWDAY PLACE LANE, FARNHAM GU9 0BT

Certificate of Lawfulness under Section 192 for hip to gable and dormer extension with front facing rooflights to provide habitable accommodation in roof space.

No comment.

Farnham Rowledge

WA/2026/00383 Farnham Rowledge

Officer: Matt Ayscough

26 GARDENERS HILL ROAD, LOWER BOURNE, FARNHAM GU10 3HZ

Application under Section 73 to vary Condition 3 (materials) of WA/2025/02182 to reword the condition thereby allowing a change to roofing materials and the introduction of render to the elevations.

No comment.

WA/2026/00402 Farnham Rowledge

Officer: Wanda Jarnecki

35 BELDHAM ROAD, FARNHAM GU9 8TW

Certificate of lawfulness under Section 192 for erection of a single storey extension and demolition of existing conservatory.

No comment.

WA/2026/00406 Farnham Rowledge

Officer: Justin Bramley

27 WRECCLESHAM ROAD, WRECCLESHAM, FARNHAM GU9 8TY

Certificate of Lawfulness under Section 192 for alterations to roofspace to provide habitable accommodation including addition of 3 rooflights.

No comment.

WA/2026/00407 Farnham Rowledge

Officer: Tajinder Rehal

ASHTON MANOR CARE HOME LTD, ASHTON MANOR, BEALES LANE, FARNHAM GU10 4PY

Erection of single storey extension and alterations to elevations following demolition of existing conservatory; installation of roof mounted solar panels.

No comment.

WA/2026/00436 Farnham Rowledge

Officer: Wanda Jarnecki

5 RIVER ROW COTTAGES, RIVER ROW, FARNHAM GU9 8UA

Certificate of Lawfulness under Section 192 for siting of a mobile caravan structure to provide ancillary annexe accommodation.

This latest lawful development certificate application follows previous similar application ref. WA/2025/01748 which also sought confirmation that the structure as proposed would be a caravan.

That previous application was refused on the 12th November 2025 for the following reasons:

1. The proposed siting of a mobile structure to provide residential accommodation ancillary to the use of the dwelling house known as no. 5 River Row Cottages would constitute a material change of use of the land on which it would be sited, which would constitute development for which planning permission would be required.
2. The proposed demolition of the existing garage would require planning permission as the volume of the building exceeds the 50 cubic metre threshold set out in the Town and Country Planning (Demolition – Description of Buildings) Direction 2021, below which demolition of buildings would not involve development of land.

In considering previous application ref. WA/2025/01748, the planning officer's report confirmed the Council's view that the proposed structure does actually fall within the definition of a caravan and therefore its construction and siting would not be operational development. However the Council considered that the demolition of an existing garage outbuilding (to be replaced by the proposed caravan structure) required planning consent in itself. Furthermore the Council did not consider that sufficient evidence had been provided to demonstrate that the parcel of land on which the caravan structure would be sited is domestic garden land, and therefore concluded that the siting of an ancillary caravan would constitute a material change of use of the land requiring planning consent.

The latest application under consideration here therefore provides additional information to address the previous reasons for refusal of the lawful development certificate, particularly in respect of the existing established use of the land. Since the refusal of the previous lawful development certificate application the applicant has obtained prior approval for the demolition of the existing outbuilding following the submission of application ref. PRA/2025/02413.

Farnham Weybourne

TM/2026/00379 Farnham Weybourne

Officer: Theo Dyer

49 COPSE AVENUE, FARNHAM GU9 9EA

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 24/01
Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CC1 Climate Change and NE2 Green and Blue Infrastructure.

WA/2026/00455 Farnham Weybourne

Officer: Justin Bramley

8 LOWER WEYBOURNE LANE, FARNHAM GU9 9HQ

Erection of two storey and single storey extensions and alterations following demolition of existing conservatory.

No comment.

5. Surrey County Council Mineral, Waste, or Other Applications/Consultations

There were none for this meeting.

6. Appeals Considered

There were none for this meeting.

7. Licensing Applications Considered

Variation

Waitrose The Hart, Farnham, Surrey, GU9 7HD

Waitrose Ltd

Current hours for sale of alcohol: 08.00-23.00

Proposed hours for sale of alcohol: 00.00-00.00 (24 hours)

The variation is primarily to facilitate the fulfilment of online orders of alcohol. There is, currently, no intention to open the store to the public outside their current opening hours (07.00-23.00). It is not considered necessary however, to impose a condition restricting the extended hours to online sales only. Without such a condition it will also allow some flexibility for Waitrose to consider seasonal extensions of their opening hours, for example the weeks leading up to Christmas, without having to serve Temporary Event Notices.

Waitrose will abide by any planning conditions relating to the opening hours of the premises.

No comment.

Pavement Licence

New

The Queen's Head, 9 The Borough, Farnham, Surrey, GU9 7NA

Miss R Riley

12 bar stools and 2 bar ledges wide for outside dining experience.

9.30am - 22.00, 7 days a week

Please note that the applicant has confirmed that the ledges are detachable and will be custom made so they can be brought inside in the evening and erected every morning.

Farnham Town Council acknowledges the desire to extend hospitality provision to the front of premises within the town centre where pavements are being widened.

Farnham Town Council would like to propose an alternative layout in front of The Queen's Head which excludes the proposed ledge and three stools to the west/(left of the front door and only have the ledge and proposed nine stools to the east/right of the front door. Only one A-board should be positioned against the building to the west /left of the front door.

Farnham Town Council is objecting to the use of the pavement to the west/left of the front door for a ledge and stools as these will cause obstruction to pedestrians, mobility scooters/wheelchair users and pushchairs. A bus shelter is being installed in front of the adjoining premises as part of the town centre improvements (FIP) channelling the pedestrian flow closer to the front of the buildings.

8. Public Speaking at Waverley's Planning Committee, Hearings and Inquiries

There were none for this meeting.

9. Date of next meeting

Monday 13th April 2026 at 9.30am.

The meeting ended at 11.52 am

Notes written by Jenny de Quervain



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Working Group

Time and date

11.00 am on Monday 13th April 2026

Place

Council Chamber, Farnham Town Council, South Street, Farnham GU9 7RN and via Teams

Planning & Licensing Consultative Working Group Members Present:

Councillor Andrew Laughton (Lead Member)
Councillor David Beaman
Councillor Alan Earwaker
Councillor Brodie Mauluka
Councillor George Murray
Councillor Tim Woodhouse

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Merryweather and White.

2. Disclosure of Interests

None were received.

3. Applications Considered for Key/Larger Developments

Farnham Castle

Re-consultation

Elevation drawings and CGIs have been submitted by the applicant. They do not make any changes to the design of the proposed building, but are intended to illustrate the use of a different brick in recesses around the windows. They follow an earlier 'bay study' drawing which has been added to the website.

WA/2025/01495 Farnham Castle

Officer: Alistair de Joux

BEEFEATER RESTAURANT, BOURNE MILL BUSINESS PARK, GUILDFORD ROAD, FARNHAM GU9 9PS
Erection of a four storey annexe building to the existing hotel to provide additional bedrooms with associated works following demolition of existing restaurant.

Although the materials have been highlighted as brick in the recesses, the design is in stark contrast to the adjacent hotel building. Farnham Town Council maintains its previous objections.

Amended description

WA/2025/01495 Farnham Castle

Officer: Alistair de Joux

BEEFEATER RESTAURANT, BOURNE MILL BUSINESS PARK, GUILDFORD ROAD, FARNHAM GU9 9PS
Erection of a four storey annexe building to the existing hotel to provide additional bedrooms with associated works following demolition of existing restaurant.

Farnham Town Council maintains its objection to the bulk of the proposed building, situated too close to the front boundary for a four-storey building. The design is in stark contrast to the existing hotel which has the character of a traditional industrial building.

Although outside of the redline boundary, the verge to the front must include improved footway/shared use path to expand the cycle and pedestrian network, in conjunction with the Local Walking Cycling Infrastructure Plan, to provide better connectivity to the site. There is opportunity to connect to routes towards to town centre (also via Riverside) and to the east/northeast (towards Shepherd and Flock roundabout) for walking and cycling and to encourage use of public transport.

WA/2025/01495 Farnham Castle

Officer: Alistair de Joux

BEEFEATER RESTAURANT, BOURNE MILL BUSINESS PARK, GUILDFORD ROAD, FARNHAM GU9 9PS
Erection of a three storey annexe building to the existing hotel to provide additional bedrooms with associated works following demolition of existing restaurant.

Farnham Town Council objects to the bulk of the proposed three storey annexe building, with accommodation also in the mansard roof, close to the front boundary of the site, in this prominent entry point to Farnham. Although the design is said to reflect the industrial character of the area, no other industrial units are three storeys plus. The existing hotel is much more sensitively designed within the vicinity of the Grade II Listed Bourne Mill. Objections by the Local Lead Flood Authority must be addressed. The County Highways Authority response is yet to be received; requests should be included for improvements to pedestrian access, extending footways and connectivity to the town centre.

Farnham Rowledge

WA/2026/00563 Farnham Rowledge

Officer: Tajinder Rehal

81 BOUNDSTONE ROAD, ROWLEDGE, FARNHAM GU10 4AT

Erection of 6 dwellings including 2 detached garages together with associated access, parking and landscaping following demolition of existing dwelling and outbuildings.

Deferred to the next meeting on 27 April 2026.

4. Applications Considered

Farnham Bourne

NMA/2026/00555 Farnham Bourne

Officer: Anna Whitty

40 LODGE HILL ROAD, LOWER BOURNE, FARNHAM GU10 3RF

Amendment to WA/2023/01768 - put a pitched roof onto the front porch, not a flat roof as shown on the approved plans (For drainage and cosmetic reasons). Another house on the same side of the road has this kind of front porch extension with a pitched roof which fits better into the character of the road.

No comments.

TM/2026/00535 Farnham Bourne

Officer: Theo Dyer

34 AVELEY LANE, FARNHAM GU9 8PR

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER FAR107

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CC1 Climate Change and NE2 Green and Blue Infrastructure.

Amendments received

Alterations to access, additional tree and drainage information

WA/2025/01739 Farnham Bourne

Officer: Lauren Kitson

LAND CENTRED COORDINATES 484052 143748, FRENHAM VALE, LOWER BOURNE, FARNHAM
Erection of a dwelling and associated works.

Farnham Town Council strongly objects to development in this location and maintains its previous reasons for objecting.

Farnham Town Council notes that a similar scheme was refused under WA/2023/02071 in May 2024.

Farnham Town Council maintains its objections to the proposed erection of a dwelling with access and associated works on this site. Development of the site and the loss of trees and vegetation will result in more flooding on the site and on Frensham Vale, especially surface water flooding. The repositioning of the dwelling is not sufficient mitigation to overcome the previous reasons for refusal.

The proposed dwelling is not compliant with Farnham Neighbourhood Plan policy FNP1, particularly sections d) does not respect the site; e) harmful rather than well integrated; f) increasing the risk of flooding on the site and access to it.

The majority of the site is in flood zone 2 and 3. Evidence of severe flooding has previously been provided by neighbours showing the access to the site, in flood zone 3, being under water.

The site is not appropriate for development; it is not in a sustainable location and does not meet the requirements of statutory consultees. The information within this application has

not satisfied WBCs Arboricultural Officer, the County Highways Authority Officer or the Local Lead Flood Authority, raising objection to insufficient suitable drainage to meet requirements set of in the NPPF.

WA/2026/00507 Farnham Bourne

Officer: Tajinder Rehal

PINEHILL HOUSE, 10 PINE RIDGE DRIVE, LOWER BOURNE, FARNHAM GU10 3JP

Erection of a self-build dwelling and detached garage with associated landscaping; construction of a multi sports court with associated fencing; installation of a swimming pool; alterations to boundary treatment including replacement entrance gates, following demolition of existing dwelling and detached garage.

Previous permission for extensions and alterations under WA/2025/00246, the design is not dissimilar for replacement dwelling. Farnham Town Council supports the neighbour's objection to the location of the multi sports court close to their amenity space. Sufficient space is available within the garden for an alternative location of these facilities.

WA/2026/00515 Farnham Bourne

Officer: Sera Elobisi

25A UPPER BOURNE LANE, WRECCLESHAM, FARNHAM GU10 4RG

Application under Section 73 to vary Condition 2 (approved plans and reports) of WA/2025/02453 to allow for addition of first floor extension.

No comment.

WA/2026/00536 Farnham Bourne

Officer: Tajinder Rehal

11 & 11A BROOMWOOD WAY, LOWER BOURNE, FARNHAM GU10 3LP

Erection of retaining wall and fence associated landscaping (part retrospective); alterations to rear garden boundaries.

Farnham Town Council raises concern over limiting visibility for road users on the corner of Broomwood Way; tree planting is shown on the verge to the front of 11A. Although ownership is not a planning matter, this section of Broomwood Way is not part of the adopted highway; the verge and roadway appear to be within the ownership of 4 Broomwood Way.

WA/2026/00558 Farnham Bourne

Officer: Ninto Joy

7A GREENHILL ROAD, FARNHAM GU9 8JN

Erection of a detached ancillary outbuilding following demolition of existing outbuilding; creation of new vehicular access and dropped kerb with closure of existing vehicular access and associated hard landscaping.

No comment.

Farnham Castle

WA/2026/00531 Farnham Castle

Officer: Ninto Joy

3 LOWNDES BUILDINGS, FARNHAM GU9 7JD

Listed Building Consent for replacement of sash windows on the front elevation and internal alterations to first floor including relocation of boiler.

No comment.

WA/2026/00523 Farnham Castle

Officer: Dana Nickson

LAND AT REAR OF 38 THE BOROUGH, FARNHAM

Erection of 3 dwellings with amenity space, refuse and cycle stores; erection of entrance gates and associated works. JBS Development Solutions Ltd

No comment.

WA/2026/00530 Farnham Castle

Officer: Omar Sharif

9-11 EAST STREET, FARNHAM GU9 7RX

Alterations to rear elevation with installation of pedestrian access ramp and associated works; alterations to fenestration; installation of mechanical extraction equipment at first floor flat roof level.

No comment.

Farnham Firgrove

WA/2026/00541 Farnham Firgrove

Officer: Ninto Joy

3 ARTHUR ROAD, FARNHAM GU9 8PB

Erection of single storey extensions following demolition of existing single storey extension and

No comment.

Farnham Moor Park

TM/2026/00556 Farnham Moor Park

Officer: Theo Dyer

COLEY HOUSE, TILFORD ROAD, FARNHAM GU9 8DE

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 24/06

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CC1 Climate Change and NE2 Green and Blue Infrastructure.

WA/2026/00481 Farnham Moor Park

Officer: Dana Nickson

STORE, OLD BARN, CROWN LANE, FARNHAM GU9 9JP

Change of use, extensions and alterations to 2 x existing commercial buildings to provide 4 x dwellings with associated landscaping and parking and demolition of 1 x existing commercial building.

No comment.

WA/2026/00517 Farnham Moor Park

Officer: Wanda Jarnecki

ELM COTTAGE, OLD COMPTON LANE, FARNHAM GU9 8EH

Erection of a detached garage with office space above and external staircase; demolition of two existing outbuildings.

No comment.

Farnham Rowledge

TM/2026/00544 Farnham Rowledge

Officer: Theo Dyer

FISTRAL, 2 HOLLIS WOOD DRIVE, WRECCLESHAM, FARNHAM GU10 4JT

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 03/11

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CC1 Climate Change and NE2 Green and Blue Infrastructure.

WA/2026/00504 Farnham Rowledge

Officer: Justin Bramley

BROOM COTTAGE, 14 THE AVENUE, ROWLEDGE, FARNHAM GU10 4BD

Alterations to elevations, fenestrations and roof together with conversion of attached garage to provide habitable accommodation.

No comment.

WA/2026/00537 Farnham Rowledge

Officer: Wanda Jarnecki

HINDFIELD, THE AVENUE, ROWLEDGE, FARNHAM GU10 4BD

Certificate of Lawfulness under Section 192 for proposed use of the existing outbuilding as ancillary residential use.

No comment.

5. Surrey County Council Mineral, Waste, or Other Applications/Consultations

There were none for this meeting.

6. Appeals Considered

There were none for this meeting.

7. Licensing Applications Considered

New Pavement Licence

B'elicious Crepes 6 South Street, Farnham, GU9 7RP

Miss N Dimova

An application has been received for a temporary pavement licence, 2 x tables, 4 chairs, 2.4m x 0.9m, Monday to Friday 09.30-19.00, Saturday 09.00-19.00, Sunday 10.00-19.00.

No comment.

[Update on Pavement Licence - for information only](#)

New Pavement Licence

The Queen's Head 9 The Borough, Farnham, Surrey, GU9 7NA

Miss R Riley

This application has now been put on hold for the foreseeable future whilst the applicant seeks confirmation whether planning or listed building consent is required for this proposal.

8. Public Speaking at Waverley's Planning Committee, Hearings and Inquiries

There were none for this meeting.

9. Date of next meeting

Monday 27th April 2026 at 9.30am.

The meeting ended at 11.04 am

Notes written by Jenny de Quervain



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Working Group

Time and date

Monday 27th April, 2026 at 9.30 am

Place

Council Chamber, Farnham Town Council, South Street, Farnham GU9 7RN and via Teams

Planning & Licensing Consultative Working Group Members Present:

Councillor Andrew Laughton (Lead Member)

Councillor David Beaman

Councillor Alan Earwaker

Councillor Brodie Mauluka

Councillor George Murray

Councillor Tim Woodhouse

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Merryweather and White.

2. Disclosure of Interests

None were received.

3. Applications Considered for Key/Larger Developments

Farnham Castle

WA/2026/00608 Farnham Castle

Officer: Matt Ayscough

FOOTPATH ADJACENT 13 EAST STREET, FARNHAM GU9 7RX

Installation of 1No. BT Street Hub Unit and associated advertisement panels on either side of the unit.

The debate on this matter highlighted the need to reaffirm the Town Council's views on existing policy to refuse applications for digital advertising as part of the Farnham

Neighbourhood Plan update. In the meantime, it was agreed that objection would be raised to the proposed BT Street Hub Unit in East Street.

Farnham Town Council objects to the proposed BT Street Hub Unit, a double-sided freestanding digital information and advertising display.

The address on this application is incorrect; the proposed installation is outside 14 East Street as shown on the location plan. This location is on the edge of the Town Centre Conservation Area – 13 East Street is where the Conservation Area ends.

