



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 22nd January 2015 at 7.00pm

Place

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

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 22nd January 2015, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

Iain Lynch
Town Clerk

Members' Apologies

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

Recording of Council Meetings

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

Questions by the Public

Prior to the commencement of the meeting, the Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda, to which an answer will be given; a written reply will follow or the questioner will be informed of the appropriate contact details. A maximum of 15 minutes will be allowed for the whole session.

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



FARNHAM TOWN COUNCIL

Disclosure of Interests Form

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

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

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

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

FULL COUNCIL: Date 22nd January 2015

Name of Councillor

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

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 22nd January 2015

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meeting, at 6.50pm, prayers will be said in the Council Chamber by the Rev Lesley Crawley from the Parish of Badshot Lea with Hale.

Questions by the Public

The Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda. A maximum of 15 minutes will be allowed for the session.

1 Apologies

To receive apologies for absence.

2 Disclosure of Interests

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

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Blagden, Cockburn, Frost, Hargreaves, Hill, J O'Grady, S O'Grady, Potts, Steel and Ward.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to her being a councillor of Surrey County Council: Cllr Frost.*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to ginny.gordon@farnham.gov.uk by 5pm on the day before the meeting.*
- (iv) *Members are reminded that if they declare a pecuniary interest they must leave before any debate starts unless dispensation has been obtained.*

3 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 11th December 2014.

Appendix A

4 Statements by the Public

The Town Mayor to invite members of the public present to make statements on any item on the agenda.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to speak forthwith, in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

- 5 Town Mayor's Announcements**
To receive the Town Mayor's announcements.

Part I – Items for Decision

- 6 Working Group Notes**
To receive the notes and any recommendations of the following Working Groups:
- i) Tourism and Events held on 6th January 2015 **Appendix B**
 - ii) Strategy and Finance held on 13th January 2015 **Appendix C**
 - iii) Community Enhancement held on 14th January 2015 **Appendix D**
- 7 Planning & Licensing Applications**
To receive the minutes of the Planning & Licensing Consultative Group: **Appendix E, and F**
22nd December 2014 and 12th January 2015
- 8 Precept 2015/16** **Appendix G**
To agree the precept for 2015/16
- 9 Financial Regulations Review** **Appendix H**
To review and adopt revised Financial Regulations
- 10 Standing Orders Review** **Appendix I**
To review and adopt revised Standing orders
- 11 Risk Assessments** **Appendix J**
To approve the Annual Risk Assessment report following the risk management reviews undertaken by the Working Groups and the annual external assessment by the Council's Health and Safety Advisors Ellis Whittam. A printed copy of the detailed risk assessment report, circulated separately to Councillors, is available upon request.

Part 2 – Items to Note

- 12 Actions taken under Scheme of Delegation**
- 13 Reports from other Councils**
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council

14 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

15 Date of next Meetings

To note the date of the next meeting of Full Council on 13th March 2015

16 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 in view of the confidential items under discussion

Part 3 – Confidential Items

17 Services to Farnham Awards

Exempt Appendix I

To receive the recommendations of the Services to Farnham Awards Panel

18 Cemetery update

To note the latest position on a Cemetery matter

Membership:

Councillors: Jeremy Ricketts (Mayor), Jill Hargreaves, (Deputy Mayor), David Attfield, David Beaman, Patrick Blagden CBE, Carole Cockburn, Pat Frost, Carlo Genziani, Stephen Hill, Sam Hollins-Owen, Graham Parlett, Dr Jessica Parry, Julia Potts, Jennifer O’Grady, Stephen O’Grady, Susan Redfern, Roger Steel, John Ward

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

Note: The person to contact about this agenda and documents is Iain Lynch, Town Clerk, Farnham Town Council, South Street, Farnham, Surrey, GU9 7RN. Tel: 01252 712667



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 11th December 2014

Place

The Council Chamber, South Street, Farnham

Councillors

- * Jeremy Ricketts (Mayor of Farnham)
- * Jill Hargreaves (Deputy Mayor)
- A David Attfield
- * David Beaman
- * Patrick Blagden CBE
- * Carole Cockburn
- * Pat Frost
- A Carlo Genziani
- * Stephen Hill
- * Jennifer O'Grady
- * Stephen O'Grady
- A Sam Hollins-Owen
- * Graham Parlett
- A Dr Jessica Parry
- * Julia Potts
- * Susan Redfern
- * Roger Steel
- * John Ward
- * Present
- A Not present

Officers Present:

Iain Lynch (Town Clerk)
Rachel Aves (Team Leader Corporate Governance)

13 members of the public were in attendance

Prior to the meeting, prayers were said by Fr Niven Richardson from St Joan of Arc Roman Catholic Church.

Presentation by Steve Forward, Waverley Hoppa Community Transport.

Steve Forward, General Manager of the Waverley Hoppa Community Transport service provided an update on its services particularly as they affected Farnham. Hoppa had been operating for 13 years providing affordable door-to-door wheelchair accessible transport. In 2013/14 there were 58,000 passenger journey in its fleet of 23 minibuses. In Farnham three services operate: door-to-door dial-a-ride, the Coxbridge Flyer, accessible by concessionary fares users; and group travel & Ranger services. Initially Hoppa was 100% funded by grants, but now earned income now represented 78% of Hoppa's funding with dial-a-ride passengers subsidised by grants and other trips,

Mr Forward explained that 32% of dial-a-ride trips took place in Farnham but that there was a huge unmet need. He also explained that the Section 106 funding for the Coxbridge Flyer was due to run out over the next 12-18 months and its future was uncertain.

Cllr Frost said that she was pleased more people were now using Hoppa, and that the Coxbridge Flyer was welcomed by residents at the Chantry.

In response to questions about replacement vehicles, marketing and emissions, Mr Forward confirmed that new vehicles were low emissions to the latest European Standards and that Hoppa had recently been on a marketing campaign to raise its profile.

The Mayor thanked Mr Forward for his interesting update and the valuable service provided by Hoppa.

Questions by the Public

- i) Nick Scales commented on the consultation being undertaken by Surrey County Council on the closure of Care Home across Surrey including Cobgates in Farnham and asked if Farnham Town Council could advise of its response.

Cllr Ward said he understood the feeling and emotions behind the concern that was being expressed and that although Farnham Town Council was not a statutory consultee on the matter it would be discussed later in the agenda.

- ii) Mr Hyman referred to the draft Local Plan and Farnham's Neighbourhood Plan. He was concerned that Farnham's Neighbourhood Plan paid lip service to the Habitats and Air Quality constraints that protect Farnham and asked whether the Council accepted that it had no authority to conduct a consultation that sought residents support for what was clearly an unlawful approach and whether Farnham Town Council accepted that the consultation must therefore be deemed null and void.

In response the Town Clerk advised that the simple answer was 'no', and that the results of the consultation would be considered at the March Council meeting.

C112/14 Apologies for Absence

Apologies were received from Councillors Attfield, Genziani, Hollins-Owen, and Parry.

C113/14 Minutes

The Minutes of the Farnham Town Council Meeting held on Thursday 23rd October 2014 were agreed for signature by the Mayor as a correct record..

C114/14 Declarations of interests

Apart from the standard declarations of personal interest by councillors who were dual or triple hatted by virtue of being elected to Waverley Borough Council or Surrey County Council, there were the following declarations of interest:

- i) Cllr Potts as a Board member of the Sandy Hill Community Bungalow (Agenda item 6 ii - item 9).
- ii) Cllr Frost as a Trustee of 40 Degreez (Agenda item 6 ii – item 4)
- iii) Cllr Beaman as a concessionary bus user (Agenda item 6 ii – item 10)

C115/14 Statements by the Public

- i) John Price congratulated the Council on the Christmas Lights and on the summer and autumn floral displays. He felt the Council had done very well in making the town look good.

Mr Price felt, however, that the Council was not fighting strongly enough for the Redgrave Theatre and that Waverley Borough Council appeared to be guilty of misrepresentation and Orwellian ‘newspeak’ in its publicity. He did not think the Maltings was the place for modern theatre despite the potential new venture with the UCA for its new degree course.