Farnham Neighbourhood Plan policy FNP4 Advertisement Control states that within the Plan area, proposals for an advertisement will be permitted where:

- a) **It would not be obtrusive in appearance, cause visual clutter or lead to a proliferation of signs, appear dominant or overbearing in the street scene, or cause significant harm to the appearance of any building on which it would be displayed because of siting, size, design, construction of materials;**
- b) **The level of illumination would cause no significant harm to residential amenity; and**
- c) **It would not endanger highway or public safety.**

The proposal conflicts with this policy being dominant in the street scene, having a negative impact on amenity and public safety.

The proposed BT Street Hub Unit is visually intrusive standing at standing at 2.98m high by 1.23m wide, and digital screens on both elevations.

Digital signage is discouraged in the historic market town of Farnham, especially in such a prominent location, with content changing at 10 second intervals, causing distraction to motorists close to a pedestrian crossing at Marlborough Walk, next to a vehicle access to the rear of Dominoes and the JD Weatherspoon's development, including between the hours of midnight and 5am at 600cd sqm, and an obstruction to pedestrians.

The application states 'It should be noted that this proposal for the installation of a Street Hub will see with it the removal of existing, outdated and worn-down BT payphones, at no extra cost to the council.'

The owner of The Woolmead, Homes England, has ceased the lease of their land for the two BT payphones on the northeast side of the Royal Deer junction. There is no requirement to replace these payphones with a BT Street Hub Unit in another location.

NB. The debate on this matter highlighted the need to reaffirm the Town Council's views on existing policy to refuse applications for digital advertising as part of the Farnham Neighbourhood Plan update. In the meantime, it was agreed that objection would be raised to the proposed BT Street Hub Unit in East Street.

WA/2026/00609 Farnham Castle

Officer: Matt Ayscough

FOOTPATH ADJACENT 13 EAST STREET, FARNHAM GU9 7RX

Advertisement consent to display internally illuminated panels on either side of BT Street Hub unit.

Farnham Town Council objects to the proposed BT Street Hub Unit, a double-sided freestanding digital information and advertising display.

The address on this application is incorrect; the proposed installation is outside 14 East Street as shown on the location plan. This location is on the edge of the Town Centre Conservation Area – 13 East Street is where the Conservation Area ends.

Farnham Neighbourhood Plan policy FNP4 Advertisement Control states that within the Plan area, proposals for an advertisement will be permitted where:

- d) It would not be obtrusive in appearance, cause visual clutter or lead to a proliferation of signs, appear dominant or overbearing in the street scene, or cause significant harm to the appearance of any building on which it would be displayed because of siting, size, design, construction of materials;
- e) The level of illumination would cause no significant harm to residential amenity; and
- f) It would not endanger highway or public safety.

The proposal conflicts with this policy being dominant in the street scene, having a negative impact on amenity and public safety.

The proposed BT Street Hub Unit is visually intrusive standing at standing at 2.98m high by 1.23m wide, and digital screens on both elevations.

Digital signage is discouraged in the historic market town of Farnham, especially in such a prominent location, with content changing at 10 second intervals, causing distraction to motorists close to a pedestrian crossing at Marlborough Walk, next to a vehicle access to the rear of Dominoes and the JD Weatherspoon's development, including between the hours of midnight and 5am at 600cd sqm, and an obstruction to pedestrians.

The application states 'It should be noted that this proposal for the installation of a Street Hub will see with it the removal of existing, outdated and worn-down BT payphones, at no extra cost to the council.'

The owner of The Woolmead, Homes England, has ceased the lease of their land for the two BT payphones on the northeast side of the Royal Deer junction. There is no requirement to replace these payphones with a BT Street Hub Unit in another location.

NB. The debate on this matter highlighted the need to reaffirm the Town Council's views on existing policy to refuse applications for digital advertising as part of the Farnham Neighbourhood Plan update. In the meantime, it was agreed that objection would be raised to the proposed BT Street Hub Unit in East Street.

WA/2026/00638 Farnham Castle

Officer: Dana Nickson

4 DOWNING STREET, FARNHAM GU9 7PA

Change of use from doctors surgery (Use Class E(e)) residential use (Use Class C); erection of extension and alterations to provide 7 flats with associated amenity space, landscaping, parking and bin and cycle store.

No comment.

WA/2026/00639 Farnham Castle

Officer: Dana Nickson

4 DOWNING STREET, FARNHAM GU9 7PA

Listed building consent for change of use from doctors surgery (Use Class E(e)) residential use (Use Class C); erection of extension and alterations to provide 7 flats with associated amenity space, landscaping, parking and bin and cycle store.

No comment.

Farnham North West

NMA/2026/00617 Farnham North West

Officer: Sam Wallis

LAND AT OLD PARK LANE, FARNHAM

Amendment to WA/2023/01467 Condition 22

No comment.

Farnham Rowledge

Deferred from the PLCG meeting on 13 April 2026

WA/2026/00563 Farnham Rowledge

Officer: Tajinder Rehal

81 BOUNDSTONE ROAD, ROWLEDGE, FARNHAM GU10 4AT

Erection of 6 dwellings including 2 detached garages together with associated access, parking and landscaping following demolition of existing dwelling and outbuildings.

Farnham Town Council supports the objection from the Local Lead Flood Authority; more information is required to address to surface water drainage within the proposed scheme and the Biodiversity Net Gain shortfall.

Insufficient mitigation is included to respond to neighbours' objections to the negative impact on wildlife and a Construction and Transport Management Plan must also be submitted prior to determination to respond to concerns raised about the impact on local road during construction, routing of waste and materials and parking for those working on site.

WA/2026/00581 Farnham Rowledge

Officer: Dana Nickson

ALTON ROAD SANDPIT, ALTON ROAD, FARNHAM

Erection of replacement footbridge.

No comment.

4. Applications Considered

Farnham Bourne

WA/2026/00565 Farnham Bourne

Officer: Justin Bramley

40 AVELEY LANE, FARNHAM GU9 8PS

Certificate of Lawfulness under Section 192 for dormer extension and alterations to fenestration on south elevation.

No comment.

WA/2026/00580 Farnham Bourne

Officer: Justin Bramley

GREENFORD HOUSE, TILFORD ROAD, FARNHAM GU9 8HR
Erection of extensions and alterations together with replacement porch.
No comment.

WA/2026/00633 Farnham Bourne

Officer: Justin Bramley
12 AVELEY LANE, FARNHAM GU9 8PW
Certificate of Lawfulness under Section 192 for erection of a single storey rear/side extension.
No comment.

WA/2026/00643 Farnham Bourne

Officer: Dana Nickson
REDHILL HOUSE, TILFORD ROAD, LOWER BOURNE, FARNHAM GU9 8HS
Certificate of Lawfulness under Section 191 for the erection of an agricultural storage barn which has been in use as such in excess of 10 years.
No comment.

Farnham Castle

CA/2026/00576 Farnham Castle

Officer: Theo Dyer
27D WEST STREET, FARNHAM GU9 7DR
FARNHAM CONSERVATION AREA WORKS TO TREES
Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CC1 Climate Change and NE2 Green and Blue Infrastructure.

Farnham Heath End

TM/2026/00575 Farnham Heath End

Officer: Theo Dyer
WINGS COTTAGE, WINGS ROAD, FARNHAM GU9 0HN
APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 18/09
Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CC1 Climate Change and NE2 Green and Blue Infrastructure.

WA/2026/00610 Farnham Heath End

Officer: Ninto Joy
PADDOCK, 5 WOOD ROAD, FARNHAM GU9 0PQ
Certificate of Lawfulness under Section 192 for erection of a single storey rear extension.
No comment.

Farnham North West

WA/2026/00626 Farnham North West

Officer: Ninto Joy
2 FOLLY LANE NORTH, FARNHAM GU9 0HX

Erection of single and two storey extensions and alterations following demolition of conservatory and attached garage.

No comment.

Farnham Moor Park

WA/2026/00615 Farnham Moor Park

Officer: Justin Bramley

PINE TREES, OLD COMPTON LANE, FARNHAM GU9 8EG

Certificate of Lawfulness under Section 192 for erection of single storey side extensions and an ancillary outbuilding.

No comment.

WA/2026/00622 Farnham Moor Park

Officer: Anna Whitty

2 CROWN DRIVE, BADSHOT LEA, FARNHAM GU9 9JN

Erection of extensions and alterations to existing single storey dwelling and removal of chimney.

No comment.

Farnham Rowledge

WA/2026/00641 Farnham Rowledge

Officer: Justin Bramley

9 CHERRY TREE ROAD, ROWLEDGE, FARNHAM GU10 4AB

Erection of a detached double garage.

The proposed garage is forward of the building line, contrary to Residential Extensions SPD. The green boundary to the front must be retained to maintain the character of the street.

Farnham Weybourne

WA/2026/00625 Farnham Weybourne

Officer: Justin Bramley

38 COPSE AVENUE, FARNHAM GU9 9EB

Erection of ground and first floor extensions and alterations.

No comment.

WA/2026/00649 Farnham Weybourne

Officer: Justin Bramley

13 WOODBOURNE, FARNHAM GU9 9EF

Alterations and extension of existing roof over porch and garage; alterations to front elevation.

No comment.

5. Surrey County Council Mineral, Waste, or Other Applications/Consultations

Other applications. There are none for this meeting.

6. Appeals

Appeal Notification

Planning Inspectorate Reference: 6005594

WA/2025/01751 Farnham Castle

PAPA JOHNS, CONTEC HOUSE, EAST STREET, FARNHAM GU9 7SX
Application under Section 73 to vary Condition 5 (restrictions on operational hours) of WA/2013/0844 to extend opening hours.

Starting Date: 10/04/2026

Appellant's Name: Mr Jugnandan Singh (MJI Food Ltd)

See FTCs previous comments below.

WA/2025/01751 Farnham Castle

Officer: Alistair de Joux

PAPA JOHNS, CONTEC HOUSE, EAST STREET, FARNHAM GU9 7SX

Application under Section 73 to vary Condition 5 (restrictions on operational hours) of WA/2013/0844 to extend opening hours.

Farnham Town Council maintains its objection to the proposed operational hours to 03.00 in this location. The reason for refusal of WA/2025/01111 in July 2025 is relevant to this application: The length of the extension of opening hours proposed and the residential character of the immediate locality will mean that neighbouring residential occupiers will have their expected quiet enjoyment of their properties significantly reduced, in conflict with Policy TD1 of the Waverley Borough Local Plan (Part 1) 2018, Waverley Borough Local Plan (Part 2) 2023 Policy DM1, Farnham Neighbourhood Plan 2013 - 2032 Policy FNP1 and paragraphs 96 and 97 of the National Planning Policy Framework.

Although the applicant ran a trial period operating under Temporary Event Notices (TENS), extending hours to 03:00 from 7-27 April 2025 during the Easter school holidays, this does not demonstrate that operating deliveries only between midnight and 03.00 every day of the year is acceptable.

Appeal Notification

Planning Inspectorate Reference: 6006580

WA/2025/00281 Farnham Rowledge

QUARRY HOUSE, GARDENERS HILL ROAD, LOWER BOURNE FARNHAM GU10 3JB

Erection of 4 dwellings with installation of air source heat pumps and solar panels; associated garaging, parking and landscaping following demolition of existing dwelling, garage and outbuildings.

Starting Date: 02/04/2026

Appellant's Name: Mr R Riall

Representations to PINS to include FTCs previous comments and details of dismissed appeal 3377577 on PIP/2025/01362 Land West of Gardeners Hill Road, Farnham, Surrey GU10 3HZ, see below.

Amendments received

Additional Highways and Ecology Information

WA/2025/00281 Farnham Rowledge

Officer: Dana Nickson

QUARRY HOUSE, GARDENERS HILL ROAD, LOWER BOURNE, FARNHAM GU10 3JB
Erection of 4 dwellings with installation of air source heat pumps and solar panels; associated garaging, parking and landscaping following demolition of existing dwelling, garage and outbuildings.

Farnham Town Council notes additional highways and ecology information has been provided.

Unsurprisingly, Biodiversity Net Gain is not possible on the site given the verdant nature of the site and an area subject to a group TPO to the south.

The applicant's response to the CHA demonstrates that this is a busy road, prone to higher speeds, large volumes of traffic, especially school traffic, on a narrow rural lane with limited opportunity to achieve visibility splays and no opportunity to provide pedestrian or cycle connectivity.

Farnham Town Council maintains its objection to an additional 3 dwellings on the site.

The proposed development is Outside Built-up Area Boundary of the Farnham Neighbourhood Plan, policy FNP10 Protect and Enhance the Countryside must be considered along with LPP1 policy Countryside beyond the Green Belt – RE1, FNP1 Design of New Development and Conservation and, given the unsustainable location, FNP30 Transport Impact of Development.

New development must be in accordance with FNP1. These proposals are contrary to policy FNP1 and do not meet the criteria in a), d), e), f):

- a) Is designed to a high quality which responds to the heritage and distinctive character of the individual area of Farnham in which it is located, as defined on Maps B(i) and B(ii) - Conservation Areas and Character Areas, by way of: i. height, scale, density, layout, orientation, design and materials of buildings, ii. boundary treatment, iii the scale, design and materials of the public realm (highways, footways, open space and landscape); d) Respects the natural contours of a site and protects and sensitively incorporates natural features such as trees, hedges and ponds within the site; e) Is well integrated into the landscape by existing and new landscape buffers;**
- f) Will not be at an unacceptable risk of flooding itself, and will not result in any increased risk of flooding elsewhere.**

The proposals are contrary to policy FNP30 and do not meet the criteria in a), c), e), g):

- a) Safely located vehicular and pedestrian access where adequate visibility exists or could be created; c) Residential development proposals ensure that sustainable transport links, including walking and cycling links are provided to the principal facilities including the town centre and the nearest neighbourhood centre; the nearest bus stop; primary school; secondary school and public open space; e) Where adequate transport infrastructure is not available to serve the development, the development would provide, or contribute towards, appropriate measures which will address the identified inadequacy and assist walking, cycling, public transport and other highway improvements; g) Development proposals would not add inappropriate traffic on rural lanes and would not require highway works or footpaths which would result in unsympathetic change to the character of a rural lane.**

WA/2025/00281 Farnham Rowledge

Officer: Dana Nickson

QUARRY HOUSE, GARDENERS HILL ROAD, LOWER BOURNE, FARNHAM GU10 3JB

Erection of 4 dwellings with installation of air source heat pumps and solar panels; associated garaging, parking and landscaping following demolition of existing dwelling, garage and outbuildings.

Farnham Town Council objects to the proposed development of the erection of four dwellings and associated garaging, parking, etc. in this wooded, countryside setting.

The proposed development is Outside Built-up Area Boundary of the Farnham Neighbourhood Plan, policy FNP10 Protect and Enhance the Countryside must be considered along with LPP1 policy Countryside beyond the Green Belt – RE1, FNP1 Design of New Development and Conservation and, given the unsustainable location, FNP30 Transport Impact of Development.

The proposals are contrary to policy FNP1 a), d), e), f):

- a) Is designed to a high quality which responds to the heritage and distinctive character of the individual area of Farnham in which it is located, as defined on Maps B(i) and B(ii) - Conservation Areas and Character Areas, by way of: i. height, scale, density, layout, orientation, design and materials of buildings, ii. boundary treatment, iii the scale, design and materials of the public realm (highways, footways, open space and landscape);**
- d) Respects the natural contours of a site and protects and sensitively incorporates natural features such as trees, hedges and ponds within the site;**
- e) Is well integrated into the landscape by existing and new landscape buffers;**
- f) Will not be at an unacceptable risk of flooding itself, and will not result in any increased risk of flooding elsewhere.**

The proposals are contrary to policy FNP30 a), c), e), g):

- a) Safely located vehicular and pedestrian access where adequate visibility exists or could be created;**
- c) Residential development proposals ensure that sustainable transport links, including walking and cycling links are provided to the principal facilities including the town centre and the nearest neighbourhood centre; the nearest bus stop; primary school; secondary school and public open space;**
- e) Where adequate transport infrastructure is not available to serve the development, the development would provide, or contribute towards, appropriate measures which will address the identified inadequacy and assist walking, cycling, public transport and other highway improvements;**
- g) Development proposals would not add inappropriate traffic on rural lanes and would not require highway works or footpaths which would result in unsympathetic change to the character of a rural lane.**

Consideration must be given to the impact on the existing residential developments to the north and the south of the proposed dwellings.

Local Plan Part 1 (LPP1) policy TD1 Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.

Relevant Appeal Decision:**Planning Inspectorate Reference: 3377577**

Decision date: 20 April 2026

Site visit made on 13 April 2026 by L Gardner MRTPI an Inspector appointed by the Secretary of State.

PIP/2025/01362 Land West of Gardeners Hill Road, Farnham, Surrey GU10 3HZ

- The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant permission in principle.
- The appeal is made by Ms. Caroline Martin, Ms. Philippa Melhuish & Mr. Michael Codd against the decision of Waverley Borough Council.
- The development proposed is application for permission in principle for residential development of a minimum of 2 and a maximum of 5 no. dwellings (Use Class C3).

Decision

1. The appeal is dismissed.

Preliminary Matters

2. The proposal is for permission in principle. Planning Practice Guidance (PPG) advises that this is an alternative way of obtaining planning permission for housing-led development. The permission in principle consent route has two stages: the first stage (or permission in principle stage) establishes whether a site is suitable in-principle and the second ('technical details consent') stage is when the detailed development proposals are assessed. This appeal relates to the first of these two stages.

3. The scope of the considerations for permission in principle is limited to location, land use and the amount of development permitted. All other matters are considered as part of a subsequent technical details consent application if permission in principle is granted. I have determined the appeal accordingly.

4. An applicant can apply for permission in principle for a range of dwellings by expressing a minimum and maximum number of dwellings as part of the application. In this instance, permission has been sought for a minimum of two dwellings and a maximum of five. A plan has been submitted showing how five dwellings could be accommodated on the site, but I have considered this to be solely for illustrative purposes.

5. The trees within the appeal site are protected by a Tree Preservation Order (TPO). Whilst I note that the TPO is subject to an objection, it is beyond the remit of the appeal before me to consider the appropriateness or otherwise of the imposition of the TPO.

6. The Council's reason for refusal refers to Policy RE2 of the Waverley Borough Local Plan Part 1 (2018) (LPP1) which relates to development within the Green Belt. The Council has confirmed that this was a typographical error and that it intended to reference Policy RE1 of the LPP1. The Council has also confirmed that reference to Policy FNP1 of the Farnham Neighbourhood Plan (2020) (FNP) should have been Policy FNP10 of the FNP.

Main Issue

7. The main issue is whether the site is suitable for residential development, having regard to its location, the proposed land use and the amount of development.

Reasons

8. The appeal site forms an area of close canopy woodland to the west of Gardener's Hill Road. Whilst the main parties agree that the appeal site is not remote in planning terms, it falls outside the defined settlement area of Farnham. Consequently, development in the area surrounding the appeal site is sparse, generally formed of pockets of built form surrounded by areas of woodland.

9. The areas of wooded landscape to the south of Farnham, to which the appeal site forms part of, are significant, forming high levels of tree canopy coverage. These extensive areas of woodland form a strong visual characteristic of the surrounding area, as well as a valuable break between built form.

10. It is not necessary for an application for permission in principle to be supported by evidence such as a tree survey. In the absence of such a document, I cannot be certain of the precise quality of the individual tree specimens within the site. Nevertheless, the woodland appears relatively unmanaged, with invasive species such as bracken indicating a lack of recent intervention.

11. Despite this, the site occupies a prominent position alongside Gardener's Hill Road. Regardless of the age of the woodland or the quality of individual trees, the group as a whole makes a strong, positive contribution to the area's rural and sylvan character.

12. The appeal proposal seeks permission in principle for a minimum of two, and a maximum of five dwellings. The exact implications of the proposal, namely in respect of tree removal, are at this stage unknown. However, given the extent of tree cover within the site, it is inconceivable that even the minimum quantum of dwellings could be developed without the removal of vast areas of woodland.

13. Even if trees were to be retained along the site boundaries, and the technical details consent stage presented additional areas of landscaping or biodiversity net gain, in developing the appeal site for residential purposes, the high visual value of its wooded landscape would be, at least in part, eroded. The development of the appeal site would introduce another isolated pocket of development, undermining the existing balance between built form and wooded landscapes in the immediate area.

14. I have limited details as to the extent of tree removal which would be expected through future management of the woodland. I therefore cannot be satisfied that it would be directly comparable to the level of tree removal necessitated through the residential development of the site (as above, also at this stage unknown). However, the level of tree removal warranted through sound forestry practices would still be materially different to the appeal proposal which would also introduce associated built form.

15. The proposed use of the land for residential purposes, even in the lower context of the amount of development proposed, would have a demonstrably harmful effect on the positive contribution to which the appeal site makes towards the established landscape value of the surrounding area. The high presence of other woodlands within the surrounding area does not in itself justify the erosion of the woodland within the appeal site.

16. Despite being outside of the settlement boundary of Farnham, the Council did not resist the proposal based on the appeal site's location. I note the proximity to services and facilities within Farnham and see no reason to take a different view on this matter.

17. Nevertheless, taking all of the above into consideration, I conclude that the appeal site is not suitable for residential development having regard to the proposed land use and the amount of development. The proposal is therefore contrary to Policy NE2 of the LPP1 which in part seeks to maintain and enhance existing trees, woodland and hedgerows within the Borough.

18. It would also be contrary to Policies DM1 and DM11 of the Waverley Borough Local Plan Part 2 (2023) (LPP2) which, amongst other matters, set out that development should not cause harm or damage to existing environmental assets, including through retaining woodland and groups of trees.

19. Policy DM15 of the LPP2 relates to development in rural areas. Whilst I do not find the proposal would be contrary to the element of the policy which requires proposals to not be isolated from everyday services and facilities, it would still be contrary to the policy as a whole, which also requires development to recognise the natural beauty and undeveloped character which is intrinsic to the open countryside.

20. Despite not being explicitly referenced in the reason for refusal, both Policy RE1 of the LPP1 and Policy FNP10 of the FNP refer in part to the need to safeguard the intrinsic character of the countryside. I have therefore also identified conflict with these policies.

Other Matters

21. The Council did not find specific harm in relation to the highway implications of the proposal or that the size of the site could accommodate up to five dwellings. Notwithstanding that these matters may have needed to be addressed further at technical details consent stage, a lack of harm in these respects does not weigh in favour of the proposal.

22. I acknowledge the appellant's concerns over the Council's handling of the application, in particular a lack of update throughout the application process. However, this is not a matter that I can consider under a section 78 planning appeal and does not alter my findings, in which I have had regard solely to the planning merits of the proposal.

Planning Balance

23. The Council is unable to demonstrate a five-year supply of deliverable housing sites as required by the National Planning Policy Framework (the Framework). The Council has confirmed that the present supply is 1.28 years which is a notable shortfall, demonstrating that the need for housing is pressing. Paragraph 11(d)ii of the Framework requires me to consider whether the adverse impacts of permitting the development would significantly and demonstrably outweigh the benefits when assessed against the Frameworks policies as a whole.

24. Small and medium sized developments present the opportunity to make a meaningful, immediate difference to housing land supply. In this respect I have given the associated housing delivery, which could be up to five additional dwellings, in a location with some access to services and facilities moderate weight in the overall balance.

25. As above, I have identified that the proposal would not be suitable for residential development as it would harm the landscape value of the appeal site and the surrounding area. Given the likely extensive level of tree removal which would be required to facilitate the development, I assign significant weight to that harm.

26. The proposal would be at odds with paragraph 135 of the Framework which requires development to be sympathetic to its landscape setting. It would also be at odds with paragraph 187(b) of the Framework as it would not recognise the intrinsic character and beauty of the countryside, including the economic and other benefits of trees and woodland. In light of these provisions, I find the harm arising from the proposal would significantly and demonstrably outweigh the benefits. The circumstances as set out in paragraph 11(d)(ii) of the Framework exist and so the presumption in favour of granting planning permission does not apply.

Conclusion

27. I have concluded that the proposal would conflict with the development plan as a whole and there are no other material considerations, including the provisions of the Framework, which indicate planning permission should be granted. Therefore, the appeal is dismissed.

L Gardner
INSPECTOR

7. Licensing Applications Considered

New Premises Licence Application

Jo's Neuro Café, 5 Downing Street, Farnham, Surrey, GU9 7PB
Miss J Lawrence

The application is for On sales of alcohol 18:30-23:00 Monday to Sunday and Opening hours 08:00-23:00 Monday to Sunday.

No comment.

Street Trading Consent Renewal

Best Farnham Kebab, Long Garden Walk, Farnham, Surrey, GU9 7HA
Mr M Elhan

The proposed days and times of trading are:

Monday-Thursday 16:00 – 00:30; Friday and Saturday 16:00 – 01:30; Sunday 16:00 – 00:00

No comment.

8. Public Speaking at Waverley's Planning Committee, Hearings or Inquiries

To consider who should speak on any relevant application at Waverley's Planning Committee, Hearings or Inquiries. There were none for this meeting.

9. Street Naming

SNN/2026/0118: LAND WEST OF AND OPPOSITE OLD COMPTON LANE WAVERLEY LANE FARNHAM - 146 dwellings - WA/2025/01277 is still to be determined but WBC Street Naming has asked that FTC start thinking about 6 or 7 potential road names.

Road names/prefixes cannot be duplicated within the borough. [List of Streets in the National Street Gazetteer - FindMyStreet.](#)

Request to be shared with interested parties. FTC to collate suggestions.

10. Date of next meeting

Monday 11th May 2026 at 9.30am.

The meeting ended at 11.00 am

Notes written by Jenny de Quervain



FARNHAM TOWN COUNCIL



Report
Council

Date: 29th April 2026

Year End Accounts 2025-2026

1 Summary

This report gives an overview of the 2025-26 accounts, variances and specific issues that arose during the year.

2 Overview

2025-26 was another complex year with a full programme of events and activities including continuing the emphasis on supporting organisation provide an outreach service for younger people through additional grant funding, as well as school holiday activity grants. Capital projects included the completion of the Gostrey Meadow playground and preparatory work for the new Gostrey Amenity Building. Preparation for Local Government Re-organisation included agreement (subject to surveys and legal agreements) of a first phase of green spaces from Waverley Borough Council. In addition, FTC took over the management of Library Gardens from Surrey CC and made some significant improvements, carried out competitive tenders for new Christmas lights and a new website.

During the year, investment income was significantly higher than forecast because of interest rates remaining high, and additional investments as a result of Community Infrastructure Levy receipts which had been earmarked against specific projects.

3 Outturn

The overall income position was £3,272,304 (against a budget of £1,946,650) whilst expenditure was £2,285,233 (against a budget of £1,946,650). The higher than anticipated income was primarily due to CIL receipts along with significantly higher interest as a result whilst the larger expenditure was primarily due to the Gostrey playground and Christmas lights. After the planned movement to reserves for Christmas lights and elections which are budgeted for over a four year (or longer) period, plus use of earmarked reserves for Christmas lights, the playground and contributions for preparations to local government re-organisation, there was overall an overall use of £153,873 of earmarked reserves and a contribution of £1,182,808 to reserves leaving a net additional use of reserves of £41,865.

4 Creditors and debtors

This year the general debtors figure (excluding recoverable VAT) is £25,341.40 (2024/5: £48,028) but none of the outstanding payments were cause for concern and by 24th April the outstanding figure was just £3,945.44

In 2025/26 the creditors figure is £64,467 (2024/25 £31,846). There are accruals of some £53,617 (2024/25: £44,749) whilst receipts in advance (for allotments and future events is at £17,267. The previous year was at £41,983 because of the cancelled Christmas market in 2024 because of adverse weather.

Investments

- 5 With the additional CIL investments and there has been a higher than budgeted level of interest earned £107,428 (2024/25: 122,629). Dividends on the Local Authority Property Fund were slightly lower at £9,925 (2024/25) £10,975.

General Reserves

- 6 Local Councils may keep general reserves in a range of 3 months to 12 months. Farnham Town Council's current policy is to keep up to six months' worth of reserves based on the precept or operating expenditure. For larger councils such as Farnham, the *Practitioners' Guide* now suggests a figure closer to three months is appropriate.

The General Reserve this year will be £596,307 (2025/26: £602,597) The precept for the year ahead is £1,703,930 and the budget is £2,205,030, so the earmarked reserve represents 27% (2024/25: 31%) of operating expenditure or 35% of precept (2025/26 39%). This is a prudent level for Farnham Town Council given the level of earmarked reserves in addition.

Earmarked Reserves

- 7 Council should review its earmarked reserves as part of the year end process to ensure they are still required or if there are different priorities. This year there has been a wider review as some reserves are no longer required to the same level, some have been drawn down as described above, and some have been reallocated. Appendix F shows where the proposed changes have taken place. At the Strategy & Resources meeting it was proposed that one further change take place with a CIL allocation of £100,000 being earmarked for the refurbishment of the Hart toilets and a transfer of £100k from the public convenience earmarked reserve be allocated for Local Government Reorganisation requirements.

Some reserves must be kept as they are retained for specific purposes such as those agreed for Section 106 projects or CIL and these are clearly identified for approved capital projects according to the Council's current policy. The sale of a capital asset such as the cemetery chapel in Green Lane should be spent on capital purposes and is retained for as long as needed. As it is used, the amount is reduced from the reserve. The bus shelters reserve is a commuted sum for replacement or repair of certain shelters installed by SCC.

The Elections reserve is added to each year to cover the four yearly election and any FTC by-elections. With the advent of a new unitary council in 2027, the requirement in future is uncertain and the election reserve will need a greater commitment for future years. After initially suggesting FTC costs would increase to a staggering sum of some £375,000, a revised calculation has now been carried out by the Waverley elections team and a provisional indicative quotation of £74,000 has been received, which is much closer to what FTC should be paying for around 32,000 voters.

Assets

- 8 The Assets register has been updated to reflect purchases or refurbishments made during the year and for some agreed disposals (replaced IT equipment and grounds machines). The calculation of local authority assets is somewhat confusing to those new to local government as it is not a current valuation or an insurance valuation and does not take into account depreciation. A gifted asset is calculated at zero or £1 but it is then increased when capital expenditure is added.

As a reminder, the *Practitioners Guide* explains

“5.147 For authorities covered by this Guide, an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced.

Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.”

“ 5.61 In the special case where an authority receives an asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register with a nominal one-pound (£1) value as a proxy for the zero cost. The use of the £1 proxy is particularly important in cases where an authority operates an asset registration system that requires a positive value for every asset. Any costs of bringing gifted assets into productive use should be expensed as revenue items.”

Also, longer term investments (such as that in the Local Authority Property Fund) are shown in the Asset Register rather than in the list of investments. When they are sold, the receipt will be taken as income in the year of sale. The property fund is still shown at the purchase value, rather than at the current valuation.

Comment on specific codes

- 9 Set out at Appendix Q is an explanation for significant or unexpected variances to assist Council in understanding the 2025-26 Outturn comparing variances between 2024/25 and 2025/26 that must accompany the Annual Governance and Accountability Return.
- 10 The Appendices set out the detailed background papers to accompany the end of year accounts, whilst Appendix N is the Internal Auditor’s Report on the year. Members have considered the Interim report and welcomed the proposals made and the responses by officers. The Internal auditor has again commented positively on the separation of duties and the way the accounts are managed.
- 11 Council should review the papers circulated with the Strategy & Resources report and Appendices H to L prior to agreeing the Governance Statement, to confirm that Farnham Town Council has followed proper procedures during the year, and then recommend signing the AGAR for submission to the External Auditor.

Recommendation from Strategy & Finance Working Group to Council

It is recommended that:

- 1) **The report at Appendix H be adopted;**
- 2) **The 2025-26 Outturn be welcomed;**
- 3) **the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return, page 4) be approved;**
- 4) **The Internal Auditor’s report be welcomed and the recommendations agreed;**
- 5) **The updated Asset Register and values be approved;**
- 6) **The Report and Financial Statements including the general and earmarked reserves at Appendix M for 2025-26 be adopted for signature;**
- 7) **The variances list for the Annual Return be agreed;**
- 8) **The Annual Governance and Accountability Return and associated papers be approved for signature and submission to the External Auditor.**



	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>							
1000 Hall & Room Lettings Income	9,000	10,130	10,000	(130)			101.3%
1030 Commercial Lettings Income	9,000	9,000	9,500	500			94.7%
1045 Income - Services provided	0	32,351	0	(32,351)			0.0%
1060 Section 106 contributions	90,052	0	0	0			0.0%
1065 Community Infrastructure Levy	443,689	1,186,834	0	(1,186,834)			0.0%
1080 Allotment Rents Income	15,468	15,524	17,000	1,476			91.3%
1081 Allotment admin fee	600	1,630	500	(1,130)			326.0%
1082 Terminated Allotment Plots	(468)	0	0	0			0.0%
1083 Allotment Insurance	262	780	0	(780)			0.0%
1100 Interment Fees Income	29,345	40,545	38,000	(2,545)			106.7%
1120 Grave Purchases Income	57,803	74,595	57,000	(17,595)			130.9%
1130 Memorials Income	6,368	4,625	7,100	2,475			65.1%
1160 Cemeteries Other Income	156	280	0	(280)			0.0%
1200 Grants Income	12,500	45,500	12,000	(33,500)			379.2%
1201 Sponsorship Income (+VAT)	30,400	28,500	43,250	14,750			65.9%
1202 Income - Contributions	21,893	32,693	33,000	307			99.1%
1203 Donations - Income	13,183	22,183	0	(22,183)			0.0%
1204 Bookings/Hire	50,454	72,118	71,500	(618)			100.9%
1205 Ticket sales	18,587	13,334	12,000	(1,334)			111.1%
1206 Literary Prize Entry Fee	1,018	3,366	0	(3,366)			0.0%
1207 Sale of books, kits etc	6,831	5,427	0	(5,427)			0.0%
1208 Sale of Refreshments	1,332	1,035	500	(535)			207.0%
1245 Advertising income	17,590	11,945	10,500	(1,445)			113.8%
1300 Banners Income	2,880	910	2,500	1,590			36.4%
1610 Venison Dinner income	0	5,578	0	(5,578)			0.0%
1900 Precept	1,424,818	1,535,300	1,535,300	0			100.0%
1910 Interest Received	122,629	107,428	75,000	(32,428)			143.2%
1911 Dividends received	10,975	9,925	12,000	2,075			82.7%
1920 Sale Of Assets	0	642	0	(642)			0.0%
1999 Miscellaneous Income	43	127	0	(127)			0.0%
Total Income	2,396,408	3,272,304	1,946,650	(1,325,654)			168.1%
<u>Direct Expenditure</u>							
Total Direct	0	0	0	0	0		0.0%
<u>Overhead Expenditure</u>							
4000 Salaries	694,563	731,824	733,500	1,676		1,676	99.8%
4001 Agency/Contract Staffing	117,396	169,216	96,000	(73,216)	3,031	(76,247)	179.4%
4003 Contracted Services	83,089	201,750	88,500	(113,250)	209,876	(323,126)	465.1%
4020 Additional Staffing & Events	6,530	8,882	11,700	2,819	3,000	(182)	101.6%