- ii) David Wylde, representing the Farnham Theatre Association, referred to a letter sent by Andrew Welch to councillors in which he outlined the economic benefits of theatre of independent cinema in Farnham which would be better than that proposed by Crest Nicholson. These ideas should be pursued prior to agreeing to the demolition of the Redgrave Theatre, and Mr Welch had offered to assist in any way he could.
- iii) Jerry Hyman commented that he had been through the draft Neighbourhood Plan to inform his response, The said that the plan was evading the legal constraints by being what the Neighbourhood Plan calls ‘pragmatic’. Mr Hyman said that what Farnham was doing was clearly unlawful and that the results of the current consultation would be meaningless. Farnham should act decisively to scrap the unlawful ‘pragmatic’ approach or be guilty of allowing Farnham’s enviable heritage to be wrecked.
- iv) Alan Earwaker said he had moved into Farnham earlier in the year and was very angry that Waverley Borough Council had taken no notice of Farnham Town Council and councillor objections when they gave themselves planning permission to build the Riverside Car Park. The Waverley officers and councillors said that “work had not started”, but it had been almost been completed. He was concerned that being in the flood plain the area will be flooded again and homes will be at risk.

C116 /14 Town Mayor’s Announcements.

- i) The Mayor advised that the Farnham 2015 Calendar was available to purchase.
- ii) The Mayor encouraged everyone to attend the Christmas Market in Castle Street and the Bush Hotel, complementing the normal Farmers’ Market.
- iii) The Mayor reminded everyone of the Christmas Carol Service with the Farnham Youth Choir in St Andrew’s Church on 17th December which had been put on with generous support from Tindle Newspapers Ltd.

C117/14 **Questions by Members**
No questions had been received.

Part I – Items for Decision

C118/14 **Community Enhancement Working Group**
Cllr Hill introduced the notes of the Community Enhancement Working Group, held on 26th November 2014, at Appendix B to the agenda.

Cllr Hill advised Council that Farnham was not in Britain in Bloom for 2015, and the Town Clerk had written on behalf of the Council to South and South East in Bloom expressing disappointment at this surprising decision not to put Farnham forward. He advised that he and the Outside Services Team Leader had been invited by the Royal Horticultural Society to give the Farnham in Bloom presentation to a new judges briefing session.

Cllr Hill advised that the Working Group was keen to get hanging baskets in Castle Street again and was looking at options. The sponsorship target for Farnham in Bloom had again been increased but it was thought to be a realistic level.

Cllr Hill spoke of the success of the Flood Information Drop-in event and thanked Cllr Parry for the hard work she had put in to make it such a success.

The Working Group had reviewed options for a Sustainable Urban Drainage Project and agreed that as a start the Town Council should have additional water butts in the cemeteries and depot for use in Farnham in Bloom.

Cllr Hill advised on the progress in making the allotments self-financing and of the positive meeting held with the Allotment site representatives.

C119/14 **Strategy and Finance Working Group**
Cllr Ward introduced the notes of the Strategy and Finance Working Group meetings held on 2nd December 2014, at Appendix C to the Agenda.

The Working Group had considered the balance of grant funding available and made recommendations although since the meeting the Council had heard that the Rowledge Ice Risk project was no longer going ahead. The working Group was recommending that support for the Farnham Carnival in future be part of the Tourism and Working Group budget in view of the close links with Picnic in the Park.

It was resolved unanimously that:

- 1) **£2000 be granted for the 40 Degreez Double Glazing project.**
- 2) **the annual contribution for the Farnham Carnival be incorporated as a separate budget line under the Tourism and Events budget.**

C120/14 The Working Group had reviewed options for spreading the investment risk and agreed to recommend that a deposit account be opened with Cambridge and Counties Bank. It did not have a Fitch rating as it did not borrow capital but members felt the risk was acceptable being owned by the Cambridgeshire Pension Fund and Trinity Hall, Cambridge.

It was resolved unanimously that:

A deposit account be opened with Cambridge and Counties Bank.

C121/14 Cllr Ward reported on the Pay Settlement (2014-16) achieved by the National Joint Council Negotiating Committee on behalf of employers and that the costs would be absorbed within the staffing budget

**It was RESOLVED *nem con* that:
Farnham Town Council observes the 2014-16 NJC Pay Award.**

C122/14 Council heard that the Strategy & Finance Working Group recommendations to bring the allotments costs to a break-even point had been discussed with the Allotment Site representatives who had proposed an alternative solution that would be more appropriate and this was recommended to Council.

**It was RESOLVED *nem con* that:
1) Allotment rents rise to £50 in 2015 and to£57.50 in 2016;
2) Officers work with the Allotment Site representatives to seek to generate sponsorship to minimise future increases.**

C123/14 Cllr Ward advised that the Working Group had reviewed fees and charges in a report at Appendix E to its agenda and agreed to recommend that they would be maintained at the same level for 2015-16.

**It was RESOLVED *nem con* that:
The proposed Fees and Charges for 2015/16 as set out be agreed.**

C124/14 Council noted that the Fire Risk assessment for Wrecchesham Community Centre had been carried out and that a proposed new lease was in preparation.

C125/14 The Strategy & Finance Working Group had received a report from the Offices Working Group proposing the refurbishment of the ground floor public toilets; the re-carpeting of the Council Chamber and corridor and the installation of a drop down projector screen in the Council Chamber; and the refurbishment of the depot to include a new shower, all of which would be funded from existing budgets.

**It was RESOLVED *nem con* that:
The programme of works as agreed by the Offices Working Group be progressed from within approved budgets.**

Cllr Potts left at this point

C126/14 Cllr Ward reported that the Working Group had a discussion with Matt Smith of First Wessex Housing about more local management of the Bungalow at Sandy Hill and possible synergy if Farnham Town Council employed the manager. The Working Group Council wished to support the Trustees to enable it to employ the manager, itself and agreed to recommend that during the transition a grant be made towards the employment costs, and advice to support the Trustees be given

It was RESOLVED *nem con* that during the transition:

- 1) The Council supports the Trustees of the Bungalow with a grant toward the cost of employing a manager;**
- 2) The Council offer advice to support the Sandy Hill Bungalow Trustees.**

C127/14 The Working Group had considered the latest Surrey County Council Consultation transportation review and agreed that Cllr Beaman should draft a response in conjunction with the Town Clerk. It was noted that this would go back to Strategy & Finance as the consultation period had been extended.

C128/14 Cllr Ward suggested that the Cobgates consultation should be discussed and representation made.

Cllr Frost commented that individuals could go onto the Surrey website and make their own representations having seen all the background information. She stressed that no decisions had been made and that this was a genuine consultation exercise.

Cllr Beaman was keen that the Council should comment and that options to retain the building as a state-of-the-art venue for the elderly should be considered.

Cllr Cockburn said that the Town Council must put forward its views and be fighting for better conditions and looking after the needs of the elderly. Cllr Hargreaves concurred.

Cllr Ward proposed, seconded by Councillor and

It was RESOLVED unanimously that:

Farnham Town Council supports the retention of Cobgates to become a state-of-the-art facility for the elderly in Farnham.

Cemeteries and Appeals Working Group

C129/14 Cllr Cockburn introduced the notes of the Cemeteries and Appeals Working Group held on 4th November providing an update on the works to the cemetery chapels; the outcome of an appeal; the completion of the cemetery noticeboards project; the next phase of pathway repairs; and an update on the memorial testing programme.

Planning & Licensing Consultative Group

C130/14 Cllr Steel introduced the minutes of the Planning & Licensing Consultative Group meetings held on 26th October, 10th and 24th November, and 8th December 2014.

Cllr Steel referred to support for the Town Council's objections from the Waverley Western Planning Committee in turning down two applications to build in gardens despite officers' recommendations for approval.

In relation to the application to demolish the Redgrave Cllr Steel advised that as the ward councillor he had asked for the application to go to Committee.

Cllr Beaman advised that the letter from Mr Welch had not been available when the matter was discussed by Farnham Town Council and it was proposed by Cllr Beaman, seconded by Cllr Cockburn that the matter go back to the working group for further consideration:

It was resolved *nem con* that:

Planning application WA/2014/1926 be referred back to the Planning & Licensing Working Group for further consideration.

2015-16 Budget

C131/14 Cllr Ward introduced the draft budget for 2015/16 which had been discussed in detail by the Strategy & Finance Working Group. The Group's proposals recognised that there was a balance to be achieved between continuing to provide quality services for which demand existed, addressing cost pressures and also in ensuring sound finances were

maintained for future years. Recognition had also to be given to the significant pressures being faced by the whole community with price rises in most areas of household expenditure, and continuing inflationary pressures. The pressures on budgets had been offset by further action taken during the year to increase fees, charges and sponsorship and continue targeted savings in contracts and by managing staff vacancies. These elements would continue to be a focus in the coming year.

The approach by the Working Group had been to budget for what was needed rather than aim for any particular increase, but it looked as though there would be a slight increase for Band D households. The Working Group proposed maintaining grant expenditure for community organisations; some additional spending being provided for areas such as the Neighbourhood Plan and further extending the Christmas lights initiative to villages and communities; and improved communication with residents.

The detailed budget was attached to the agenda at Appendix G showed expenditure of £1,140,643 and projected income of £1,118,833 and a potential shortfall of £21,810 still to be funded. Council noted that some further work was still to be done on the budget as there were still some items to be confirmed over the Local Council Tax Support Grant which would be discussed at the next Strategy & Finance Working Group.

It was RESOLVED *nem con* to:

Adopt the draft budget set out at Annex I to Appendix G

Part 2 – Items Noted

C132/14

Reports from Other Councils

There were no reports from other Councils.

C133/14

Reports from Outside Bodies

- 1) Cllr Beaman reported on the Blackwater Valley Countryside Partnership which had its AGM on 7th November. It had taken on extra work recently with the proposed SANG for the Aldershot Urban extension which should help with finances.
- 2) Cllr Attfield reported on the Farnborough Consultative Committee that had received the consultation feedback on the proposed airspace changes.
- 3) Cllr Cockburn provided an update on the Farnham Sports Council and the success of Farnham representatives at the Surrey Sports Awards.
- 4) Cllr Ward reported on the Farnham Public Arts Trust and developments with the Cobbett Statue and the John Henry Knight car sculpture. The Trust was now actively looking to work with external partners who would look after new commissions.
- 5) Cllr Cockburn advised that the New Ashgate Gallery was looking to do an exhibition to celebrate Sheila Mitchell to coincide with the completion of the Cobbett Statue.

C134/14

Actions under the Scheme of Delegation

None reported.

C135/14

Date of next meeting

Members noted that the next Council Meeting would take place on Thursday 22nd January 2015 at 7.00pm.

The Town Mayor closed the meeting at 8.40pm

Date

Chairman



FARNHAM TOWN COUNCIL

B

Notes

Tourism & Events Working Group

Time and date

9:30 pm on Tuesday 6 January 2015

Place

Byworth room, Council Offices, South Street, Farnham

Attendees: Councillors J Hargreaves, D Beaman, C Cockburn and J Ward
Andy Taylor, Farnham Round Table

Officers Present: Iain Lynch (Town Clerk)
Stephanie King (Events Officer)

1. Apologies

Apologies of absence were received from Councillor Hill.

2. Notes of the last meeting

POINTS	ACTION
The notes of 2 September 2014 were agreed as an accurate record of the meeting.	

3. Disclosure of Interests

POINTS	ACTION
There were no disclosures of interest.	

4. Christmas

POINTS	ACTION
<u>Christmas Light Switch on</u> Members received an overview on the Christmas Light Switch on event that took place on Saturday 22 November 2014. Members agreed the event was successful as the number of visitors was similar to last year despite the weather being poor.	

It was noted that the Hedgehogs provided floodlights and marquees again as in the previous year stallholders commented that the light in the marquees was quite poor. The Hedgehogs were also able to provide string lighting throughout and no negative feedback was received.

Members also noted that Santa's Grotto was once again very busy throughout the day with a constant stream of visitors and that 300-400 gift bags were given out. Bags of sweets were replaced with gift bags filled with gifts suitable for young children and these were well received.

In 2013 year it was noted that many visitors expected to pay an entry fee to Santa's Grotto. Members were pleased to note that the Hedgehogs set up their charity collection pot by the entrance and collected £167.00 and that this was kindly donated to the Mayor's Charity.

The new AstroTurf carpet that was used to improve the look of the grotto and make it more comfortable and welcoming to children was discussed. In addition to members agreed that a new back drop should be purchased, for the grotto in 2015.

Members agreed the performances throughout the day on stage from local schools and theatre groups were well received and it was noted that the stallholders at the switch on had only been charity or food and drink stalls as agreed. Members agreed this worked well and should be considered for the following year.

Christmas Market

Members received an overview of the Christmas Market, which took place on Sunday 14 December for the first time. Members agreed that the event was successful with a large number of visitors and that the link with the Bush hotel worked better than anticipated.

Members noted that on the morning of the Christmas Market a considerable number of vehicles remained parked on Castle Street despite the advanced warning notices in place. It was noted that enforcing a road closure only meant vehicles could not travel down that road. To be able to remove parked vehicles a process has to be followed which would start by suspending the parking bays. It was agreed that further research should be carried out ahead of events in 2015. It was also noted that residents of Castle Street were given reminders in

Events Officer to investigate purchase of new backdrop for Santa's Grotto.

Farmers' Market producer Meeting to be arranged

Events Officer to carry out research with regards to enforcing parking restrictions on Castle Street for subsequent events.

the lead up to an event but anyone with a Zone A permit can park in Castle Street. It was agreed that it could be useful in future to ask Waverley Borough Council to send an extra reminder to all of the permit holders to avoid missing anyone who may park in Castle Street who does not live there.

Members noted that the generator hired was one of the quietest and most efficient yet.

Members agreed that that portable toilets that were used in Castle Street for the first time were positioned well and were kept clean throughout the day and there was no negative feedback received about the toilets being positioned in Castle Street.

Members noted that the Bush Hotel had remained busy throughout the day. It had been considered initially that the footfall would not be as great in this area as the Bush Hotel is away from the main area of the market. Members were pleased that the Bush Hotel were very happy and would like to be involved again in 2015.

It was noted that the feedback from stallholders' at the Farmers' Market was less positive as they lost customers due to the Christmas Market taking place and market stallholders parking in Central Car Park. Members considered a number of options including the option of moving the Farmers' Market to the Bush hotel car park to free up spaces in Central car park for visitors. It was agreed that this and other options would be discussed with the Farmers' Market stallholders. Members also considered using 'Hoppa' buses in 2015 to help with space for visitors to park. Members agreed that signage would need to be improved in 2015 and considered new ideas.

Members received an update about the stage hired from Stage bus for the first time. Members agreed the stage was the most efficient stage used for an event and agreed Stage bus would be worth considering for other events.

Members discussed the nature of the stalls that attended the market and agreed there were a lot of food related stalls and not enough Christmas gift stalls. Members agreed that this may not be an issue in 2015 as the market becomes more established. Members also agreed that if stallholders ensure their products are Christmas themed or offer exclusive Christmas gift packs this should not be an issue. It was agreed

Events Officer to improve signage to Farmers' Market in 2015.

Events Officer to research ideas to ensure the Christmas Market looks festive and facilities are well sign posted.

that ideas also needed to be considered in 2015 regarding how to make the market look more festive. Members agreed that if there were Christmas lights in Castle Street this would positively impact the festivity of the market.

Members agreed overall that the outcome of the market was outstanding, especially bearing in mind it was the first one.

Christmas Lights

Members agreed the Christmas lights were an improvement on previous years. There are still gaps that need to be considered in 2015 such as on South Street and Union Road. Members noted that very positive feedback had been received from residents in Station Hill in particular.

Members agreed that it had been difficult as lights were not erected in Castle Street and considered locations where lights could be placed in 2015 such as on the orangeries or on residential properties. Members agreed the Christmas Lights Task group should think more about what could be achieved. Members also agreed that the Lead Member should write to the Farnham Herald asking for feedback and ideas to work on in 2015.

The Town Clerk suggested that retailers and the Chamber of Commerce could be invited to contribute to further lights throughout the town and this could be discussed in future meetings.

Candlelit Civic Christmas Carol Service

Members agreed the concert went well and as expected but the event could have additional promotion as some spaces remained available. Agreed that promotion should be started earlier in 2015. Members agreed that the offer in the Farnham Herald should continue but additional tickets could be offered community groups in 2015.

Nativity Window Competition

Members received an update from the events officer about the shop window competition with the Nativity theme. The competition was not as popular as in previous years despite the same advertising and publicity taking place.

Members considered supporting the United Reform Church in putting together a similar competition in 2015. Members agreed this would work Members hoped that the Chamber of

Christmas Lights Task Group to work on improving the lights for 2015.