Income & Expenditure by Budget 13/03/2026

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4022 First aid/ medical	146	0	0	0		0	0.0%
4025 Farmers' Market Supervision	1,560	1,430	1,800	370		370	79.4%
4030 Staff Training	5,741	5,983	4,000	(1,983)		(1,983)	149.6%
4041 Staff Travel	1,439	533	1,000	467		467	53.3%
4050 Staff Recruitment/Advertising	879	1,100	1,000	(100)		(100)	110.0%
4070 Protective Clothing	3,288	2,224	3,000	776	133	643	78.6%
4101 Venue hire	1,665	1,934	3,000	1,066	50	1,016	66.1%
4110 Rates, rent	44,928	47,074	38,200	(8,874)		(8,874)	123.2%
4115 Water Charges	9,358	10,296	9,000	(1,296)		(1,296)	114.4%
4120 Energy Costs	39,175	47,535	54,200	6,665	20,679	(14,014)	125.9%
4130 Insurance	18,541	19,055	18,800	(255)		(255)	101.4%
4135 Insurance claim costs	0	750	0	(750)		(750)	0.0%
4140 Office costs / consumables	12,281	6,309	9,050	2,741		2,741	69.7%
4170 Property Maintenance/Refurbish	33,016	25,992	80,500	54,508	4,040	50,468	37.3%
4175 Graffiti Removal	10,442	9,633	10,000	367		367	96.3%
4176 Cleaning consumables	1,070	3,919	4,000	81	60	21	99.5%
4181 Equipment Maintenance	6,825	6,066	6,000	(66)	2,024	(2,090)	134.8%
4182 Equipment Purchase	97,054	155,080	22,500	(132,580)	27,189	(159,769)	810.1%
4190 CCTV / crime prevention	8,037	17,206	15,000	(2,206)		(2,206)	114.7%
4195 Alarms - Fire, Security	3,068	9,600	6,000	(3,600)	3,601	(7,201)	220.0%
4205 Waste Disposal	13,960	25,582	15,000	(10,582)		(10,582)	170.5%
4210 Grave Digging	0	200	0	(200)		(200)	0.0%
4217 Buy back of EROB	210	95	0	(95)		(95)	0.0%
4220 Memorials & Plaques	1,599	1,160	1,000	(160)	252	(412)	141.2%
4225 Cemetery Memorial Maintenance	0	7,615	3,000	(4,615)		(4,615)	253.8%
4300 Vehicle Costs - Fuel	4,614	2,519	8,000	5,481	540	4,941	38.2%
4301 Vehicle Costs - LPG/CNG	981	(1,830)	1,000	2,830		2,830	(183.0%)
4302 Vehicle Costs - Maintenance	5,983	6,929	8,000	1,071		1,071	86.6%
4303 Vehicle Costs - Road Tax	1,185	1,613	1,250	(363)		(363)	129.1%
4304 Vehicle Costs - Insurance	0	33	0	(33)		(33)	0.0%
4310 New Vehicles/Machinery	8,430	13,395	15,000	1,605		1,605	89.3%
4311 New machinery reserve	0	0	5,000	5,000		5,000	0.0%
4400 Stationery	972	1,469	2,000	531		531	73.4%
4410 Photocopying Charges	2,507	2,618	4,300	1,682		1,682	60.9%
4411 Publications, books etc	89	51	1,000	949		949	5.1%
4415 Printing & Design (External)	28,641	29,171	37,200	8,029	790	7,239	80.5%
4425 Publicity/Adverts/Photography	18,894	12,127	21,100	8,974		8,974	57.5%
4440 Telephones	6,631	5,731	8,100	2,369		2,369	70.8%
4455 Postages & Distribution	6,662	9,838	7,450	(2,388)		(2,388)	132.0%
4460 Subscriptions & Memberships	8,278	6,604	6,750	146	550	(404)	106.0%
4461 Licences	5,790	6,188	5,700	(488)		(488)	108.6%

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Income & Expenditure by Budget 13/03/2026

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4480 IT Equipment	1,358	7,751	6,000	(1,751)		(1,751)	129.2%
4481 Web Sites (FTC, Craft etc)	11,238	14,985	10,000	(4,985)		(4,985)	149.8%
4482 IT Support	15,946	17,758	14,000	(3,758)	876	(4,634)	133.1%
4483 Service software & support	19,760	18,478	15,000	(3,478)		(3,478)	123.2%
4502 Mayoral Allowance 2024-25	2,700	0	0	0		0	0.0%
4504 Mayoral Allowance 2025-26	0	2,700	2,700	0		0	100.0%
4520 Members' Travel	166	0	200	200		200	0.0%
4525 Members' Training	376	486	2,000	1,514		1,514	24.3%
4540 Civic & Community Functions	6,025	6,638	7,500	862		862	88.5%
4542 Venison Dinner costs	0	4,295	0	(4,295)		(4,295)	0.0%
4545 Twinning/Partnerships Expenses	932	1,400	1,000	(400)	186	(586)	158.6%
4550 Bank Charges	1,615	1,191	2,000	809		809	59.6%
4555 Legal & professional Fees	23,427	14,304	6,000	(8,304)	858	(9,162)	252.7%
4560 Bookkeeping, accounts, payroll	30,194	36,167	28,000	(8,167)		(8,167)	129.2%
4570 Audit Fees	3,350	4,080	4,500	420		420	90.7%
4600 Tourism Developments & Events	1,000	4,365	5,000	635		635	87.3%
4610 Horticultural Supplies	6,889	12,384	16,000	3,616		3,616	77.4%
4611 Plants/Flowers/bulbs	27,592	24,820	28,000	3,180	6,735	(3,556)	112.7%
4614 Allotment seed costs recharged	0	0	500	500		500	0.0%
4615 Trees/hedging	11,159	3,394	5,000	1,606		1,606	67.9%
4617 Arboricultural costs	0	52,805	0	(52,805)		(52,805)	0.0%
4618 Green Flag Costs	3,236	3,089	4,000	911		911	77.2%
4625 Entertainment - Performers	19,436	25,340	16,250	(9,090)	4,005	(13,095)	180.6%
4630 Events Costs	47,360	29,970	36,000	6,030	974	5,056	86.0%
4641 Christmas Lights Install/Infra	70,557	100,585	60,000	(40,585)		(40,585)	167.6%
4642 Christmas Lights - Power	0	0	900	900		900	0.0%
4643 Christmas Lights 2025	0	0	5,000	5,000		5,000	0.0%
4650 Street Furniture	736	5,496	5,000	(496)		(496)	109.9%
4655 Banners	2,725	1,732	2,500	768		768	69.3%
4702 Equipment hire/replacement	19,089	25,928	29,500	3,572		3,572	87.9%
4800 Grants	20,145	29,299	36,000	6,701		6,701	81.4%
4801 Grant - Farnham Maltings	10,000	12,500	12,500	0		0	100.0%
4802 Grant - Citizens Advice Bureau	20,000	25,000	25,000	0		0	100.0%
4803 Grant - 40 Degreeez	5,000	5,000	5,000	0		0	100.0%
4804 Small Grants	987	1,423	2,500	1,077		1,077	56.9%
4805 Farnham / Hale Carnival	0	1,000	3,000	2,000		2,000	33.3%
4806 Hale Community Centre/Sandy Hi	5,000	5,000	5,000	0		0	100.0%
4807 Environmental/community Initia	4,000	40,000	40,000	0		0	100.0%
4808 Hoppa	10,000	20,000	15,000	(5,000)		(5,000)	133.3%
4809 Gostrey Centre	9,000	10,000	10,000	0		0	100.0%
4811 Youth Initiatives	81,937	80,849	90,000	9,151		9,151	89.8%

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Income & Expenditure by Budget 13/03/2026

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4814 Museum of Farnham	0	10,000	10,000	0		0	100.0%
4815 Support Fund Grants	14,611	8,026	0	(8,026)		(8,026)	0.0%
4821 Elections	0	0	10,000	10,000		10,000	0.0%
4830 Blackwater Valley CMS	2,500	2,500	2,500	0		0	100.0%
6666 Bad Debt Write Offs	120	0	0	0		0	0.0%
Total Overhead	1,825,681	2,285,233	1,946,650	(338,583)	289,450	(628,033)	132.3%
Total Income	2,396,408	3,272,304	1,946,650	(1,325,654)			168.1%
Total Expenditure	1,825,681	2,285,233	1,946,650	(338,583)	289,450	(628,033)	132.3%
Net Income over Expenditure	570,727	987,070	0	(987,070)			
plus Transfer from EMR	57,361	153,873	0	(153,873)			
less Transfers to EMR	531,257	1,182,808	0	(1,182,808)			
Movement to/(from) Gen Reserve	96,831	(41,865)	0	41,865			



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Strategy & Resources</u>							
Income	2,118,928	2,905,396	1,637,300	(1,268,096)			177.5%
Expenditure	986,517	1,224,197	922,200	(301,997)	240,337	(542,334)	158.8%
Net Income over Expenditure	<u>1,132,411</u>	<u>1,681,199</u>	<u>715,100</u>	<u>(966,099)</u>			
plus Transfer from EMR	57,361	138,873	0	(138,873)			
less Transfers to EMR	531,257	1,182,808	0	(1,182,808)			
Movement to/(from) Gen Reserve	<u>658,515</u>	<u>637,264</u>	<u>715,100</u>	<u>77,836</u>			
<u>Environment</u>							
Income	141,985	233,014	181,600	(51,414)			128.3%
Expenditure	586,128	780,497	737,800	(42,697)	35,354	(78,051)	110.6%
Net Income over Expenditure	<u>(444,144)</u>	<u>(547,483)</u>	<u>(556,200)</u>	<u>(8,717)</u>			
plus Transfer from EMR	0	15,000	0	(15,000)			
less Transfers to EMR	0	0	0	0			
Movement to/(from) Gen Reserve	<u>(444,144)</u>	<u>(532,483)</u>	<u>(556,200)</u>	<u>(23,717)</u>			
<u>Culture & Business</u>							
Income	135,495	133,893	127,750	(6,143)			104.8%
Expenditure	253,036	280,539	286,650	6,111	13,760	(7,649)	102.7%
Movement to/(from) Gen Reserve	<u>(117,541)</u>	<u>(146,646)</u>	<u>(158,900)</u>	<u>(12,254)</u>			
Grand Totals:-							
Income	2,396,408	3,272,304	1,946,650	(1,325,654)			168.1%
Expenditure	1,825,681	2,285,233	1,946,650	(338,583)	289,450	(628,033)	132.3%
Net Income over Expenditure	<u>570,727</u>	<u>987,070</u>	<u>0</u>	<u>(987,070)</u>			
plus Transfer from EMR	57,361	153,873	0	(153,873)			
less Transfers to EMR	531,257	1,182,808	0	(1,182,808)			
Movement to/(from) Gen Reserve	<u>96,831</u>	<u>(41,865)</u>	<u>0</u>	<u>41,865</u>			

2025-26 Variances against budget

This summary sets out the main variances to support those provided to the external auditor. In 2025/26 there were some new projects implemented with the approval of Council.

Overall income was up £1,325,654 (mostly as a result of CIL contributions, whilst expenditure was up by £338,583 (mostly as a result of capital projects and agreed new initiatives). The transfers to and from earmarked reserves reflect agreed expenditure being spent on relevant projects for which the funds were held. The new CIL funds have gone into earmarked reserves and adjusted in accordance with Council decisions during the year.

Account code	Description	Variance	Notes
1045 (New code)	Income Services provided	£32,351	Invoiced work eg Library Gardens, FIP raingardens, Grounds services work etc
1065	CIL	£1,186,834	CIL Receipts during the year. Added to earmarked reserves until spent.
1081	Allotment admin fee	£1,130	Reflects turnover in allotments
1100 to 1130	Cemeteries income	£17,500	Higher number of graves purchased this year
1200	Grants income	£33,500	Additional grants mainly from SCC allocations
1201	Sponsorship income	-£14,750	Reduced income offset by donations income (1203)
1203	Donations	£22,183	Donations (including for improvements to Victoria Garden)
1206	Literary Prize entry fee	£3,366	Big increase in entries 2026.
1207	Sale of books/kits	£5,427	Lantern kits and Literary Festival books. Partly offset by expenditure
1610	Venison dinner income	£5,578	FTC co-ordinated civic event this year. Offset by expenditure.
1300	Banners income	-£1,590	FIP works impacted on ability to put up banners

1910	Interest received	£32,428	interest rates higher than forecast plus higher income invested.
1911	Dividends received	£2,027	Local Authority Property Fund. Yields lower than anticipated.
£1920	Sale of assets	£642	Sale of obsolete green van.

Expenditure			
Account code	Description	Variance	Notes
4001	Agency and contract staffing	£73,216	Interim Business & Facilities Manager, plus work on LRG and Community Asset Transfers and introduction of Abavus CRM. Partly offset by earmarked reserves
4003	Contracted services	£113,250	Includes LGR costs, specialist advice for Gostrey Amenity Building plus playground. Craft town staff misallocation against this code rather than 4001.
4030	Staff training	£1,983	New systems plus health & safety
4101	Venue hire	-£1066	Annual meeting of electors moved to May because of elections
4110	Rates	£8,874	Impact of national changes.
4120	Energy costs	£6,665	Rising prices
4140	Office costs	-£2,741	Savings
4170	Property maintenance/refurb	-£54,508	NB saving offset by new code for required arboricultural works (4617 £52,815)`
4182	Equipment purchase	£132,580	£121k relates to Gostrey playground and £13k to Council Chamber audio system upgrade.
4190	CCTV	£2,206	Upgrades re FIP
4195	Alarms	£3,600	Upgraded door entry plus link for fire and security alarms.
4205	Waste disposal	£10,582	Hazardous waste removal plus depot spring clean and sorting.
4225	Cemetery Memorial maintenance	£4,615	Includes triennial checks on memorials and some remedial fixing
4300	Fuel	-£5,481	Cautious budget estimate too generous, plus electric vehicles increasing energy costs rather than fuel.
4301	LPG	£2,830	With move to CNG, LPG tank removed and gas sold back to supplier.
4303	Road Tax	£363	New vehicle (old tax refunded in income)
4311	New vehicle provision		Added to reserves
4410	Photocopying	-£1,682	Higher provision than needed with more electronic documents
4415	Printing	-£8,029	Fewer print documents, keen sourcing, and deferred publication of Visitor Guide.

4425	Publicity advertising photography	-£8,974	Some costs charged under contracted services. Fewer adverts in Herald.
4440	Telephones	-£2,369	New fibre lines deferred to 2026/27
4455	Postages	£2,388	LGR leaflet
4480	IT equipment	£1,751	Replacing obsolete Windows 10 machines
4481	Website	£4,984	New website implemented in 2025/26
4482	IT support	£3,758	Programming of new laptops and desktops plus work for new Abavus system
4483	Service software	£3,478	New Abavus and Cloudy IT Decisions software in 25/26. Element of overlap with Decisions and modern.gov, now phased out.
4542	Venison Dinner	£4,295	Offset by income.
4555	Legal and professional	£8,304	LGR Community/Asset transfers
4560	Bookkeeping	£8,167	First increase for many years in bookkeeping costs after review by TC Accountants.
4617	Arboricultural costs	£52,805	Urgent works as result of triennial tree surveys. Will be high in future as new land is taken on.
4625	Entertainment/performers	£9,090	Mainly (£6,879) due to increased costs of Literary Festival
4630	Events costs	-£6,030	Reduced spend
4641	Christmas Lights	£40,585	New Christmas Lights scheme. Costs included residual spend of storage of old lighting scheme. Costs of capital items offset by income from BID and Earmarked reserves
4643	Christmas Lights 2025	-£5,000	Annual contribution to sinking fund – offset costs in 2025.
4895	Hale/Farnham Carnival	-£2,000	Costs shared with World Music Day. Carnival grant reduced from amount they paid to FTC
4811	Youth Initiatives	-£9,151	Partly due to prepayment of one grant in 204/25
4815	Support Fund	£8,026	Costs met from partner grants and designated earmarked reserves.



Bank - Cash and Investment Reconciliation as at 31 March 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2026	Current Account - 31141023	112,542.10
31/03/2026	Petty Cash	696.57
31/03/2026	HSBC Commercial card	0.00
31/03/2026	Mayor's Charity Account	3,548.87
31/03/2026	Projects Cashbox	0.00
31/03/2026	Cambridge & Counties	271,450.98
31/03/2026	Petty cash float	2,607.00

390,845.52

Other Cash & Bank Balances

3,381,244.62

3,772,090.14

Unpresented Payments

1,585.00

3,770,505.14

Receipts not on Bank Statement

0.00

Closing Balance

3,770,505.14

All Cash & Bank Accounts

1	Current Bank A/c 31141023	112,157.10
2	MM Investment 10245828 Use 231	0.00
3	MM Investment 10613371	0.00
4	MM Investment 20631256	0.00
5	MM Investment 90678864 Use 230	0.00
6	MM Investment 90610453	0.00
7	MM Investment 30599204	0.00
8	Petty Cash	696.57
9	Depot Petty Cash	0.00
10	HSBC Commercial Card	0.00
11	Mayor's Charity A/C 51735365	2,348.87
12	Mayor's Charity Petty Cash	0.00
13	Projects Cashbox	0.00
14	MM Investment 20687928	0.00
15	MM Call 90700304	0.00
16	Cambridge & Counties 15003671	271,450.98
18	Petty cash float	2,607.00
	Other Cash & Bank Balances	3,381,244.62
	Total Cash & Bank Balances	3,770,505.14



Balance Sheet as at 31/03/2026

31st March 2025

31st March 2026

Current Assets		
47,577	Debtors	25,956
451	Allotment Debtors	469
42,230	VAT Control A/c	49,368
5,123	Prepayments	13,321
12,913	Sundry debtors	10,078
63,919	Current Bank A/c 31141023	112,157
400,000	MM Investment 00828203	500,000
400,000	MM Investment 91135104	0
1,400,000	CCLA Investment 0681180001PC	2,200,000
262,881	Cambridge & Counties 15003671	271,451
15,000	Boom Community Bank	15,000
112,305	Nationwide 90130536	116,245
2,027	Petty Cash	697
100,000	MM Investment 71069497	0
0	MM Investment 21228870	300,000
0	MMK Investment 61228889	250,000
0	Petty cash float	2,607
3,419	Mayor's Charity A/C 51735365	2,349
2,867,845		3,869,697
2,867,845	Total Assets	3,869,697
Current Liabilities		
31,846	Creditors	64,467
9,219	Commercial Card Balance	3,919
253	Credit balance on SL	253
44,759	Accruals	53,617
11,097	PAYE/NI Creditor	13,441
41,983	Receipts In Advance	17,267
2,378	Mayor's Charity 24-25	2,378
20	Mayors Charity 23-24	20
0	Mayors Charity 2025-26	975
141,554		156,336
2,726,291	Total Assets Less Current Liabilities	3,713,361
Represented By		
602,596	General Reserves	596,307
2,123,695	Earmarked Reserves	3,117,054

Balance Sheet as at 31/03/2026

31st March 2025

31st March 2026

2,726,291

3,713,361

The above statement represents fairly the financial position of the authority as at 31/03/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Sales Ledger Aged Account Balances