Contact to be made Farnham United Reform Church to discuss implementing their ideas in 2015.

Commerce and retailers would be more active throughout the year in the lead up to Christmas and get involved in organising competitions or events such as these to attract potential visitors.	
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5. Farnham Bike Ride

POINTS	ACTION
<p>Andy Taylor, founder of Farnham Bike ride joined the meeting.</p> <p>The Town Clerk updated members on the response from the Castle Street Residents Association about moving the start of the Farnham bike ride to Castle Street and that they were generally happy but were not keen on loud music or announcements. Mr Taylor reassured members about how the event would work and advised that announcements would be kept to a minimum and a running commentary would not take place.</p> <p>Consideration would also be given to the direction of the speakers to minimise intrusion. Members agreed that it was a positive outcome that the Castle Street Residents Association is generally happy about moving the event and suggested that the Farnham Round Table Liaise with them directly about the event in the lead up.</p> <p>Members agreed that the Farnham Bike ride could be specified as an additional event on Farnham Town Councils programme and agreed that additional support could be provided with guidance about the road closure and promotion and publicity such as featuring in Farnham Town Council literature such as the residents guide. Members agreed that it would be good to launch the event and involve the Castle Street Residents Association as a promotional opportunity for the event. Cllr Beaman suggested contacting Surrey County Council to discuss opportunities such as linking with the London bike ride event.</p> <p>Andy Taylor agreed Farnham Town Council would be able to set up an information tent at the event in return for the support given.</p>	<p>Events Officer to support Farnham Round Table with organising a launch event e.g. book the Mayor.</p>

6. Music in the Meadow

POINTS	ACTION
Members agreed that although consideration was given to	

8. Sponsorship

POINTS	ACTION
Members agreed that the overall sponsorship total in 2014 was good. Members had agreed a higher target for 2015 as there were a number of new businesses in the town to consider.	Events Officer to work on gaining sponsorship for events in 2015.

9. Promotional Items for 2015

POINTS	ACTION
<p>Members discussed various items that Farnham Town Council could offer in 2015. Members agreed that it needed to be considered whether residents and visitors would choose to buy promotional items from Farnham Town Council.</p> <p>Members agreed the items to offer in 2015 should be umbrellas, postcards and ponchos. It was agreed that the number of items could then be increased if sales are successful.</p>	Events Officer to progress production of agreed items.

10. Publications & Social Media

POINTS	ACTION
<p>Members noted that the residents guide was being produced and that there would be an opportunity to proof read the guide will be offered to councillors.</p> <p>Members noted the sales of 2015 calendars. Members agreed a note should have been added indicating that an envelope was included as this may have encouraged more sales. Members considered collaborating with the Farnham Hedgehogs in 2015 if they were agreeable rather than competing them.</p> <p>Officers gave an update about the new Farnham Town Council website and that it has reached the next phase where individual pages could be improved to improve the site overall.</p> <p>Members agreed that the website was focused around the town centre and although it is logical and follows the design statement, ideas were considered to include the surrounding villages such as focusing on different areas at certain times throughout the year.</p> <p>Members received an update about the 2015 sponsorship brochure and noted that it would evolve and improvements would be made to maximise the sponsorship income for 2015.</p>	Meeting with Hedgehogs to be arranged

11. Updates on Other matters and Items for Noting

POINTS	ACTION
No other relevant matters for noting.	

12. Date of Next meeting

The next meeting was agreed as Tuesday 24 February 2015 at 2.00pm.

Meeting ended at 12.10pm.

Notes taken by Stephanie King.



FARNHAM TOWN COUNCIL



Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 13th January 2015

Place

Town Clerk's Office, South Street, Farnham

Attendees:

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

In attendance: David Beaman

Officers present:

Iain Lynch (Town Clerk), Rachel Hammond (Team Leader Corporate Governance), Dixon Chau (part)

In attendance: Paul Rees, Phil Davies, Sally Cowper (from Farnham CAB) for a short presentation.

1. Apologies

Apologies were received from Councillors Paddy Blagden, Stephen Hill and Roger Steel

2. Declarations of Interest

The following declarations were made in relation to item 9.

Cllr Frost: as a trustee of 40 Degreez (SCC representative); on the Farnham Maltings Board (FTC representative); and as Chairman of the Farnham Competitive Music Festival.

Cllr Cockburn: as the FTc representative on Brightwells Gostrey Centre and the New Ashgate Gallery); as a trustee on Creative Response and Woodlarks; and as a Governor of Ridgeway School and a member of the Bourne Beautification project.

Cllr Ward as a representative on the New Ashgate Gallery and Public Art Trust; and as his wife is a Trustee of the Abbeyfield (Wey Valley) Society.

3. Notes of Meeting held on 2nd December 2014

POINTS	ACTION
The Notes of the meeting held on 2 nd December were agreed.	

4. Finance

POINTS	ACTION
<ul style="list-style-type: none"> i) The Internal Auditor's report was deferred as it would be combined with the report of his February visit. ii) Members reviewed the Bank and Petty cash Reconciliation; the Income and Expenditure reports to 31st December; and the Statement of Investments to 6th January 2015. iii) Members reviewed the latest report on aged debtors and noted progress that had been made. iv) Members noted the latest BACS and cheque payments. 	

5. Precept 2015/16

POINTS	ACTION
<ul style="list-style-type: none"> I) The Working Group received a report on the possible precept options for 2015/16. Members noted that after the Band D numbers had been confirmed and the amount of Local Council Tax Support Grant that was being passed on by Waverley in 2015/16 was confirmed there was small shortfall to be met. II) Members noted that it was not known if the level of Tax Support Grant would continue (it had been reduced by a further 15% for the coming year). III) Members also noted that funding for the potential refurbishment of the paving around the War Memorial in Gostrey Meadow had not been included in the budget, and it was agreed that provision should be made in the budget for this project as part of the Centenary Commemorations. This would make the total expenditure budget £1,163,892 with income of £202,835 leaving a net budget of £961,057. IV) Members were concerned that the potential impact of the withdrawal of the Local Council tax Support Grant would be around 2.5%, and the prudent thing to do would be to recommend a small increase in the Farnham element of the Council tax for 2015/16 to ease the expected future impact. V) Members agreed to recommend a n increase of 1.4 pence per week (73pence per annum) the equivalent to an increase of 1.3% in the Farnham element of the Council tax (just under the October 2014 inflation level). This would make the amount paid by a Band D property for Farnham Tow Council services £1.11 per week (£57.60 per annum). 	<p>It is recommended that: The precept for 2015/16 be set at £961,057, the equivalent of £1.11 per week or £57.60 per annum Band D property.</p>

6. Presentation by the Farnham CAB

POINTS	ACTION
<ul style="list-style-type: none"> 1) The Working Group had invited representatives of the Citizen's Advice Bureau to discuss its funding situation and service with councillors. The Chairman, Waverley manager and Farnham Manager joined the meeting to respond to queries. 2) Members heard that the CAB was under increasing 	

<p>pressure with an increasing number of clients with complex needs. The Farnham Office was only open 4 days a week because of a funding shortfall, and the CAB team were hoping to achieve a funding stream of 60% from Waverley Borough Council, 25% from the Towns and Parish Councils and 15% from fundraising and other sources.</p> <ol style="list-style-type: none"> 3) Members commented that the equal distribution of the Waverley grant of £195,000 seemed unfair since the Farnham Residents constituted a third of the Waverley population and were contributing a large proportion of the grant paid to the CAB. 4) Paul Rees advised members that the Waverley CAB was in the top 2% of Bureaux in the country for its efficiency and Had a high level of volunteers supporting its small staff team. He explained that the Waverley team were using new technology to reduce costs and were sharing overheads to reduce costs wherever possible. 5) The CAB team advised that Godalming Town Council were now contributing £28,000 to the running of the Godalming CAB and it was hoped that Farnham would consider some additional support. 6) Members noted that there was a three year funding agreement in place which provided an agreed level of support until 2016/17 but that it was possible to increase this if Members wished. 	
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7. Financial Regulations Review

POINTS	ACTION
<p>The Working Group received a report on proposed changes to the Financial Regulations with revised financial thresholds and minor changes.</p> <p>It was agreed to maintain the level for three signatories for payments at £10,000 as there were few transactions at this level each year.</p> <p>The revised regulations were agreed for recommendation to Council.</p>	<p>Recommendation: That the revised Financial Regulations be adopted.</p>