Outstanding Balances by Month as at 14/04/2026



A/C Code	Customer Name	Balance	Apr 2026	Mar 2026	Feb 2026	Prior Months	On A/c Pymnts
Ledger No 1: Sales Ledger							
ACTI01	ACTIVATE LEARNING	2,040.00	0.00	0.00	2,040.00	0.00	0.00
ANIC01	ANICAS STREET FOOD	-1.60	0.00	0.00	0.00	0.00	-1.60
BART01	BARTLETT AUSTIN	95.00	0.00	95.00	0.00	0.00	0.00
BID01	FARNHAM BID	12,500.00	0.00	12,500.00	0.00	0.00	0.00
BOUR03	BOURNE MILL ANTIQUE	380.00	0.00	380.00	0.00	0.00	0.00
CAST06	CASTLE PUB NEW DAWN	190.00	0.00	190.00	0.00	0.00	0.00
CENT01	CENTRAL SURGERY	285.00	0.00	285.00	0.00	0.00	0.00
CHEE02	CHEESE LOUISE LTD	126.00	0.00	126.00	0.00	0.00	0.00
CRAI01	GILL CRAIG CONSULTIN	380.00	0.00	380.00	0.00	0.00	0.00
CUBB01	CUBBINGTONS	45.00	0.00	0.00	0.00	45.00	0.00
DANI02	DANIELS MEG	95.00	0.00	95.00	0.00	0.00	0.00
EAVE01	THE EAVES COUNSELLIN	125.00	0.00	125.00	0.00	0.00	0.00
EDEN01	EDEN PEOPLE	-18.00	0.00	0.00	0.00	-18.00	0.00
FARN02	FARNHAM FUNERAL	600.00	0.00	600.00	0.00	0.00	0.00
FARN008	FARNHAM CHIROPRACTI	190.00	0.00	190.00	0.00	0.00	0.00
FILL01	FILLUP STORE LTD	78.00	0.00	78.00	0.00	0.00	0.00
FINA01	LYNNE GAINES	95.00	0.00	95.00	0.00	0.00	0.00
FOLL01	FOLLY HILL HONEY COM	78.00	0.00	78.00	0.00	0.00	0.00
FRUI01	FRUITY FOODS	3.50	0.00	0.00	0.00	3.50	0.00
FURNISH00	FARNHAM FURNISHERS	190.00	0.00	190.00	0.00	0.00	0.00
GRAN01	GRANSFIELD	243.00	0.00	243.00	0.00	0.00	0.00
HIBB01	101 COLLECTORS RECOR	95.00	0.00	95.00	0.00	0.00	0.00
HOME05	FARNHAM HOMEMAKERS	95.00	0.00	95.00	0.00	0.00	0.00
HOPB01	HOP BLOSSOM	475.00	0.00	475.00	0.00	0.00	0.00
HOUS02	HOUSE OF MAHOGANY	78.00	0.00	78.00	0.00	0.00	0.00
KARO01	KAROO GM LTD	95.00	0.00	95.00	0.00	0.00	0.00
KRAF01	KRAFTYLOULOU	-72.00	0.00	0.00	0.00	-72.00	0.00
LAFE01	LA FEMME BEAUTY SALO	95.00	0.00	95.00	0.00	0.00	0.00
LIFT01	LIFT ME UP CRAFTS -	-60.00	0.00	0.00	0.00	-60.00	0.00
LOVE03	LOVE2EAT2	90.00	0.00	0.00	0.00	90.00	0.00
MUCH01	MUCHMORE DEBBIE	95.00	0.00	95.00	0.00	0.00	0.00
MULB02	MULBERRY SILKS	190.00	0.00	190.00	0.00	0.00	0.00
PAIS01	PAISLEY CAT	95.00	0.00	95.00	0.00	0.00	0.00
PATR01	PATRICK	40.00	0.00	40.00	0.00	0.00	0.00
PRIV01	PRIVATE GP CLINIC	95.00	0.00	95.00	0.00	0.00	0.00
PROL01	PRO LANDSCAPES	620.00	0.00	620.00	0.00	0.00	0.00
PURE02	PUREMESS	78.00	0.00	78.00	0.00	0.00	0.00
RING01	RINGDEN FARM	-54.00	0.00	0.00	0.00	-54.00	0.00
SALO01	SALON CABELO	190.00	0.00	190.00	0.00	0.00	0.00
SPE001	SPECSAVERS OPTICIANS	360.00	0.00	0.00	360.00	0.00	0.00
SPEC01	SPECSAVERS FARNHAM A	840.00	0.00	0.00	840.00	0.00	0.00
STON03	STONECREST	140.00	0.00	140.00	0.00	0.00	0.00
STRU001	BNP PARIBAS	190.00	0.00	190.00	0.00	0.00	0.00
SURR06	THE SURREY COPPER DI	-28.00	0.00	0.00	0.00	-28.00	0.00
SURREY08	SURREY WILDLIFE TRUS	0.50	0.00	0.00	0.00	0.50	0.00
SUSS01	SUSSEX SMOKERS	180.00	0.00	0.00	0.00	180.00	0.00
THOR01	THORNE LEGGETT	3,700.00	0.00	3,700.00	0.00	0.00	0.00
Sub Total C/Fwd		25,341.40	0.00	22,016.00	3,240.00	87.00	-1.60

Outstanding Balances by Month as at 14/04/2026

A/C Code	Customer Name	Balance	Apr 2026	Mar 2026	Feb 2026	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	25,341.40	0.00	22,016.00	3,240.00	87.00	-1.60
Ledger No 1: Sales Ledger (Continued)							
TIFF01	TIFFANY WEALTH	95.00	0.00	95.00	0.00	0.00	0.00
TOOL01	TOOLBOX MARKETING	300.00	0.00	0.00	0.00	300.00	0.00
TRAN03	TRANSFORM HOUSING	30.00	0.00	30.00	0.00	0.00	0.00
TRUE01	TRUEMAN AND GRUNDY	95.00	0.00	95.00	0.00	0.00	0.00
WIN001	WINKWORTH	95.00	0.00	95.00	0.00	0.00	0.00
	Total Sales Ledger No 1	25,956.40	0.00	22,331.00	3,240.00	387.00	-1.60
	TOTAL SALES LEDGER BALANCES	25,956.40	0.00	22,331.00	3,240.00	387.00	-1.60

Fixed Assets 2026

	Bfwd	Add	Disposal	Cfwd	Notes
Council Offices	270,568.00	-	-	270,568.00	
Other Public Buildings	422,718.51	-	-	422,718.51	
Wrecclsham Community Centre	206,110.48	-	-	206,110.48	
Depot	146,830.08	-	-	146,830.08	
	-	-	-	-	
Vehicles	134,882.80	13,395.00	11,914.00	136,363.80	
Audio/visual	42,540.60	11,791.00	-	54,331.60	
Christmas decorations	113,285.24	24,781.00	113,285.24	24,781.00	
Civic insignia	14,814.00	-	-	14,814.00	
Grounds equipment	152,719.83	6,130.00	-	158,849.83	
Computers, telephones & office equip	96,399.94	7,750.00	11,226.00	92,923.94	
Other	47,141.50	-	-	47,141.50	
	-	-	-	-	
Bus shelters	70,598.17	-	-	70,598.17	
CCTV	104,845.00	-	-	104,845.00	
Boards & Signs	15,277.00	-	-	15,277.00	
Street furniture (Litter bins, lampposts, seats)	23,794.92	3,520.00	-	27,314.92	
Cemeteries	679,634.08	-	-	679,634.08	
Allotment & Gardens	83,770.00	193,535.00	8,160.00	269,145.00	
CCLA Property fund investment	250,000.00	-	-	250,000.00	
	<u>2,875,930.15</u>	<u>260,902.00</u>	<u>144,585.24</u>	<u>2,992,246.91</u>	

NB

Town council fixed assets are recorded in a simple, up-to-date register listing all significant items the council owns, using original cost where known (or a nominal value (eg £1) if not), without applying depreciation, in line with National Association of Local Councils and Joint Panel on Accountability and Governance guidance. The register must be reviewed annually, reconciled with accounts and insurance, and updated promptly for any purchases or disposals to maintain a clear audit trail.



Account	Opening Balance	Net Transfers	Closing Balance
321 Legal Expense EMR	50,000.00		50,000.00
322 Equipment/Vehicles EMR	50,000.00	25,000.00	75,000.00
323 Wrecclesham Community C EMR	50,000.00		50,000.00
324 Street furniture EMR	20,000.00		20,000.00
325 Elections EMR	65,000.00	20,000.00	85,000.00
326 CCTV / Crime prevention EMR	52,501.66	-12,501.66	40,000.00
327 Gostrey Meadow EMR	65,000.00		65,000.00
328 Neighbourhood Plan EMR	30,000.00		30,000.00
329 Environmental/CAT projects EMR	75,000.00		75,000.00
330 Cemetery Costs/Chapels EMR	66,750.00	-15,500.00	51,250.00
331 Hale Cemetery Lych Gate	30,000.00		30,000.00
332 Local Gov. Reorganisation EMR	100,000.00	-29,959.00	70,041.00
333 IT investment / website EMR	25,000.00		25,000.00
335 Tourism Development EMR	20,000.00		20,000.00
336 Public Conveniences EMR	210,000.00	9,000.00	219,000.00
337 Town Hall refurb EMR	100,000.00		100,000.00
339 Christmas Lights EMR	60,000.00	-20,000.00	40,000.00
340 SCC Bus Shelter refurb EMR	8,000.00		8,000.00
341 World Craft Town EMR	25,000.00		25,000.00
342 Wrecclesham Landscaping s106	3,931.31	-3,931.31	0.00
343 Wrecclesham Gateways s106	2,268.00	3,732.00	6,000.00
344 West St Railings	27,143.44	-143.44	27,000.00
346 UCA Sculpture relocation EMR	12,673.47	1.53	12,675.00
347 Youth Facilities EMR	25,000.00		25,000.00
348 Pledge: Bourne Lych Gate	0.00	5,000.00	5,000.00
350 Business support (prev BID)	15,000.00	-15,000.00	0.00
354 Pledge: Farnham half Marathon	0.00	5,000.00	5,000.00
357 Pledge: Farnham Museum (CIL)	10,000.00		10,000.00
358 Depot/ Greenhouse EMR	45,232.84	-232.84	45,000.00
359 Farnham Flame EMR	8,500.00	1,500.00	10,000.00
360 Capital Receipts EMR	80,000.00	-42,500.00	37,500.00
365 CIL EMR (unallocated)	0.00	586,833.99	586,833.99
366 CIL - Gostrey Meadow EMR	127,639.10	-98,913.99	28,725.11
367 CIL - Town Centre Improvements	50,000.00	-20,000.00	30,000.00
368 CIL - GM Amenity Building	599,730.29	600,000.00	1,199,730.29
370 Farnham Support Fund	14,324.60	-4,025.60	10,299.00
	2,123,694.71	993,359.68	3,117,054.39

NB At Strategy & Resources it was agreed to recommend to Council that this list be adjusted and £100k be allocated from unallocated CIL for the Hart Toilets refurbishment and that £100k from the Public conveniences EMR be moved to Local Government Reorganisation EMR

M



Farnham Town Council

Report and Financial Statements

Year ending 31st March 2026



Farnham Town Council

Financial Statements for the year ended 31 March 2026

Explanatory Foreword

Farnham Town Council's Financial Statements for the year ended 31 March 2026 are set out on the pages attached and consist of the following:

- **The Income & Expenditure Account**, showing income and expenditure on all services.
- **The Balance Sheet**, setting out the Council's financial position at the year end.
- **Notes to the Accounts**, providing information on amounts included in the statements.

This foreword provides a brief summary of the more important aspects of Farnham Town Council's activities and its financial position.

Basis of preparing the Financial Statements

As the Council's income is less than £6,500,000, the Council's accounts follow the CIPFA Accounting Guidance for small councils. The balance sheet does not therefore need to include the value of fixed assets such as premises, equipment and infrastructure, although they are included for completeness. The cost of services excludes depreciation and the accounts also exclude adjustments that would be necessary to meet accounting standards relating to the accounting treatment for retirement benefits, as compliance is not required.

External Auditor's Opinion

The External Auditor's Opinion is provided on an Annual Governance & Accountability Return provided to the Council's Auditors:

PKF Littlejohn LLP
Ref: SBA Team
30 Churchill Place
London
E14 5RE

The figures provided in these statements are consistent with those provided in the Annual Governance & Accountability Return.

The Annual Governance & Accountability Return can be seen with the Agenda for full Council held on 30th April 2026 and is also available online at www.farnham.gov.uk or on request from Farnham Town Council.

Farnham Town Council Outturn for the Year ended 31st March 2026

The outturn for the year is set out in the Income & Expenditure Account on page 4 and may be summarised as follows:

	£
Cost of services	2,285,233
Income received	<u>1,737,003</u>
Net spending	548,230
Precept on Waverley Borough Council	1,535,300
Amount transferred to balances for the year including CIL	987,070

Capital expenditure

The funding for capital expenditure in the 2025/26 year was all from revenue (including grants) and balances. There was no borrowing in the year.

Statement of responsibilities for the Statements of Accounts

The Council is required to:

- Make arrangements for the administration of its financial affairs.
- Ensure that one of its officers (referred to as the Responsible Financial Officer) is responsible for the administration of those affairs. At Farnham Town Council, that officer is the Town Clerk.
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The Responsible Financial Officer is responsible for preparation of the Council's statements of accounts in accordance with the CIPFA Accounting Guidance so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2026 and its income and expenditure for the year then ended. In preparing the statements of accounts, the Responsible Officer has:

- Selected suitable accounting policies and applied them consistently;
- Made judgements that were reasonable and prudent; and
- Complied with the Guidance.

The Responsible Officer has also:

- Kept proper accounting records that were up to date; and
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

Councillor George Murray
Town Mayor (2025-26)
Farnham Town Hall
South Street
Farnham
Surrey GU9 7RN

Farnham Town Council

Income & Expenditure for the year ended 31 March 2026

Expenditure by Working Groups	Year ended 31 March 2026			2024/25
	Expense £	Income £	Net £	Net £
1 Strategy & Resources (excluding precept)	1,216,171	1,366,096	(149,925)	218,742
2 Environment (including Cemeteries)	780,497	233,014	547,483	444,143
3 Community	280,539	133,893	146,646	188,722
4 Farnham Support Fund	8,026	4,000	4,026	2,484
Net cost of services	2,285,233	1,737,003	548,230	854,092
			£	£
Precept on the Borough Council			1,535,300	1,424,818
Total Surplus/(Deficit) for the year			987,070	570,727
Transfers to Earmarked reserves (grants received not yet spent, commitments and other provisions agreed by Council)			(993,360)	(473,896)
General Fund Surplus/(Deficit) for the year			(6,290)	96,831
Movement on General Fund balance and Earmarked reserves:				
Balance brought forward			2,726,291	2,155,565
Surplus/Deficit for the year (including CIL and Section 106 funding, Support Fund surpluses and agreed increases to earmarked reserves)			987,070	570,727
Balance carried forward			3,713,361	2,726,292

Farnham Town Council Balance Sheet at 31 March 2026

	Notes	31 March 2026		31 March 2025	
		£	£	£	£
Fixed assets					
Tangible fixed assets	1, 3		-		-
Current assets					
Money Market deposits and other savings		3,652,696		2,690,186	
Debtors (including VAT recoverable)	4	99,192		108,295	
Bank/Petty cash		115,460		65,946	
Mayor's charity funds held by council* (Actual sum £3,373 (2025: £2,398) after monies paid by FTC to charities are transferred).		2,349		3,419	
Total current assets			3,869,697		2,867,846
Current liabilities					
Creditors and accrued expenses including commercial card and Mayor's charity funds	5		156,336		141,554
Total assets less current liabilities			3,713,361		2,726,292
Capital and reserves					
Earmarked Reserves	6		3,117,054		2,123,695
General Reserves			596,307		602,597
Total reserves			3,713,361		2,726,292

The Notes on pages 6 to 10 also form part of the Financial Statements.

The Council falls within the Audit Commission's 'lighter touch' audit regime and so the external audit opinion is provided on the Annual Return, which includes a summary of the Income and Expenditure Statement and Balance Sheet.

The above statement presents fairly the financial position of the Council as at 31 March 2026 and reflects its income and expenditure for the year. These Financial Statements reflect statements that were approved at a meeting of the Council held in April 2026.

.....
Town Mayor 2025-26

.....
Responsible Financial Officer

Farnham Town Council

Notes to the Financial Statements for the year ended 31 March 2026

I. Principal accounting policies

Accounting convention

The Financial Statements have been prepared in accordance with the CIPFA Accounting Guidance for Local Councils, which is recognised by statute as representing proper accounting practices, as applied to the accounts of local councils.

Fixed assets

The Council's Financial Statements are not required to include the value of fixed assets on the balance sheet or depreciation in the Income & Expenditure Account. The acquisition, creation or enhancement of fixed assets is charged to revenue each year, and disposal proceeds are credited to a capital receipts reserve if not immediately used to fund capital expenditure.

Fixed assets are valued in the Notes to the Financial Statements on the bases recommended by CIPFA and in accordance with the statements of asset valuation principles set out in 'Governance and Accountability – A Practitioners' Guide' and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

- Land, operational properties and equipment, infrastructure and community assets are valued at the original purchase price, or the value at first recording of the asset. These values remain unchanged until disposal.
- Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Assets considered to have no appreciable realisable value are recorded at their historic cost value or given a £1 nominal value.

Assets are reviewed and restated in line with the latest guidance issued by the external auditor with assets previously listed to include proxy values, being revalued to zero (for gifts) or £1 for assets transferred from another authority.

Debtors and creditors

The Council's Financial Statements are maintained on an accruals basis. Amounts due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

Stocks and work in progress

Stocks of office supplies and for grounds maintenance have been treated as consumed because their value was not material.

Reserves

The Council maintains certain operational reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 6.

General administration and support service costs

Central administrative support costs are reallocated direct to the services concerned, so far as they can reasonably be ascertained. The remaining administrative costs, including those relating to the democratic process, are shown as a separate service cost in the Income & Expenditure Account.

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2026
(continued)

2. Pension costs

The Council's staff members are eligible to become members of the Surrey Superannuation Fund, which is administered by Surrey County Council and are auto-enrolled into the scheme as required.

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees. These contributions are determined by the Fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the Fund, in accordance with relevant government regulations. The latest triennial review was in 2026.

3. Fixed assets (following revaluation 31st March 2014 in line with external auditor's latest guidance)	31st March 2026	31st March 2025
Operational land and buildings (on historic cost basis)	£	£
Council Offices	270,568	270,568
Other Public Buildings	422,719	422,719
Wreclesham Community Centre	206,110	206,110
Depot	146,830	146,830
 Vehicles and equipment		
Vehicles	136,364	134,883
Audio and Visual Systems	54,332	42,541
Christmas Decorations	24,781	113,285
Civic Insignia	14,814	14,814
Grounds Equipment	158,850	152,720
Computers, telephones and office equipment	92,924	96,400
Other	47,142	47,142
 Infrastructure assets		
Bus shelters	70,598	70,598
Town Centre CCTV	104,845	104,845
Boards and Signs	15,277	15,277
Street furniture (Litter bins, lampposts, Seats)	27,314	23,795
 Community assets		
Cemeteries	679,634	679,634
Allotments and Gardens	269,145	83,769
Long-term investments		
CCLA Local Authorities Property Fund	250,000	250,000
Total value	2,992,247	2,875,930

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2026
(continued)

4. Debtors and prepayments	2026	2025
4	£	£
Debtors	36,503	60,942
Value added tax	49,368	42,230
Prepayments	13,321	5,123
	99,192	108,295

5. Creditors and accrued expenses	2026	2025
	£	£
Creditors	64,720	32,098
Pensions/PAYE/NIC creditor	13,441	11,097
Income in advance	17,266	41,983
Accruals	53,617	44,759
HSBC Commercial Card	3,919	9,219
Mayor's charity funds held by Council	3,373	2,398
	156,336	141,554

6. Earmarked Reserves and General Reserves

Category	Balance at 31.3.26	Comments
Election/By-election Fund	£85,000	Election/By-election costs. WBC invoices after an election.
Legal Expense fund	£50,000	To cover unforeseen legal costs above revenue provision.
New Equipment	£75,000	Planned equipment upgrades including vehicles.
Wrecclesham Community Centre	£50,000	Provision for unforeseen expenditure of FTC asset.
Street Furniture	£20,000	Infrastructure to be developed.
SCC Bus Shelter Refurbishment	£8,000	Committed sum from SCC for bus shelter refurbishment
Gostrey Meadow/public space enhancements	£65,000	Includes upgrades and bandstand.
CCTV and Crime Prevention	£40,000	To fund programmed investment.
Environment/Community asset transfers (green)	£75,000	Provision for environmental initiatives
Cemetery Chapels and Enhancements	£51,250	Major repairs required for the FTC owned Chapels.
Hale Cemetery Lychgates	£30,000	To fund the repair of the cemetery lychgates
IT investment	£25,000	To fund required investment/ upgrades.
Tourism Development	£20,000	To fund improved services.
Public Conveniences	£219,000	Upgrade to improve public conveniences: the Hart
Town Hall	£100,000	Unforeseen/emergency repairs provision
Local Government Reorganisation	£70,041	To fund costs associated with transfers or devolved services
Sub-total	£983,291	

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2026
(continued)

Total Earmarked (b fwd from previous page)	£983,291	
Christmas Lights	£40,000	To fund the purchase of future Christmas Lights
Capital Receipts	£37,500	This comprises capital receipts arising from the disposal of fixed assets less expenditure on new capital items.
World Craft Town	£25,000	To fund expenditure related to World Craft Town activities
CIL – Gostrey Meadow Amenity Block	£1,199,730	Community Infrastructure Levy receipts received and earmarked for use for new Amenity Block
CIL – Gostrey Meadow Playground	£28,725	Community Infrastructure Levy receipts received and earmarked for use at Gostrey Meadow (phase 2)
CIL – Town Centre Improvements	£30,000	Community Infrastructure Levy receipts received and earmarked for use for Town Centre Improvements
CIL - Farnham Museum	£10,000	Pledge to improve visitor experience
CIL – unallocated	£586,834	Community Infrastructure Levy receipts received and not yet earmarked as at 31 st March 2026
Wrecclisham s106	£6,000	The unspent balance of s106 receipts for Wrecclisham Gateway project including landscaping
West St Railings	£27,000	The unspent commitment following a s106 receipt for work on the West Street Cemetery railings/gates project.
UCA s106	£12,675	Commitment following s106 receipt for riverside sculpture moving to Sculpture park after restoration
Youth Facilities	£25,000	To fund expenditure on facilities for young people – includes scc local member allocation
Farnham Support Fund	£10,299	The unspent balance of the Farnham Support Fund as at 31 st March 2026
Bourne Lych Gate	£5,000	Pledge to support the restoration of Bourne Lych Gate
Farnham Half Marathon	£5,000	Pledge to support the Farnham Half Marathon
Farnham Flame	£10,000	To fund the Farnham Flame sculpture installation
Depot / Greenhouse	£45,000	Insurance claim receipts balance set aside for investment in the depot and greenhouse facilities
Neighbourhood Plan	£30,000	To fund revisions/updates to the Neighbourhood Plan
Total Earmarked Reserves	£3,117,054	
General	£596,307	FTC Policy is that general reserves be up to 50% of the total annual precept or operating expenditure. As a large Council with good earmarked reserves this figure can be lower and it represents 39% of the 2026-27 precept (31% of operating expenditure)
Total Reserves	£3,713,361	

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2026
 (continued)

7. Contingent liabilities

There were no contingent liabilities at 31 March 2026 (2025: none).

8. Grants paid in the year – not yet updated

During the year Community grants were paid to the following organisations:

<u>Community Grants:</u>	£
1 st Rowledge Rainbows	510
Creative Response	1,500
Disability Challengers	1,000
Farnham Art & Design Education Group	830
Farnham Assist	750
Farnham Brass Band	484
Farnham Carnival	2,000
Farnham Youth Choir	1,000
Frensham Pond Sailability	1,000
Hale Carnival Committee	1,000
Helen Arkell Dyslexia Centre	1,000
Hive Helpers CIC	900
Homestart	1,500
Hygiene Bank	500
New Ashgate Gallery	2,500
Optimise Foundation	195
Parish of Badshot Lea	2,000
Sight for Surrey	500
St Peter's Church – Lych Gate repair	5,000
The Birth Republic CIC	800
Voices Together	400
Waverley Singers	800
Weydon School	1,555
Woodlarks	500
Wrecclesham Conservation Group	900
Wrecclesham Village Fete	750
	<u>29,874</u>

In addition, grants for services provided were made to:	£
40 Degreez	5,000
Brightwells Gostrey Centre	10,000
Citizens Advice Bureau	25,000
Farnham Maltings	12,500
Hale Community Centre	5,000
Waverley Hoppa	15,000
	<u>72,500</u>

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2026
(continued)

<u>Town Clerk Small Grants</u>	£
I st Bourne Guides	220
Community Safety Banners	250
Community Speedwatch	218
Farnham Theatre	250
Phyllis Tuckwell Hospice – use of Central Carpark	100
Post 19 allotment grant	67
St Andrew’s School allotment grant	67
The Bourne PCC – lunch bags	250
	1,422
<u>Grants for Services provided to Younger People</u>	
40 Degreez	30,000
Hale Community Centre	15,000
Jubilee Hub (part of 2025/26 grant was pre-funded in 2024/25)	12,375
	57,375
<u>Grants for Young People Holiday Activities</u>	
40 Degreez	4,000
Bethel Baptist Church	750
Chantry’s & Byworth Community Association	1,500
Farnham Baptist Church	500
Farnham Maltings	4,000
Hale Community Centre	4,000
Hiver Helpers CIC	305
Rural Life Centre	3,000
	18,055
<u>Other</u>	
Waverley Borough Council Farnham Museum buy a brick	£15,000
Rowledge Village Hall	<u>£25,000</u>
	<u>£40,000</u>

Iain Lynch
Town Clerk

Farnham Town Council

14 April 2026

Dear Iain

Farnham Town Council - Interim Audit 25-26

The internal audit for the 25-26 financial year is now complete. I am pleased to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for with no comments.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of my internal audit work for 25-26. Recommendations are set out at Appendix A. Areas not tested because they are not relevant to this Council are listed at Appendix B.

The audit was carried out in three stages. The interim audits were carried out on 8 January and 13 March, this concentrated on in year financial transactions and governance controls. The final audit was carried out on 13 April and concentrated on the statement of accounts and balance sheet.

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Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

A: Books of Account

First Interim Audit

The Council uses the RBS Omega accounting system to report and record the financial transactions of the Council. This is a well-established accounting system specifically designed to be used in the town and parish council sector. A review of the cashbook shows that all data fields are being entered and supporting documentation is easily located, from references recorded on the general ledger. Accounting records and all reconciliations tested were up to date at the time of the audit.

I have tested the brought forward balances in the accounting system against the audited prior year annual return. These agreed:

Opening balance sheet 25-26 (on accounting system) - £2,726,291

Box 7 Audited 24-25 accounts - £2,726,292

(£1 rounding adjustment was necessary to make accounting statements balance)

I confirmed that the Council's VAT returns were up to date, with the most recent claim for the 3 months to 30 September 2025 submitted to HMRC. I checked that balances in the return could be agreed to schedules produced by the accounting system. VAT reclaimed was £49,724. This has been checked in to the Council's bank account, received on 16 October.

The Council received a clear audit certificate from the external auditors in 24-25, so there is nothing to take forward to the current accounting year.

Final Audit

The accounting statements have been agreed back to year end reports produced from the Rialtas accounting system. (Detailed AGAR / Balance Sheet / Cash and Investment Reconciliation). Comparatives reported in the financial statements have been agreed back to the audited 24-25 accounts, as published on the Council website. Arithmetic in the financial statements has been checked. A rounding error was identified, the accountant confirmed this will be corrected before the AGAR is finalised.

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B: Financial Regulations & Payments **First Interim Audit**

Governance

Financial Regulations and Standing Orders are due to be reviewed in 2026. New Financial Regulations have been drafted, these are due for approval before the end of the financial year, with the review of Standing Orders due in the new financial year. I will the Financial Regulations at my year end audit.

Expenditure and payments to suppliers

The Council has a clear procedure for making payments to third parties, and has made no change to this process in 25-26. A payment run is processed each Wednesday by the Council's Bookkeeper, who collates invoices due for payment. These invoices are matched to purchase orders that have been authorised by the relevant budget holder, and countersigned by the Town Clerk.

The invoice is entered on to the purchase ledger by the Bookkeeper, and is marked as ready for payment. A BACS run is produced by the accounting system, this is checked and loaded into the Council's bank account, where payments sit ready for authorisation by the appointed councillors.

Any urgent payments required are set up by the Bookkeeper on receipt of properly authorised payment instructions. These are set up at bank by the bookkeeper, and authorised by 2 bank signatory councillors at bank. At each meeting of the Finance Working Group, details of all payments made are made available for inspection by councillors.

This is a robust system, compliant with Financial Regulations and with evidence of separation of duties within the payment process.

I selected a sample of expenditure transactions from the cashbook for the first 9 months of the financial year , and I was able to confirm for all transactions that:

- Transactions could be agreed back to a VAT invoice
- Purchase order was on file, authorised by the Town Clerk / budget holder For payments above £10K a councillor signature was also viewed
- VAT accounting correct
- Expenditure appropriate for the Council
- For internal bank transfers recorded on the cash book, I checked debits and credits on relevant bank statements.

I checked that the contracts for Christmas lights, playground works and the new website were advertised on the Find A Tender / Contracts Finder portals, as required by Financial Regulations.

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Second Interim Audit

I carried out further testing of expenditure transactions from cashbooks for months 10-11, and repeated tests set out above. All testing was successful, and I am satisfied that the Council continues to follow financial regulations in the way it makes payments to suppliers.

Final Audit

Non pay expenditure per box 6 to the accounts amounted to £ 1,543,098, up from £1,123,028 in 24-25.

I tested 2 further payments from month 12 and confirmed the following:

- VAT correctly accounted for
- Appropriately authorised purchase order in place
- Expenditure appropriate for this council
- Invoice authorised by 2 councillors, checked to email confirmation
- Payment per cash book agreed to invoice

Accruals at year end were £53K. I reviewed the accruals schedule, all postings appeared reasonable. The largest items were:

- £14k Waverley BC – utilities recharge
- £16K – Due to Waverley re: Christmas parking

C: Risk Management & Insurance

First Interim Audit

The Council is insured by Zurich Municipal, on a standard local authority policy. I reviewed the Council's insurance schedule. The policy was in date, with an expiry date of 29 April 2026. 8 buildings are insured, with an insurance value of £4.92 million. Other assets insured include Bandstand at £94K, bus stops at £119K and CCTV at £123K.

Fidelity insurance cover is set at £5million. This is sufficient given cash holdings at the Council.

The Clerk confirmed that Council IT data is backed up nightly on to servers at the IT contractor. It is recommended that a test restore of backed up data is completed before year end, this should be repeated at least annually.

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Second Interim Audit

The Council has completed its risk management review for 25-26. This was reported to the Full Council meeting in January 2026 (agenda item 9). There are several aspects to this work, including a financial and security review, and a general risk assessment, carried out by an external contractor (Worknest). A number of items for follow up have been identified by the Worknest review, these are being taken forward by Council officers, and responses will be reported to the Strategy and Resources Working Group. I am satisfied that the Council has met its obligations regarding risk management, as set out in the Annual Governance Statement.

D. Budget, Precept & Reserves

First and Second Interim Audits

The Council has finalised the budget and precept setting process for 26-27. Working Groups have examined budget options, and the draft budget was considered by the Strategy and Resources Working Group. The budget was approved at the Full Council meeting in December 2025 (Minute C74/25). Gross expenditure of £2,205,030, was approved, this is supported by a detailed income and expenditure budget prepared using the Rialtas accounting system. Precept was approved at the January meeting of Full Council. A precept of £1,703,930 was set for 2026-27 (Agenda item 8.1) . The Council has met precepting authority deadlines.

Budget monitoring continues to occur on a quarterly basis, as required by financial regulations. The September reports were reported to the October 20th Strategy and Resources meeting, and to the subsequent Full Council meeting, so financial reporting is timely. I reviewed the budget monitoring report. At the end of period 5 expenditure amounted to around 49% of budget, and income was ahead of budget.

The following reports are produced each quarter:

- Bank reconciliation
- Income and expenditure report
- Debtors outstanding
- Statement of investments

Agenda papers, and minutes demonstrate proper review of budget monitoring report by councillors.

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Final Audit

Reserves at 31 March 2026 were £3,713,361 (24-25 £2,726,292).

General reserves at year end were £596K . This represents 38% of precept, which is at the lower mid-point of recommended levels set out in the NALC Practitioners' Guide. General reserves are held at an appropriate level.

I reviewed earmarked reserves. The largest earmarked reserves are:

- Community Infrastructure Levy Reserves - £1.85m. These are held until appropriate uses are found for these ringfenced monies. £1.1m is set aside for the new Gostrey Meadow building
- £219K - Public Conveniences.
- £100K – Town Hall Refurbishment

Other reserves are in place to support assets, expenditure contingencies and projects. I understand that the Council is due to complete the annual review of earmarked reserves at the April Full Council.

I am satisfied that reserves are well managed and appropriate for this Council.

E: Income

First Interim Audit

I selected a sample of income transactions from the cashbook for the first 8 months of the financial year. For all transactions sampled, I was able to confirm the following:

- Cashbook transaction agreed to schedule of deposits received
- Cashbook transaction checked to receipt at bank
- Highest value item agreed to invoice
- Invoice agreed to relevant schedule of fees and charges or other supporting documentation
- Events invoices agreed to relevant income sources
- VAT accounted for correctly

My sample covered burial fees, food festival , lease income and allotment income. I also tested 1 CIL receipt from WBC. I am satisfied that the Council is billing accurately and collecting income across all income streams tested.

I have reviewed the Council's debtors ledger. No issues were identified on the sundry debts sales ledger, with only £123 worth of debt more than 60 days old.

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Allotment income is now also recorded on the sales ledger. At the time of my audit, there was £3856 of allotment debt more than 60 days old. This should be reviewed and steps put in place to collect overdue fees. I note this has been considered by the Environment Working Group (meeting 27 November)

Second Interim Audit

Further testing of income was completed, transactions selected from months 10 and 11 cashbooks. For all transactions tested, I was able to agree income per cashbook to bank, and to supporting documentation:

- Purchase order from Surrey CC for recharge
- Cemetery invoices, checked to approved cemetery fees schedule
- Allotment income, checked to approved fees and to evidence of rental agreement

Final Audit

Precept per box 2 to the accounts was £1,535,300 (24-25 £1,424,818). This has been agreed to third party documentation provided by central government.

Income per box 3 to the accounts was £1,737,004 (24-25 £971,590). The increase is due to CIL receipts in 25-26.

I reviewed two further income transactions, relating to the Literary Festival.

- Ticket Sales booked to the general ledger were agreed to reports extracted from the Eventbrite system
- Book / bar sales were agreed to reports extracted from the square sales system, which is used to record sales from customers.

I am satisfied that income booked to the ledger can be agreed to supporting sales records.

E. Petty Cash

First Interim Audit

I confirmed that the petty cash has been checked. The Bookkeeper counted petty cash on 31.10.25, cash counted was reconciled to the accounting system and the petty cash log. The count has been reviewed and signed off by the Clerk, petty cash stood at £2,216 at the time of the count. The petty cash balance is too high, and a significant amount should be paid into bank.

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Final Audit

Petty cash balances were as follows:

- Main Account - £ 697. Account has been reconciled to supporting transactions, and the ledger brought up to date. There is evidence of a year end petty cash count, signed off by the Bookkeeper and a supervising officer
- Petty Cash float - £2607. Account has been reconciled to supporting transactions, and the ledger brought up to date. There is evidence of a year-end petty cash count, signed off by the Bookkeeper, this should also be signed off as accurate by a second officer.

F. Payroll

Interim and Final Audits

Staff costs per box 4 to the accounts were £742,136 (24-25 £702,653).

The Council continues to use Moorepay software to process payroll for the Council. Monthly payroll changes are actioned on the payroll system by the Town Clerk, before payroll is processed, in advance of payments to staff. Staff are then paid by BACS transfer. I tested month 10 payroll, paid in January 2026. The figure for net pay paid to staff is recorded in the cashbook. This has been agreed back to the payroll BACS report on Moorepay. I selected four officers from this listing and tested the following:

- net pay agreed to payslip
- gross pay on payslip agreed to annual pay review schedule, reported to HR panel. (I recalculated monthly pay based on information on payscales and hours worked)
- gross pay agreed to pay award letter,
- scale point checked to national pay award
- checked all staff have a signed contract of employment

I have two recommendations:

- I could not locate a signed contract of employment (signed by Council and employee) for all staff. It is recommended that a review is completed to ensure that all staff have an up-to-date signed contract of employment. This should be held on the officer's personnel file (electronic or hard copy)
- the Clerk's most recent annual pay award letter had not been signed by a councillor (member of HR panel or similar). This should be actioned annually, once annual pay awards have been implemented.

At the year-end audit I confirmed that box 4 on the accounting statements only contained staff salary and payroll costs, as required by regulations.