8. Standing Orders review

POINTS	ACTION
<p>The Working Group received a report on proposed changes to the Standing Orders as a result of legislative changes and new Model Standing Orders from the National Association of Local Council.</p> <p>Members discussed the confusion that sometimes arises between public questions and statements and agreed to combine the two sessions as part of the main agenda. It was also agreed to recommend that prayers be said at 7pm rather than 6.50 so that the meeting begins in a crisp manner.</p> <p>The revised Standing orders were agreed for recommendation to</p>	<p>Recommendation: That the revised Standing Orders be adopted</p>

<p>Council.</p> <p>Members agreed that a clean copy would be circulated to Council and that Councillors could refer back to the track changes version at Strategy & Finance if required.</p>	
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9. Grants 2016/17

POINTS	ACTION
<ul style="list-style-type: none"> i) The Working Group received a report on the grant applications received which far exceeded the funding available. ii) It was agreed that some applications which linked closely to the activities of the Working Groups could be funded from within service budgets, and that some capital projects should be supported from the New Initiatives fund. iii) The remaining grants were considered in detail and recommendations for adoption by Council were made as set out at Annex I. iv) A small grants pot for allocation throughout the year delegated to the Town Clerk was maintained at £2,000. 	<p>Recommendation to Council: That the proposed grants set out at Annex I be agreed with those listed at Section 4a being funded from the New Initiatives fund and those at 4b from the Farnham in Bloom budget.</p>

Cllr Hargreaves left at this point

10. Risk Management and Health and Safety

POINTS	ACTION
<p>The Working Group received a detailed report on Risk and reviewed its obligations on services areas under its control.</p> <p>Members welcomed the positive comments on progress from the Council's external advisors and agreed the report to go through to full Council with the proviso that the detailed Working Group Risk Assessment documents be available in soft copy only because of the number of pages and because these had already been circulated to all councillors.</p> <p>It was agreed that the Health & Safety Policy, the Environmental Policy and the Fire Safety Management Policy be renewed without any changes.</p>	<p>Recommendations to Council that:</p> <ul style="list-style-type: none"> 1. the report and progress made be welcomed. 2. the Action Plan arising out of the General Risk Assessment contained in Annex 2 be approved. 3. the following policies be adopted: <ul style="list-style-type: none"> i. Health & Safety Policy (Annex 3) ii. Environmental Policy (Annexe 4) iii. Fire Safety Management Policy (Annex 5)

Infrastructure Planning Group Update

POINTS	ACTION
<ol style="list-style-type: none"> 1) Cllr Cockburn advised the working Group of the positive and high level response to the Regulation 14 consultation on site options. 2) 1,258 people completed the questionnaire, which is the highest response Farnham Town Council has received for a neighbourhood plan related consultation and could be considered very successful considering the complexity of the questionnaire and subject matter. 3) A postcard promoting the consultation was delivered by the Royal Mail to every household in Farnham. 4) Face-to-face contact was made with over 800 people. 5) 1,100 people received three neighbourhood plan electronic newsletters and were asked to share them with their contacts. 6) During the consultation there were nearly 8,200 website page views of neighbourhood plan related content. 7) 55 tweets were scheduled and potentially seen by Farnham's 2,177 followers. Twenty-four people/organisations retweeted 51 times reaching up to a further 49,000 followers. 8) Members noted that the current adopted timetable aims for an amended draft plan and evidence base to be presented to members at Strategy and Finance on 3rd March, for recommendation to Full Council on 12th March but that there was a lot of work to be done on interpreting the comments and arranging specific meetings with developers and infrastructure providers. 9) Members noted EHDC was currently consulting on proposed site allocations for its Local Plan with some development proposed in villages such as Bentley and some sites are identified as having a capacity of up to 150 dwellings. 	<p>Recommendations to Council that:</p> <ol style="list-style-type: none"> 1. Members note the success of the Regulation 14 options consultation for the Farnham Neighbourhood Plan and the progress of the analysis of responses. 2. The Town Clerk, in conjunction with the Infrastructure Planning Group, put together a response to the East Hampshire District Council site allocation consultation

11. Five year Maintenance Programme

POINTS	ACTION
<p>The Working Group received and noted the revised five year Maintenance Programme which had been considered by the Offices Working group..</p>	

12. Contracts Update

POINTS	ACTION
<ol style="list-style-type: none"> 1) The Working group received a tabled report on contracts. It was agreed to progress the re-carpeting of the Council Chamber and corridor with the lowest prices contractor at a cost of £3,330 with the costs met from within the approved budget. 2) It was noted that the Hale Chapels Project team was meeting again on 16th January. 	<p>Recommendations to Council that:</p> <ol style="list-style-type: none"> 1) The contact for the re-carpeting of the Council Chamber and corridor be let

<p>3) It was noted that the Council's main IT server was now at the end of its warranty period and a replacement due given the importance of the IT infrastructure in the running of services. Members noted the proposal for the updated server and associated work and agreed to recommend the as advised by the Council's IT advisors together with the purchase of an additional Windows license to host the ACT CRM database. It was noted that the installation costs for each element was £250 with costs would be met from the 2014/15 IT/website budgets.</p>	<p>to the lowest priced tenderer</p> <p>2) The Server replacement be progressed at a cost of £2999 with an installation cost of £250 and a new Windows licence purchased at a cost of £499 with costs met from the 2014/15 IT/website budgets.</p>
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Cllr Frost left at this point

13. Surrey County Council Transport Review

POINTS	ACTION
<p>The Working Group welcomed the proposed response to the SCC Transport Review prepared by Councillor Beaman and thanked him for his work.</p>	<p>Recommendations to Council that: the draft response to the SCC Transport Review at Annex 4 be agreed.</p>

14. Meeting Dates 2015/16

POINTS	ACTION
<p>The proposed Meeting dates (attached at Annex 3) were agreed with some minor alterations.</p>	<p>It is recommended that: The Meetings Timetable for 2015/16 be adopted.</p>

15. Town Clerk Update

POINTS	ACTION
<p>The Town Clerk provided a verbal update on a number of matters.</p>	

16. Date and Time of Next Meeting

POINTS	ACTION
<p>Members agreed that the next meeting would take place on Tuesday 3th March 2015 at 9.30am</p>	<p>Town Clerk to circulate agenda</p>

Meeting ended at 1.20pm

Notes written by Iain Lynch

BREAKDOWN OF FUNDING SOURCES	DEDUCTIONS	BALANCE
2014/15 TOTAL GRANT BUDGET	-	£54,000.00
SMALL GRANTS FOR YEAR	£2,000.00	£52,000.00
<i>Farnham Maltings SLA</i>	<i>£12,800.00</i>	<i>£39,200</i>
<i>The 40 Degreez Centre SLA</i>	<i>£3,400.00</i>	<i>£35,800.00</i>
<i>Citizens Advice Waverley SLA</i>	<i>£15,360.00</i>	<i>£20,440.00</i>
PHASE I GRANTS (January 2014)	£18,461.00	£1,979.00
BALANCE OF GRANT BUDGET	-	£1,979.00

I) Agreed Service Level Agreement Funding

The following Service Level Agreements were agreed in the Strategy & Finance meeting and are due to be reviewed in 2016/17.

Organisation	Amount Requested (2013/14 figures)	Project Value (2013/14 figures)	2013/14 Award	Project Name	Description of Project
The 40 Degreez Centre	£ 4,500	£ 27,000	£ 3,400	Youth Workers' Salaries	To part fund four part time salaries to contribute towards providing a joined up service for young people in Farnham to offer advice, life skills training and fun and enjoyment through leisure activities during term and holiday times.
Citizens Advice Waverley	£ 33,960	£ 69,500	£ 15,360	Local advice service in Farnham	Provision of local advice service for the most vulnerable and disadvantaged people in Farnham, who rely on face-to-face advice and help. To provide an accessible source of free, high quality, independent information, advice and support to enable people to resolve or better manage their problems.
Farnham Maltings	£ 16,000	£ 2,059,046	£ 12,800	Revenue Grant Funding 2014/15	Revenue funding - general. Delivery of services to community in cultural and art activities i.e. Programmes of workshop and activities for young people and families - Families in the Making and Youth Theatre, provide community venue and facilities, develop opportunities for art and culture.