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H. Assets and Investments

Final Audit

Fixed assets per box 9 to the accounts were £ 2,992,247 (24-25 £2,875,930).

I have agreed the balance in the accounts back to the asset register. The asset register appears complete and to record assets at cost or proxy cost, as required by regulations, with sufficient detail to locate all assets listed.

Additions of £261K have been recorded on the asset register. A schedule of additions has been provided. I tested one major addition - £193K - new play area at Gostrey Meadow.

Deletions of £144K have been processed in 25-26. Major items removed from the asset register are obsolete Christmas lights, the Council now leases these items.

One long term investment, a £250k holding with the CCLA property fund is recorded in the asset register (this is in line with accounting regulations in this sector.) I have confirmed the existence of this investment to a statement from CCLA, showing the investment value at 31.3.26.

I am satisfied fixed assets are properly accounted for.

I: Bank Reconciliations

First Interim Audit

The current account is reviewed twice a week by the Bookkeeper, and transactions are matched off against the cashbook, as they are recorded in the Council's bank account. This is a strong control against fraud and error and ensures all income records are kept up to date. Formal reconciliation is compiled promptly at each month end, by the Bookkeeper, prior to review by the Accountant.

This system is compliant with the requirement of financial regulations. There is a good separation of duties, with the accounts maintained and reconciled by officers with no signatory powers, and reporting of balances to councillors.

I reviewed the October 2025 bank reconciliations, as these were the most recent reconciliations reviewed by Councillors at the time of my audit

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April Skies

Accounting

At 30 October 2025, the Council held the following bank and investment balances. Accounts have been reconciled by the Finance Officer, and I have checked all balances on the reconciliations back to bank statements and to the accounting system bank reconciliation reports.

Account	Balance at 30 October 2025	Reconciliation review by Internal Audit
Current – agreed	1,906,299	Reconciliation checked and agreed to accounting system and bank. Reconciliation signed by 2 councillors
Money Maker investment 1	400,000	Checked to contract note - maturity date December 25
CCLA investment Account	1,700,000	Checked to December 25 statement
Cambridge and Counties Deposit Account- agreed	268,078	Reconciliation checked and agreed to accounting system and bank. Reconciliation signed by 2 councillors
Nationwide – agreed	112,304	Checked to March 31 2025 statement , annual statements issued by bank
Mayors Charity Account – agreed	3423	Reconciliation checked and agreed to accounting system and bank. Reconciliation signed by 2 councillors
BOOM	15000	To be checked at year end - annual statement
Money Maker investment 2	200000	Checked to contract note - matures February 2026.

(accounts in green are checked each month by councillors, other accounts are checked annually).

It is recommended that the CCLA balance is added to the monthly bank account check. Monthly statements are issued by the bank and this balance is material to the Council.

Timeliness of review by councillors has improved in 25-26, with reconciliations up to date to the end of October at the time of my interim audit (first week of January.) This should be maintained going forward, with the aim of completing councillor review of all bank reconciliations within 30 days of each month end.

The Council has an investment policy in place, as required by regulations. This was last reviewed in January 2026.

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Accounting

Final Audit

Borrowings per box 10 to the accounts were £nil (24-25 £ nil)

Cash per box 8 to the accounts was £3,770,506 (24-25 £2,759,551)

I reperformed the year end bank reconciliation. I agreed all balances in the bank reconciliation back to accounting system reports and to bank statements. The year end bank reconciliation was found to be accurate. My work on the year end bank reconciliation is summarised below:

Bank Account	Ledger	bank	Items not cleared through bank	Total	Audit Work Completed
current account	112157	112542	385	112157	Agreed to accounting system and bank statement. Uncleared item confirmed as cheque payment not cleared at year end
MM Account ...03	500000	500000		500000	Agreed to accounting system and bank statement
Ccla	2200000	2200000		2200000	Agreed to accounting system and bank statement
Cambridge and Counties	271451	271451		271451	Agreed to accounting system and bank statement
boom	15000	15000		15000	Agreed to accounting system and bank statement
nationwide	116245	116245		116245	Agreed to accounting system and bank statement
pettey cash	697	697		697	Agreed to accounting system and bank statement
Mm Account ...70	300000	300000		300000	Agreed to accounting system and bank statement
Mm Account ...70	250000	250000		250000	Agreed to accounting system and bank statement
Petty cash float	2607	2607		2607	Agreed to accounting system and bank statement
Mayors Charity	2349	3548.87	1200	2348.87	Agreed to accounting system and bank statement. Uncleared item confirmed as cheque payment not cleared at year end
TOTAL	3770506	3772091		3770506	

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I confirmed that councillor review of bank reconciliations has continued during 2025-26, as required by financial regulations. Months 10 and 11 have been reviewed by 2 councillors. I have reminded the Town Clerk to ensure that councillor review of month 12 is completed before the AGAR is submitted to the external auditors, as this will be checked as part of the 25-26 external audit.

J. Year-end accounts

Farnham TC has produced accounts on an accruals basis, this is required as income / expenditure is above £200k. A reconciliation between Box 7-8 of the accounts has been prepared, for external audit review, and creditor and debtor listings support this reconciliation. An explanation of year-on-year variances has also been prepared and provides detailed explanations for review by external audit.

L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

Interim Audit

As a larger Council, with income / expenditure in excess of £200K, Farnham is required to follow the 2015 Transparency Code. This information is published on the transparency tab on the website; presentation of this information has improved now the new website is in place. I reviewed the following items at my interim audit:

- Expenditure – 25-26 data is published to the end of June. Q2 and Q3 data should now be added
- Contracts and tenders - last data is 24-25
- Grants – last data is 24-25

Transparency data needs to be updated now the implementation stage of the new website has been successful, I will check further at my year end audit.

Final Audit

FTC transparency data was not fully updated at the time of my year end audit. All required data must be reviewed before the AGAR is sent to external audit, my sample check showed some work is outstanding:

- Grants awarded needs to be updated to include all 25-26 data
- Expenditure over £500 – links not fully working.

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M: Exercise of Public Rights - Inspection of Accounts

Inspection periods for 24-25 AGAR were set as follows

Inspection - Key date	24-25 Actual
Accounts approved at Full Council	25 April
Date of Announcement	1 May
Inspection period begins	3 June
Inspection period ends	14 July
Correct length	Yes – 30 working days

I can confirm that regulations were followed and that the Council can therefore sign off that it has met control objective 4 on the annual governance statement – inspection rights.

N: Publication requirements 24-25 AGAR

The Council received a clear audit opinion from the external auditors for 24-25. Two minor matters were reported in the other section of the audit certificate.

The audit certificate was dated 10th September, and the Council has published the complete audited AGAR on the website, as required by regulations. The Conclusion of Audit notice was published on the Council website on 15 September, before the regulatory deadline of 30 September. The external audit certificate was reported to the October meeting of Full Council after consideration at the Strategy and Resources Working Group. I am satisfied regulatory requirements have been met in this area.

O: The authority has complied with laws, regulations & proper practices relating to digital and data compliance.

Final Audit

The Council has completed a review of data management practices following the addition of Assertion 10 to the Annual Governance Statement. This was approved at the Full Council meeting in March. The Council has confirmed that it is compliant with the requirements of the Practitioners’ Guide, and that it has necessary policies and data management standards in place to confirm a positive response to assertion 10 on the Annual Governance Statement.

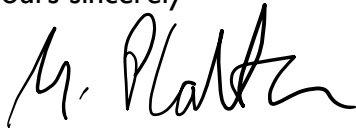
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P - Trusteeship

The Council is trustee of the Farnham School of Science and Arts, also known as the Farnham South Street Trust, Charity Number 1146152. A separate company is operated on the Omega Accounting system, I therefore confirm separate books of account are maintained for the Charity. The Trust holds separate meetings, these are minuted and minutes and agenda published on the Town Council website - meeting last held on 20 March 2025. The 24-25 submission of accounts and annual return was completed on 19 December 2025, the submission included the independent examination. The Council has met its obligations in this area.

I would like to thank you, Sarah and Claire for your assistance with the audit. I look forward to working with the Council again in 2026-27.

Yours sincerely



Mike Platten CPFA

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April Skies

Accounting

Appendix A

Points Forward – Action Plan - First Interim Audit

Matter Arising	Recommendation	Council Response
The Clerk confirmed that Council IT data is backed up nightly on to servers at the IT contractor.	It is recommended that a test restore of backed up data is completed before year end, this should be repeated at least annually.	<i>Agreed. Zenzero have been commissioned to test.</i>
For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioners' Guide in this area.	For clarity, it is recommended that the Council considers compliance with paragraphs 1.47 to 1.54 on page 14 of the Practitioners' Guide at a meeting before the end of the financial year.	<i>Assertion 10 report was approved at March Council.</i>
At the time of my audit, there was £3856 of allotment debt more than 60 days old.	This should be reviewed and steps put in place to collect overdue fees. I note this has been considered by the Environment Working Group (meeting 27 November)	<i>Petty Cash is kept at £500. In line with Financial Regulation 6.13 an amount of up to £5,000 can be kept to top up petty cash. The amount has been reduced by £1,100.</i>
Petty cash stood at £2,216 at the time of the last count.	The petty cash balance is too high, and a significant amount should be paid into bank.	
It is recommended that the CCLA balance is added to the monthly bank account check.	Monthly statements are issued by the bank and this balance is material to the Council.	<i>Agreed</i>

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April Skies

Accounting

<p>Transparency data I reviewed the following items at my interim audit:</p> <ul style="list-style-type: none"> - Expenditure – 25-26 data is published to the end of June. Q2 and Q3 data should now be added - Contracts and tenders - last data is 24-25 - Grants – last data is 24-25 	<p>Transparency data needs to be updated now the implementation stage of the new website has been successful, I will check further at my next audit.</p>	<p><i>Data on Contracts, tenders and grants was updated by end of financial year (except payments over £100 which will be published in May). The Council's website team are checking other data following the change from Modern.gov to Cloudy IT systems.</i></p>
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Points Forward – Action Plan - Second Interim Audit

Matter Arising	Recommendation	Council Response
I could not locate a signed contract of employment (signed by Council and employee) for all staff.	It is recommended that a review is completed to ensure that all staff have an up-to-date signed contract of employment. This should be held on the officer's personnel file (electronic or hard copy)	<i>Agreed. Council's HR advisors have been requested to draft new contracts for all staff to reflect latest legislative changes.</i>
The Clerk's most recent annual pay award letter had not been signed by a councillor (member of HR panel or similar).	This should be actioned annually, once annual pay awards have been implemented.	<i>Noted. Pay award letter matched HR Panel approved level.</i>

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Appendix B

Internal Audit Control Objectives – Marked as not covered

Control Objective	Area for Audit	Why this has not been audited
K	Exemption from limited assurance review	Council had limited assurance review in 24-5

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**

- The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
- **Sections 1 and 2 must** be completed and approved by the authority.
- **Section 3** is completed by the external auditor and will be returned to the authority.

3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.

4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:

- the Annual Governance and Accountability Return Sections 1 and 2, together with
- a bank reconciliation as at 31 March 2026
- an explanation of any significant year on year variances in the accounting statements
- notification of the commencement date of the period for the exercise of public rights
- Annual Internal Audit Report 2025/26

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

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

* **Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

FARNHAM TOWN COUNCIL

<https://www.farnham.gov.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

08/01/2026

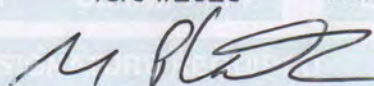
12/03/2026

13/04/2026

MIKE PLATTEN CPFA

INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

13/04/2026

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

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

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

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

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Iain Lynch

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Farnham Town Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2026

Explains the difference between boxes 7 & 8 on the Annual Return



<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
Total Reserves		<u>2,726,291.03</u>	<u>3,713,361.39</u>
100	Debtors	47,576.60	25,956.40
101	Allotment Debtors	451.35	468.54
105	VAT Control A/c	42,230.24	49,368.41
110	Prepayments	5,123.00	13,321.00
120	Sundry debtors	12,913.17	10,078.00
Less Total Debtors		<u>108,294.36</u>	<u>99,192.35</u>
500	Creditors	31,845.94	64,467.20
501	Commercial Card Balance	9,218.51	3,918.65
506	Credit balance on SL	252.54	252.54
510	Accruals	44,758.96	53,616.75
525	PAYE/NI Creditor	11,096.59	13,440.62
560	Receipts In Advance	41,983.06	17,266.58
570	Mayor's Charity 24-25	2,378.42	2,378.42
577	Mayors Charity 23-24	19.87	19.87
578	Mayors Charity 2025-26	0.00	975.47
Plus Total Creditors		<u>141,553.89</u>	<u>156,336.10</u>
Equals Total Cash and Bank Accounts		<u>2,759,550.56</u>	<u>3,770,505.14</u>
200	Current Bank A/c 31141023	63,919.33	112,157.10
208	MM Investment 00828203	400,000.00	500,000.00
229	MM Investment 91135104	400,000.00	0.00
236	CCLA Investment 0681180001PC	1,400,000.00	2,200,000.00
241	Cambridge & Counties 15003671	262,881.03	271,450.98
242	Boom Community Bank	15,000.00	15,000.00
249	Nationwide 90130536	112,304.57	116,244.62
250	Petty Cash	2,026.76	696.57
254	MM Investment 71069497	100,000.00	0.00
255	MM Investment 21228870	0.00	300,000.00
256	MMK Investment 61228889	0.00	250,000.00
258	Petty cash float	0.00	2,607.00
270	Mayor's Charity A/C 51735365	3,418.87	2,348.87
Total Cash and Bank Accounts		<u>2,759,550.56</u>	<u>3,770,505.14</u>

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]

County area (local councils and parish meetings only): [REDACTED]

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000



	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	2,155,564	2,726,291				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,424,818	1,535,300	110,482	7.75%	YES		Key elements included Increase in grants provision £25k, new contribution to management of Farnham Museum £10k, inflation, cost of living increase for employees £30k, new website £20k, preparation for Local Government reorganisation and asset transfers £20k, new Christmas lights scheme £25k).
3 Total Other Receipts	971,590	1,731,339	759,749	78.20%	YES		Additional CIL £743,145
4 Staff Costs	702,653	742,136	39,483	5.62%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,123,028	1,548,226	425,198	37.86%	YES		Costs identified in Box 2 (£100K) including Local Government Reorganisation and community asset transfers) plus the new Gostrey playground (£200k) and preparations for the new Gostrey Amenity Building, additional temporary staff for grounds and special projects (new CRM).
7 Balances Carried Forward	2,726,291	3,702,568				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	2,759,551	3,770,505				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and			0	0.00%	NO		
10 Total Borrowings			0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable



FARNHAM TOWN COUNCIL

R

Report
Full Council

20 April 2026

Election of Working Groups and representatives to External Bodies 2026/27

- 1 Councillors have identified preferences for the Working Groups for 2026/27 in accordance with Standing Order 15. These are attached at Annex I, in order of preference for each Working Group as indicated by each councillor.
- 2 Some councillors expressed a preference for only the Working Groups for which they were interested, some have expressed an interest in maintaining the groups they were on in 2025/26 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.
- 3 Standing Order 15.1 f 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.
- 4 If the recommendation from Strategy & Resources to create a Community & Well-being Working Groups is agreed, there are four Working Groups plus three Standing Task Groups (HR Panel, Younger People Panel and Services to Farnham Awards Group) 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. There are six members of each Working Group. As such, with currently 3 out of 16 councillors, those who are not part of the majority group should have as a priority [at least] 18.75% of the available places or 4.5 places (rounded to 5) between the 24 places on the four Working Groups and representation on the Panels and Task Groups where possible. In practice, the Council has normally chosen councillors willing to serve rather than managing places proportionately. If a Task Group has more councillors wishing to serve than places available one place will be prioritised for a councillor not part of the majority group.
- 5 Councillors are invited to opt for or nominate for the remaining places, or withdraw if this is appropriate 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.
- 6 If a councillor wishes to fill a vacancy, this will still be considered by Council so that any further late additions may also be considered. In determining vacancies, the intention is usually to avoid overloading individual councillors with too many groups and allow for as many councillors as possible to be part of Task Groups or Working Groups.
- 7 Lead Members of the Environment, Community & Wellbeing and Culture and Business Working Groups are Members of Strategy & Resources ex officio if not previously appointed.

Working Groups

- 8 In relation to Working Groups the following expressions of interest were received.
Community & Wellbeing Working Group – Seven preferences for six places. The first six highest preferences (Alan Earwaker, Brodie Mauluka, Tim Woodhouse, Chris Jackman, and Andrew Laughton) would be deemed elected. Cllr Martin with her 4th preference, not elected.

Culture & Business Working Group. There are ten preferences for six places. The six highest preferences are deemed elected. (Cllr Sally Dickson, Cllr Alan Earwaker, Cllr Tony Fairclough, Cllr George Hesse, Cllr Michaela Martin, Cllr Kika Mirylees and) Cllrs Brown, Jackman, Laughton and Woodhouse are not elected.

Environment Working Group – There are seven preferences for six places. Five first preferences (Mat Brown, Sally Dickson, Chris Jackman, Mark Merryweather, Tim Woodhouse) are deemed elected. Council is requested to fill the remaining place from the two 3rd place preferences, Alan Earwaker and Michaela Martin,

Recommendation: It is recommended that

- 1) **Council endorse the proposed membership of the Community & Wellbeing Working Group, the Culture and Business Working Group and the Environment Working Group, filling the remaining space on Environment**
- 2) **Council be adjourned so that the three Lead Members can be elected to confirm who will be on Strategy & Resources ex-officio.**

9 Strategy & Resources

Eleven councillors expressed an interest for the six places on the Strategy & Resources Working Group, four of whom (Cllrs Beaman, Hesse, Hesse, Martin, and Murray) put the Working Group as a first preference. There are three second preferences (Cllrs Brown, Fairclough and Mirylees). Two of these should be elected. However, if any of the councillors were appointed as a Working Group Lead Member he or she would be appointed ex officio as Lead member and the next highest preference would then be elected until all places were filled. Eg If the current Lead Members were re-elected, this would open up the option for one of the third place preferences to be elected as well.

Planning & Licensing Consultative Group – Eight councillors have expressed a preference for the eight places available. These are Cllr Merryweather (Badshot Lea and Moor Park), Cllr Murray (The Bourne), Cllr Earwaker (Castle), Cllr Dickson (*Hale & Heath End*), Cllr Beaman (*North West*), Cllr Mauluka (Shortheath and Firgrove), Cllr Laughton (Weybourne) and Cllr Woodhouse (Wrecclesham & Rowledge). All would be deemed elected.