2) Community Grants

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
Farnham Cricket Club	£ 3,000	£ 15,000	13.33%	£ 2,000		Renewal of battens, felt and tiles on the pavilion roof	<p>The current roof poses a health and safety issue for the club. This is a one-off project, there are approximately 170 members and between 100-150 spectators/visitors that will benefit from the project.</p> <p>Officer Comments Due to the potential health and safety issue, it is suggested this project is supported.</p>	Agree - Members agreed to increase the funding from £1500 to £2000
Stellar Gymnastics	£ 2,000	£ 3,598	0.00%	£ -		Asymmetric Bars	<p>They would like to have funding for asymmetric bars at the club, and they believe they will be the only one in Farnham to provide this equipment. If they are the only club in Farnham with asymmetric bars, then it could attract more people. It would also encourage more people to take up gymnastics. The club would like to become a community hub and also work closely with local schools and groups providing a quality teaching and raising the profile of the sport in the area. So far 56 members have signed up and it is due to open soon.</p> <p>Officer Comments Although they wish to engage with the public, however they have not specified what they would actually do, therefore it is recommended this project is not supported.</p>	Members noted the details of the project and felt that it was not eligible for community grant funding.

2) Community Grants

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
The 40 Degreez Centre	£ 2,000	£ 8,000	0.00%	£ -	£ 3,400	Milky Way Project Phase Two	<p>It will allow the organisation to make better use of the space they have available. Otherwise the space will be wasted. The hall will be fitted with double glazing and fit LED lighting making it more economical, the cladding will reduce the noise level in the surrounding areas.</p> <p>Officer Comments Supporting this project could lead to the organisation being more independent and allow for more activities within the centre.</p>	Members felt funding for phase two of the project would be unfair for other applicants, as they had already received funding for the first phase.
Change of Scene	£ 1,600	£ 3,200	25.00%	£ 800		Out of school Term Continuity Provision for Disadvantaged Children and Young People	<p>To be able to open up the facilities 4 days a week over an 8 week period during the holidays. It also gives current and former attendees a chance to give something back to a place they hold as being special. It is also an opportunity to talk about future aspiration, difficulties and fears, and check that everything is on track. I I current and former attendees. The service is to help those between the ages of 6-18 to make a life changing experience to help them fulfil their potential and return to a sustainable education having been expelled/excluded. The scheme has help over 71% of its attendees to re-engage with mainstream education. Change of scene work on a 1-1 basis, so it is more personal. They currently have I I current and former attendees from Farnham.</p> <p>Officer Comments Funding will this project will help those young people get back into a normal educational routine, which can lead to greater things in the future.</p>	Agree

2) Community Grants

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
Voluntary Action South West Surrey	£ 2,000	£ 15,558	9.00%	£ 1,400		Farnham Volunteer Centre	<p>Farnham Volunteer Centre has matched 129 volunteers with 29 Farnham voluntary organisations over the past year, ranging from helping the elderly to disability & health to youth and community. Funding will allow more volunteers to help those in need. In addition a further 195 organisation have registered to work in Waverley and most of which will also provide services in Farnham.</p> <p style="text-align: center;">Officer Comments</p> <p>With the increase of more organisations being registered and to provide services in Farnham, this project will be able to help a wider range of people in the Farnham area.</p>	Agree
Farnham Rep and Farnham Shakespeare Company	£ 2,000	£ 20,396	0.00%	£ -		Farnham's First Co-operative Summer Drama Season	<p>The grants will be spent on providing a performance space for the two companies. They will perform two plays over 3 weeks, one Shakespeare and one Ronald Harwood. The project will give those who have just started in drama/ acting an opportunity to experience what it is like to be part of a play. It will also allow people to build up confidence and meet new people.</p> <p style="text-align: center;">Officer Comments</p> <p>A great opportunity for young performers in particular, to build up confidence, meet new people and share skills and techniques.</p>	Agree – Members noted this is worthy project, however it will not be funded this year.

2) Community Grants

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
Rowledge Cricket Club	£ 2,000	£ 6,000	16.67%	£ 1,000	£ 1,700	Recreation Ground Roller	<p>Rowledge Cricket Club is part of the Southern Premier Cricket League and they have a yearly inspection to determine the standard of the playing field. The fund will go towards a roller which will improve the standard of the field. The club is also trying to reach the silver pitch potential with the use of the funding. There are 700 members at the club which will all benefit from an improved pitch and improve the standard of the sport.</p> <p style="text-align: center;">Officer Comments</p> <p>The roller for the pitch will increase the standard of the ground for the large number of members at the club. It could also help them achieve the silver pitch award.</p>	Agree
New Ashgate Gallery Trust	£ 2,000	£ 9,900	12.12%	£ 1,200	£ 1,500	Craft Town Trail	<p>To organise a craft trail throughout Farnham Town Centre, with an interactive map with listings. Host free accessible workshops for beginners. Displays/poster will be used to promote the trail in each participating retail outlet. Farnham being part of England's Town of Craft can benefit from the project. The craft trail will also improve Farnham's recognition as the hub for excellence in crafts and supporting craft tourism that will further support local businesses. The project is separate from the Craft Town Project, but it carries the same ethos and it is to get more local business involved which is the feedback they got from last year's Craft Town Project.</p> <p style="text-align: center;">Officer Comments</p> <p>Funding for this project will enable local residents and visitors to Farnham an educational workshop which will be run by local craft makers and local art and craft charities. This can lead to more people taking up a new craft and promoting Farnham.</p>	Agree

2) Community Grants

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
Friends of Potters Gate School	£ 1,050	£ 14,046	3.56%	£ 500		Little Green Fingers: Potter Gate Community Garden	<p>To build a community garden at the school, which will be maintained by the school children and the local community. A story telling area is to be created under the oak tree and toadstool stools, log rounds and storytelling chair will be purchased with the funding. A large herb garden and a musical zone will also be established. A totem pole will also be erected.</p> <p>Officer Comments This project should be supported as the outdoor classroom will provide a different type of learning environment for the children. They will also learn new skills in the garden and learn about wildlife.</p>	Agree
Opportunities	£ 800	£ 1,650	24.24%	£ 400	£ 960	Opportunities	<p>Funding will provide Zumba classes for the student of the Opportunities Project (Hale) and surrounding areas. Three terms of 10 weeks, to link with the educational terms. It is designed to encourage fitness and well-being in the students. Student from previous session have shown to be much more able to cope with life situations and require less visits to the doctors. To cut costs, they have merged two classes together to ensure better attendance numbers, thus supporting the cost further. A full class of attendees is 30.</p> <p>Officer Comments There are signs the project is trying to become more independent, by merging two classes together to reduce cost and increase attendees. Supporting this project will allow those less financially able to continue with exercise with positive signs from those who have participated in the past.</p>	Agree

2) Community Grants

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
Farnham Brass Band	£ 2,000	£ 4,000	25.00%	£ 1,000		Training Band Regeneration	<p>The awarded grant will be used to subsidise a professional teacher for the junior band (both young and old). A 3/4 size tuba will be purchased for a child or smaller adult, along with a trombone stand and tuition books for the training band. The project aims to encourage more people to join, as the size of the brass band has been reduced in the last few years. It also give those less financial capable a chance to learn a musical instrument.</p> <p>Officer Comments Funding for this project could encourage more locals to join the Farnham Brass Band which would help increase the number of members, and become more professional.</p>	Agree
Creative Response	£ 1,963	£ 1,963	50.95%	£ 1,000		Creative Response Exhibitions 2015	<p>The grant will be spent on art materials, and will be available for individuals and group projects throughout 2015. Work with some of the most vulnerable /isolated people in the Farnham community will be displayed. The project aims to help people with mental distress and to build up their confidence. The project would encourage healing in each participants by using art as a catalyst. They will also be encouraged to work as a team and learn new skills.</p> <p>Officer Comments Supporting this project will allow those involved a different way to express themselves, through art, which can be more effective than communicating in words.</p>	Agree