In any event, all councillors are requested to review applications in their own wards and feed in to the fortnightly meetings.

Panels

- 11 **HR Panel** – There are seven preferences for six places. These are Cllrs Beaman, Brown, Fairclough, Laughton, Ward, Woodhouse. (The HR Panel has previously requested that the panel (as far as possible) retains consistency during the life of the Council. All councillors expressed this Panel as their first preference and six councillors should be appointed unless on withdraws.
- 12 **Services to Farnham Awards Panel.** The Panel meets to agree awards and to review nominations to external Trusts (such as the Dempster Trust, the Isabella Schroder Trust, and the Farnham Parochial Charity) as and when vacancies occur for which the Council is to make appointments. It also considers nominations for other awards (such as national honours and names to be added to the Notable names of Farnham.

The Mayor and Deputy Mayor are ex-officio members and there are places for three other councillors (normally). There is also provision for an additional independent community representative. Historically, the Tindle News Group had a representative in view of Sir Ray Tindle's initiative in starting the scheme but now the Group has been sold this should be reviewed.

Preferences have been received from four councillors. Cllrs Jackman and Mirylees made the Panel their first preference and would be deemed elected. Cllrs Ward, and Woodhouse would not be elected.

Younger People Panel

The Younger People Panel meets in two modes, one with just councillors, and one with a wider group of organisations who support younger people.

There are five members for six places with Cllrs Dickson, Earwaker, Laughton, Mauluka, and Woodhouse being deemed elected. One space remains to be appointed by Council.

Liaison Councillors for the Younger People Panel, who would be requested to report back to the Panel include Cllr Earwaker for 40 Degreez , either Cllr Dickson or Cllr Fairclough for Hale Community Centre and Cllr Brown for Jubilee Hub.

A representative for Hale be determined.

Task Groups

- 13 All Task Groups cease at the end of a Council year. Council needs to confirm if the Task Groups are to be reconvened. In 2025, it was agreed to make the Task Groups more streamlined and be more clearly linked to the work of the appropriate Working Group. It was also agreed that the Infrastructure Planning Group, Neighbourhood Plan and CIL activities would be grouped together and include the Farnham Infrastructure Programme as it was at implementation stage. Cllr Hesse has asked if the Conservation Areas Task Group could be reappointed.

As usual, any relevant matters would be discussed at the next appropriate Working Group, avoiding the need for additional Task Group meetings unless detailed discussion were required.

Continuing Task Groups need a formal resolution to be re-established.

1) It is recommended that the following Task Groups be re-established as there is work to be done:

- **Allotments Advisory Group**
- **Assets Task Group**
- **Infrastructure Task Group (including the Neighbourhood Plan, Farnham Infrastructure Programme and Community Infrastructure Levy**
- **Literary Festival Advisory Group (with external involvement)**
- **Local Government Reorganisation Task Group**
- **World Craft Town Advisory Group (with external involvement)**
- **Gostrey Amenity Building Reference Group**

2) Council considers whether to re-establish the Conservation Areas Task Group

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 although in practice there should always be a space for the non-majority group on each Task Group. Other people outside the Council can be appointed to or co-opted onto Task Groups.

14 Subject to the decision on paragraph 13:

- **The Allotments Advisory Group** has three nominees for two places. Council is to determine which two are appointed.
- **The Assets Task Group** has eight councillors for five places. There are five first preferences and one second preferences meaning Cllrs Hesse, Fairclough, Jackman, Murray and Woodhouse would be deemed elected. Cllrs Martin, Mirylees and Ward would not be elected.
- **The Gostrey Amenity Building Reference Group** has five preferences for five places with Cllrs Earwaker, Fairclough, Murray. Ward and Woodhouse deemed elected.
- **The Infrastructure Planning (including Neighbourhood Plan, CIL and Farnham Infrastructure Programme) Task Group** has five preferences for the five places (Cllrs Beaman, Martin, Merryweather, Murray and Woodhouse). All would be deemed elected
- **Literary Festival Advisory Group.** There are six councillors for three places. Cllrs Laughton, and Mirylees included this as their first preference and as such are deemed appointed with Cllr Hesse deemed appointed with his second preference. Cllrs Dickson, Martin and Woodhouse would not be elected. The Group is supplemented by external organisations.
- **The Local Government Reorganisation Task Group.** There are seven councillors interested in the six places available. Cllrs Beaman, Dickson, Merryweather, Martin and Woodhouse have it as a first or second preference and would be deemed elected. Cllrs Murray and Ward have it as a third preference and there needs to be an election to appoint two of the three.
- **World Craft Town Advisory Group.** There are five councillors interested in the two places available. Cllr Mauluka and Woodhouse have it as their first and second preference and would be deemed elected. Cllrs Hesse and Mirylees have this group as a third preference and one of these two should be elected. Cllr Martin would not be elected.

Annex I has the proposals for each Task Group for consideration by Council.

Recommendation

It is recommended that:

- 1) **Council endorse the Strategy & Working Group Membership;**
- 2) **Council confirms the appointments to the Planning & Licensing Consultative Group.**
- 3) **Council determines the membership of Task Groups, Panels and Advisory Groups as set out above and in Annex I.**

External Bodies

At Annex 2 are the preferences for Liaison with external bodies. None of these bodies were proposed for removal and no new bodies were proposed to be added.

As such Council is to determine which representatives should be appointed and where there is more than one volunteer who will be the lead councillor and who will be the reserve.

Recommendation

It is recommended that Council confirm the appointments to external bodies for the year ahead.

WORKING GROUPS PANELS AND TASK GROUPS 2026-2027

Working Group	Membership 2025-26	Preference for 2026-27
Strategy & Resources Working Group (6 members plus Lead Members from working groups, not already appointed to this Working Group) Proposed meeting time Mondays at 2pm	Cllr Graham White Cllr David Beaman Cllr Mat Brown * Cllr Alan Earwaker* Cllr Tony Fairclough Cllr George Hesse Cllr Andrew Laughton Cllr Michaela Martin Cllr Kika Mirylees* * (Lead Member - ex officio)	David Beaman 1 George Hesse 1 Michaela Martin 1 George Murray 1 Mat Brown 2 Tony Fairclough 2 Kika Mirylees 2 Chris Jackman 3 Andrew Laughton 3 Tim Woodhouse 3 Alan Earwaker 4
Community & Wellbeing Working Group* 6 Members Proposed meeting time Thursdays at 4pm	Cllr Alan Earwaker (Lead Member) Cllr Mat Brown Cllr Chris Jackman Cllr Andrew Laughton Cllr Brodie Mauluka Cllr Tim Woodhouse	Alan Earwaker 1 Brodie Mauluka 1 Tim Woodhouse 1 Chris Jackman 2 Andrew Laughton 2 Mat Brown 3 Sally Dickson 3 Michaela Martin 4
Culture & Business Working Group (6 members) Proposed meeting time Wednesdays at 10.30am	Cllr Kika Mirylees (Lead Member) Cllr Alan Earwaker Cllr Andrew Laughton Cllr Michaela Martin Cllr Brodie Mauluka Cllr Graham White	Tony Fairclough 1 Kika Mirylees 1 Alan Earwaker 2 Sally Dickson 2 George Hesse 2 Michaela Martin 2 Tim Woodhouse 3 Mat Brown 4 Chris Jackman 4 Andrew Laughton 4
Environment Working Group (6 members) Proposed meeting time Thursdays at 4pm	Cllr Mat Brown (Lead Member) Cllr Alan Earwaker Cllr Chris Jackman Cllr Mark Merryweather Cllr Graham White Cllr Tim Woodhouse	Mat Brown 1 Sally Dickson 1 Chris Jackman 1 Mark Merryweather 1 Tim Woodhouse 1 Alan Earwaker 3 Michaela Martin 3

PLANNING & LICENSING CONSULTATIVE GROUP 2026-2027

Working Group	Membership 2025-26	Preference for 2026-27
<p>Planning & Licensing Consultative Group (8 members – to include one from each ward)</p> <p>All councillors are requested to review application in their own ward and advise of any issues/concerns</p> <p>Meeting time: alternate Mondays at 9.30am</p>	<p>Cllr David Beaman Cllr Alan Earwaker Cllr Andrew Laughton Cllr Brodie Mauluka Cllr George Murray Cllr Mark Merryweather Cllr Graham White Cllr Tim Woodhouse</p>	<p>David Beaman (<i>North West</i>) Sally Dickson (<i>Hale & Heath End</i>) Alan Earwaker (<i>Castle</i>) Andrew Laughton (<i>Weybourne</i>) Brodie Mauluka (<i>Shortheath & Firgrove</i>) Mark Merryweather (<i>Bashot Lea and Moor Park</i>) George Murray (<i>The Bourne</i>) Tim Woodhouse (<i>Wrecclesham & Rowledge</i>)</p>

STANDING PANELS 2026/27

Standing Panels	Membership 2025-26	Preference for 2026/27
<p>HR Panel (Task Group of but may go direct to Council) (6 Members)</p> <p>The preference is that the Panel remain as consistent as possible for the four-year term of the Council</p> <p>The Mayor attends ex officio</p>	<p>Cllr David Beaman Cllr Mat Brown Cllr Andrew Laughton Cllr Graham White Cllr John Ward Cllr Tim Woodhouse</p>	<p>David Beaman 1 Cllr Mat Brown 1 Tony Fairclough 1 Andrew Laughton 1 George Murray 1 John Ward 1 Tim Woodhouse 1</p>
<p>Services to Farnham Awards Panel (Task Group of Council) (Normally 5 members)</p> <p>Meets twice a year or as required</p>	<p>Mayor Deputy Mayor Cllr Chris Jackman Cllr Kika Mirylees *Plus Community Representative and Tindle Newspaper representative if required</p>	<p>Mayor Deputy Mayor Chris Jackman 1 Kika Mirylees 1 John Ward 2 Tim Woodhouse 3</p>
<p>Younger People Panel/Forum (Task Group of Community & Wellbeing) (6 members) With additional wider meetings comprising partner organisations.</p>	<p>Cllr Mat Brown Cllr Alan Earwaker Cllr Andrew Laughton Cllr Brodie Mauluka Cllr Graham White Cllr Tim Woodhouse</p>	<p>Sally Dickson 1 Alan Earwaker 1 Brodie Mauluka 1 Tim Woodhouse 1 Andrew Laughton 2</p>

Liaison Councillors for Younger People Panel (expected to serve on the Panel)		Preference for 2026/27
40 Degreez	Cllr Mat Brown Reserve – Cllr Alan Earwaker	Alan Earwaker
Hale Community Centre	Cllr Tony Fairclough Reserve – Cllr Andrew Laughton	Sally Dickson 2 Tony Fairclough 2
Jubilee Hub	Cllr George Murray	Mat Brown

TASK GROUPS 2026-27

All Task Groups finish at the end of the Council year and must be reappointed if there is a continuing need.

Cllr Hesse has proposed the Conservation Areas Task Group being reestablished for 2026/27 rather than its work being considered under the Infrastructure/ Neighbourhood Plan/CIL Task Group

Task Groups	Membership 2025-26	Preferences for 2026/27
Allotments Advisory Group (Task Group of Environment WG) Meets 2 or 3 times a year (2 members with Allotment site reps)	Cllr Mat Brown Cllr Chris Jackman	Mat Brown Chris Jackman Tim Woodhouse 4
Assets Task Group (Task Group of Strategy and Resources) Meets as required (5 members)	Cllr Tony Fairclough Cllr George Hesse Cllr Chris Jackman Cllr Kika Mirylees Cllr Tim Woodhouse	Chris Jackman 1 Tim Woodhouse 1 George Hesse 1 Tony Fairclough 1 George Murray 1 Kika Mirylees 2 John Ward 2 Michaela Martin 3
Gostrey Meadow Amenity Building Reference Group Meets as required with officers or advisors on the scheme 5 Members	Cllr Mat Brown Cllr Graham White Cllr Tony Fairclough Cllr Andrew Laughton Mayor	John Ward 1 Alan Earwaker 1 Tony Fairclough 2 George Murray 2 Tim Woodhouse 4
Infrastructure Task Group including Neighbourhood Plan/ Farnham Infrastructure Programme and Community Infrastructure Levy * (Task Group of Strategy and Resources) (5 members)	Cllr David Beaman Cllr George Hesse Cllr Michaela Martin Cllr Mark Merryweather Cllr Graham White	Michaela Martin 1 David Beaman 2 Mark Merryweather 2 George Murray 4 Tim Woodhouse 4
Literary Festival Advisory Group (Task /Advisory Group of Culture & Business) (3 members with partner organisation representatives)	Cllr Matthew Brown, Cllr Andrew Laughton Cllr Kika Mirylees	Andrew Laughton 1 Kika Mirylees 1 George Hesse 2 Sally Dickson 3 Michaela Martin 4 Tim Woodhouse 4

<p>Local Government Reorganisation Task Group (Task Group of Strategy and Resources)</p> <p>Meets as required (6 members)</p>	<p>Cllr David Beaman Cllr Michaela Martin Cllr Mark Merryweather Cllr Kika Mirylees Cllr Graham White Cllr Tim Woodhouse</p>	<p>David Beaman 1 Mark Merryweather 1 Michaela Martin 2 Sally Dickson 2 Tim Woodhouse 2 George Murray 3 John Ward 3</p>
<p>World Craft Town Advisory Group (Task/advisory Group of Culture & Business WG)</p> <p>3 Members with representatives of other relevant partner organisations</p>	<p>Cllr Brodie Mauluka Cllr Andrew Laughton</p>	<p>Brodie Mauluka 1 Tim Woodhouse 2 George Hesse 3 Kika Mirylees 3 Michaela Martin 5</p>

OUTSIDE BODIES LIAISON REPRESENTATIVES 2025-26

Strategy & Resources Liaison Councillors

	2025/26	Willing to be FTC liaison 2026-27 and report back to Council or Working Group
Waverley or West Surrey Towns and Parishes Meetings	Mayor/Leader	Mayor/Leader
Surrey Association of Local Councils (2 representatives)	Mayor/Leader	Mayor/Leader

Culture & Business Liaison councillors

Farnham/Andernach Friendship Association	Cllr Sally Dickson Cllr Chris Jackman Cllr Brodie Mauluka	Cllr Brodie Mauluka Cllr Tim Woodhouse
Farnham Business Improvement District Board	Cllr George Murray Reserve - Cllr Andrew Laughton	Cllr Tony Fairclough Cllr George Hesse Cllr Andrew Laughton Cllr Michaela Martin
Farnham Craft Town Advisory Group	Cllr George Hesse Cllr Kika Mirylees	Cllr Tim Woodhouse
Farnham Forum	Cllr Graham White	
Farnham Maltings Association	Cllr Graham White Reserve – Cllr Sally Dickson	Cllr Tim Woodhouse
Farnham Public Art Trust	Cllr Sally Dickson Reserve – Cllr John Ward	
Farnham Sports Council	Cllr Tim Woodhouse Reserve – Cllr George Murray	Cllr Tim Woodhouse
New Ashgate Gallery	Cllr Sally Dickson	Cllr Michaela Martin

Community & Wellbeing Liaison councillors

40 Degreez	Cllr Alan Earwaker	Cllr Alan Earwaker
Farnham Connects	Cllr Alan Earwaker	Cllr Mat Brown Cllr Alan Earwaker
Brightwells Gostrey Centre	Cllr Alan Earwaker	Cllr Alan Earwaker
Brightwells Yard	Cllr Graham White	Cllr Alan Earwaker
Creative Response	Cllr Alan Earwaker	Cllr Alan Earwaker
Farnham Support Fund	Cllr Alan Earwaker	Cllr Sally Dickson Cllr Alan Earwaker
Hale Community Centre	Cllr Tony Fairclough Reserve – Cllr Sally Dickson	Cllr Sally Dickson Cllr Tony Fairclough
Jubilee Hub, Wrecclesham	Cllr George Murray	Cllr Mat Brown Cllr Tim Woodhouse

Health liaison	Cllr Mark Merryweather Reserve - Cllr John Ward	Cllr Alan Earwaker
Wey Valley Community Rail Partnership	Cllr David Beaman	Cllr David Beaman
Wrecclesham Community Centre	Cllr Graham White Cllr John Ward (Reserve)	Cllr Tim Woodhouse

Environment Liaison councillors

Blackwater Valley Recreation and Countryside Management Committee/Blackwater Valley Countryside Partnership	Cllr Sally Dickson Reserve – Cllr Chris Jackman	Cllr Chris Jackman
Farnborough Aerodrome Consultative Committee	Cllr George Hesse Reserve - Cllr Andrew Laughton	Cllr George Hesse
Farnham Allotment Liaison Group (2) plus site reps	Cllr Chris Jackman Cllr Mat Brown	Cllr Mat Brown Cllr Chris Jackman Cllr Tim Woodhouse
Farnham Biodiversity Partnership	Lead - Cllr Tim Woodhouse	Cllr Mat Brown Cllr Sally Dickson Cllr Tim Woodhouse
Farnham In Bloom Community Group	Cllr George Hesse Cllr Brodie Mauluka	Cllr Mat Brown Cllr Sally Dickson
Farnham River Liaison Eg Rivers Management, Water Rangers, South East Rivers Trust, Wey Landscape Partnership etc	Cllr Alan Earwaker Reserve – Cllr George Murray	Cllr Mat Brown Cllr Sally Dickson Cllr Alan Earwaker (Reserve) Cllr Tim Woodhouse
Plastic Free Farnham	Cllr George Murray	Cllr Sally Dickson Cllr Chris Jackman Cllr Tim Woodhouse
Runfold Quarry Community Liaison Group (Suez)	Cllr Andrew Laughton Reserve - Cllr Mark Merryweather	Cllr Michaela Martin
Waverley Borough Council Farnham Air Quality Working Group	Cllr Andrew Laughton	

Recreation Ground Committee Liaison Councillors

Badshot Lea Recreation Ground	Cllr Chris Jackman	Cllr Chris Jackman
Bourne Recreation Ground	Cllr George Murray Reserve – Cllr Tim Woodhouse	Cllr Tim Woodhouse
Hale Recreation Ground	Cllr Tony Fairclough	Cllr Sally Dickson
Wrecclesham Recreation Ground Committee	Lead – Cllr Tim Woodhouse Reserve – Cllr John Ward	Cllr Tim Woodhouse

No groups have been proposed for deletion and none for adding in 2026/27