2) Community Grants

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
Farnham Maltings Association Ltd.	£ 2,000	£ 3,600	41.67%	£ 1,500	£12,800 (SLA) + £1000	Pop-up Craft for Families	<p>An opportunity for adults and families to engage in craft activities. The sessions will be held in unexpected location e.g. The library, Gostrey Meadow. All will be fully accessible and free of charge. Some locations will take place in areas of social need, and target families that may not engage with the arts. The project will run 9 x 2.5 hour sessions, and 3 x 6 hour sessions from 1 April 2015 - 31 March 2016.</p> <p>Officer Comments Funding this project will allow those who are financially less able to discover craft, the project also links with and supports the Farnham Craft Project.</p>	Agree - Members noted a meeting is required to discuss future plans for Farnham Maltings Association Ltd. as the three year Server Level Agreement is coming to an end.
Farnham Art and Design Education Group (FADEG)	£ 1,200	£ 1,200	58.33%	£ 700		A Visual Community: Farnham 2015	<p>An opportunity to showcase the local artist's work for a weekend at the Long Kiln Gallery. People from all community groups will be invited for a chance to enjoy the art on display and to know others within the community.</p> <p>Officer Comments Supporting this project will allow local artists of all type to show what they have accomplished to a wide range of audiences.</p>	Agree

2) Community Grants

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
Stopgap Dance Company	£ 1,177	£ 5,127	11.70%	£ 600	£ 1,000	Farnham Youth Group	<p>To run 3 lots of 10 sessions 1 and a half hour dance classes. This will include one class during Christmas. Stopgap wants to build on the success from last year and reach more disabled children. This will give them the confidence with the performance at Christmas and allow those participating to meet new people. 40 local residents will benefit from the project.</p> <p>Officer Comments Supporting this project will allow more disabled children in particular to get involve with a dance project. Around 90% of the 40 local residents were disabled and around 85% were from Farnham with figures likely to increase to 50 this year.</p>	Agree
Fearnhamme Confederation of Schools	£ 2,000	£ 16,000	0.00%	£ -		Fearnhamme Schools Community Transport	<p>Funding will be added to the earmarked reserves to purchase outright a used quality vehicle with 16 passenger seats. The bus will be available for hire to all 12 schools in their group and local community groups. Purchasing the vehicle will provide a cheaper alternative to hiring coaches, which the schools could use for other activities, such as educational and sporting opportunities.</p> <p>Officer Comments Assisting this project will allow schools within the group and local communities a cheaper option, alternatively the confederation could form a collaboration with local transport services to become more economical.</p>	Members felt the project is a good idea, however it may encounter problems arranging when to share the bus. They will be advised to contact 229 Squadron in regards to their spare bus.

2) Community Grants

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
St. Polycarps Catholic Primary School	£ 2,000	£ 2,573	0.00%	£ -		Replacement tables including trolleys	<p>To replace the current folding tables, which are in a bad condition. In addition 4 matching new storage trolleys would be purchased to ease the transport of the tables. It would also make it easier for those who hire the hall with more manageable tables.</p> <p>Officer Comments This application whilst a worthy project does not bring the same level of community benefits as some other applications.</p>	Agree
The Dance Movement	£ 1,961	£ 11,924	16.45%	£ 1,961		Farnham Blooming	<p>A dance project celebrating Farnham in Bloom. It will involve 13 groups of young dancers, resulting in a number of dances in town. Through 10 weeks of dance sessions and two final performances the project will introduce young people to the environmental town project. The project will also encourage young dancers to participate in FIB and the performances will promote FIB itself throughout the town, during the celebrations. 130 local residents will benefit from this.</p> <p>Officer Comments In view of the special celebration of Farnham in Bloom's 25th anniversary it is proposed that this project is fully funded.</p>	Agree - Applicant should be made aware it is a one-off funding.

2) Community Grants

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
Farnham Competitive Music Festival	£ 800	£ 6,000	6.67%	£ 400	£ 500	37th Farnham Competitive Music Festival	<p>To allow young musicians an opportunity to perform and show their skills at every level. The young musicians will get the chance to mix with and listen to young musicians. It will also give young performers a chance to build up self-esteem playing in front of an audience. The Funding will be used to hire Frensham Heights' facilities, fees and expenses for hiring professionals and printing. Approximately 550 local residents have entered.</p> <p>Officer Comments The Farnham Competitive Music Festival of a high standard supporting a wide range of young musicians.</p>	Agree
Abbeyfield Wey Valley Society	£ 2,000	£ 29,000	0.00%	£ -		Wheelchair Accessible Vehicle Fund	<p>To purchase a wheelchair accessible vehicle for The Society to enhance the resident's' lives further. To be used with 3 homes in Farnham, it will be used for appointments and local community events. It can also be used if the NHS transport doesn't arrive on time, and reduce the reliance on the NHS transport which can be used elsewhere in the community. It will also provide leisure and shopping opportunities for residents. The vehicle can be driven by some of the volunteers. 89 residents could benefit from the vehicle.</p> <p>Officer Comments A worthy project to assist with residents in Farnham, however there are other similar services in Farnham which they could collaborate with to increase efficiency.</p>	Agree

2) Community Grants

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
The Farnham Pottery Trust Ltd.	£ 1,750	£ 3,500	14.29%	£ 500		Craft for All	<p>To form a craft hub/ community studio to go alongside the ceramic programme. A place to share insights and knowledge with others in the Farnham Community. The craft hub would help highlight, stimulate and encourage the broad range of crafts that are present in Farnham. The hub will be used in conjunction with the Creative Hub, there will be an open access policy where artists can book and use the facilities for a minimal fee. Funding for promotion is required to increase its awareness.</p> <p>Officer Comments It is recommended that a partial funding is provided to help promote the new hub.</p>	Agree
The Woodlark Centre	£ 2,000	£ 15,975	12.52%	£ 2,000		Hoist	<p>In 2012/13 extensive refurbishment was carried out with 23 rooms for disabled person aged 16-85. New residents who require more help with their disabilities would benefit with have a tracking hoist. There are currently 9 rooms fitted with hoists, but new resident coming in require more assistance.</p> <p>Officer Comments Funding for the 5 hoist will help those residents who disabilities require a further assistance, particularly those who are experiencing social and economic difficulties.</p>	Agree - Members agreed to increase the Funding from £1500 to £2000

2) Community Grants

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
Farnham Decorative And Fine Arts Society	£ 1,500	£ 8,700	17.24%	£ 1,500		Farnham Schools Art Exhibition 2015	<p>Funding for hiring cost at Frensham Heights for the display of art including ceramics, textiles, design & technology and others. There will be 4 different year groups from 8-17 years exhibiting approximately 700 works of art from 20 local schools around 1200 pupils. The art on display will be judged by professional artists and prizes will be award a workshop with a professional artist.</p> <p>Officer Comments This project should be supported as will enable a large number of students an opportunity to show what they can achieve. The exhibition will also include 3 special needs schools, with an opportunity to work with a professional artist.</p>	Agree - Members agreed to increase the funding from £1000 to £1500.

Balance for Community Grants **£20,440**
 Total requested: £42,551
 Total proposed: £18,461
Balance remaining **£1,779**

3) Funding from the Town Clerk's Small grant Fund

This application was submitted after the deadline; therefore the Town Clerk has agreed to support this project from the Town Clerk's Small grant.

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
Hale Carnival Committee	£ 1,750	£ 11,745	1.70%	£ 200	£ 800	Hale Carnival	<p>Funding will be used to provide security from Friday night to Sunday morning, in addition it will also provide clean toilet facilities for the attendees. The aim is to encourage the participation and enjoyment of local people and groups in social events. Up 7000 people are predicted to attend in 2015.</p> <p>Officer Comments</p> <p>This project should be supported as a lot of local community groups have helped with the event. The carnival itself will provide a lot of entertainment for the locals, money raised will be donated to the local organisations all to the benefit of the local community.</p>	<p>Agree - Due to late submission, it was agreed £200 is to be funded from the Town Clerk's Small grant budget.</p>

4) Funding for other projects outside of the Community Grants Funding

Some projects not included within the proposals for 2015/16 grant funding have been agreed by Strategy and Finance to be supported as part of normal council business, from a range of budgets, such as the New Initiatives Fund and Farnham in Bloom.

Agreed funding from New Initiative Fund: £17,701 (This funding is for one-off funding)

Agreed funding in conjunction with Farnham in Bloom: £2,360

4a) New Initiatives

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
Farnham Local Food	£ 1,843	£ 4,003	100.00%	£ 1,843	£500	Runfold Site Improvement Plan (Shelter)	<p>To build a deconstruct-able semi-permanent wet weather shelter with a wood fuelled heating system. The project will be managed by a green builder and they will reclaim, reused or source local natural material for their project where possible to minimise cost where possible. The shelter will be used by the members and surround local communities. It can also be used to host workshops and training events.</p> <p>Officer Comments Support for this project will allow for more activities in the surround local communities in particular it would be use for educational workshops to allow others to learn new skills.</p>	Proposed support from New Initiative Fund

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
Badshot Lea Football Club	£ 2,000	£ 700,000	100.00%	£ 2,000	£ -	Westfield Lane Stadium	<p>To provide a permanent home for Badshot Lea FC and to bring into Play 2 Pay pitches. The grant will be spent on portable goals which will help establish a permanent home for Badshot Lea FC as they are currently ground sharing with Godalming FC.</p> <p>Officer Comments Funding for the new portable goals will allow the football club to start self-funding with the Pay 2 Play scheme.</p>	Proposed support from New Initiative Fund
The Cobbett Statue Trust	£ 2,000	£ 50,000	100.00%	£ 2,000	£ -	The Cobbett Statue	<p>To erect a 3/4 life size bronze statue of William Cobbett on his horse at Churchill Retirement Homes. The statue will be placed maintained by Churchill Retirement Homes. This will provide educational purpose for local schools and with particular focus on collection of Cobbetts' writing in the Farnham Museum.</p> <p>Officer Comments The Cobbett statue aims to have been supported by the Town Council. The project has now generated a large proportion of it funds.</p>	Proposed support from New Initiative Fund
Waverley Hoppa Community Transport	£ 10,000	£ 13,751	100.00%	£ 10,000	£ -	Farnham Demand Responsive Transport (DRT)	<p>To expand the DRT service in Farnham. Currently they have 2 buses, one operating Mon- Fri and the second bus only operates Thr& Fri. The funding will allow both buses to run Mon- Fri. They constantly have to turn people down. The service is designed to provide affordable, accessible door-to-door transport services for those who could not ordinarily access public transport.</p> <p>Officer Comments If this project is supported it would allow more less able local residents a means of affordable travel, such as appointment visits and other leisure activities which will require other expensive mode of transport.</p>	Proposed support from New Initiative Fund

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
Brightwells Gostrey Centre	£ 1,858	£ 1,858	100.00%	£1,858		Defibrillator	<p>Having a defibrillator will save lives in an emergency situation, in particular senior citizen (Approximately 350-400). The Centre has had several instances of client having a heart attack. A defibrillator at the site would help until an ambulance arrives.</p> <p>Officer Comments A project worth supporting as it could save several lives, although there is a defibrillator nearby, however it could take several minutes to get there and return.</p>	Agree - Members agreed to fund the full amount for the defibrillator from the New Initiative Fund 2015/16
			Total	£ 17,701				

4b) Farnham in Bloom

Organisation Applicant	Amount Requested	Cost of Project	Proposed Percentage of project cost	Proposed 2015/16	Awarded 2014/15	Project Name	Officer Comments	SFWG Notes
The Bishop's Meadow Trust	£ 2,000	£ 4,425	50.00%	£ 1,000	£ 800	Creating protected wildlife habitats in the Bishop's Meadow	<p>Signs will be displayed at the meadow showing what is being protected and what are they hope to achieve in the long term. There will be four fenced areas which will provide a protected area for wild life in the Farnham area to foster a diverse population of British wildlife, which can be enjoyed by local residents.</p> <p>Officer Comments The interpretation sign boards could be purchased through the Community Enhancement budget.</p>	Proposed support from Community Enhancement
Bourne Beautification Group	£ 360	£ 610	100.00%	£ 360	£ -	Bourne Beautification Project	<p>A project with the aim to calm down traffic entering Lower Bourne, which has expanded. Including new oak finger posts and village entry signs. The planting of the flowers is to encourage incoming traffic to take slow down and take care when driving through Lower Bourne. Funding will purchase 3 extra wood tubs, plants, compost, plant food and also replant the three indigo café beds.</p> <p>Officer Comments This project works closely with Farnham in Bloom 2014, the funding could be provided as part of Farnham in Bloom 2015.</p>	Proposed support from Community Enhancement
Castle Street Residents' Association	£ 2,000	n/a	50.00%	£ 1,000	£ -	Lamp Posts	<p>Altering the listed lamp posts so that they can support flower baskets and Christmas lights, can change the atmosphere.</p> <p>Officer Comments This project is closely related to Farnham in Bloom funding for this project could be considered from the Community Enhancement budget.</p>	Proposed support from Community Enhancement
			Total	£ 2,360				

Farnham Town Council
CALENDAR OF DATES
MUNICIPAL YEAR 2015-16

No.	Meeting	Date	Time
4	Tourism and Events Working Group	Tue 06 January 2015	09:30
15	Planning & Licensing Consultative Group	Mon 12 January 2015	09:30
6	Strategy & Finance Working Group	Tue 13 January 2015	09:30
6	Community Enhancement Working Group	Wed 14 January 2015	09:30
	Council (Precept)	Thu 22 January 2015	19:00
	Farmers' Market	Sun 25 January 2015	10.00 - 13.30
16	Planning & Licensing Consultative Group	Mon 26 January 2015	09:30
17	Planning & Licensing Consultative Group	Mon 09 February 2015	09:30
1	Cemeteries and Appeals Working Group	Thu 12 February 2015	09:30
	Farmers' Market	Sun 22 February 2015	10.00 - 13.30
18	Planning & Licensing Consultative Group	Mon 23 February 2015	09:30
	Services to Farnham Awards	Mon 23 February 2015	18:00
5	Tourism and Events Working Group	Tue 24 February 2015	14:00
1	HR Panel (Provisional)	Thu 26 February 2015	09:30
7	Strategy & Finance Working Group	Tue 03 March 2015	09:30
19	Planning & Licensing Consultative Group	Mon 09 March 2015	09:30
	Commonwealth Flag Raising Day 2015	Mon 09 March 2015	10:00
	Council	Thu 12 March 2015	19:00
7	Community Enhancement Working Group	Wed 18 March 2015	09:30
	Farmers' Market	Sun 22 March 2015	10.00 - 13.30
20	Planning & Licensing Consultative Group	Mon 23 March 2015	09:30
	Annual Town Meeting of Electors	Thu 26 March 2015	19:00
	Good Friday	Fri 03 April 2015	
	Easter Monday	Mon 06 April 2015	
8	Strategy & Finance Working Group	Tue 07 April 2015	09:30
21	Planning & Licensing Consultative Group	Mon 13 April 2015	09:30
	Council	Thu 16 April 2015	19:00
	Farmers' Market	Sun 26 April 2015	10.00 - 13.30
22	Planning & Licensing Consultative Group	Mon 27 April 2015	09:30
	Early May Bank Holiday	Mon 04 May 2015	

**Farnham Town Council
CALENDAR OF DATES
MUNICIPAL YEAR 2015-16**

No.	Meeting	Date	Time
23	Planning & Licensing Consultative Group	Mon 11 May 2015	
	Council: Introduction to the Council Training and Councillor Photographs	Thu 14 May 2015	19:00
	Council (Annual) Mayor Making	Thu 21 May 2015	19:00
	Farmers' Market	Sun 24 May 2015	10.00 - 13.30
1	Planning & Licensing Consultative Group	Mon 01 June 2015	
1	Strategy & Finance Working Group	Tue 02 June 2015	09:30
2	Cemeteries and Appeals Working Group	Thu 04 June 2015	09:30
	Council: Councillor Training (Finance & Governance) and Appointment of Working Groups	Thu 04 June 2015	19:00
1	Music in the Meadow	Sun 07 June 2015	15:00 - 17:00
	Council (Sign Off Annual Accounts)	Thu 11 June 2015	19:00
2	Music in the Meadow	Sun 14 June 2015	15:00 - 17:00
	Civic Service	Sun 14 June 2015	15:00
2	Planning & Licensing Consultative Group	Mon 15 June 2015	09:30
1	Community Enhancement Working Group	Wed 17 June 2015	09:30
3	Music in the Meadow	Sun 21 June 2015	15:00 - 17:00
	Farmers' Market	Sun 28 June 2015	10.00 - 13.30
4	Picnic in the Park	Sun 28 June 2015	15:00 - 17:00
3	Planning & Licensing Consultative Group	Sun 28 June 2015	09:30
5	Music in the Meadow	Sun 05 July 2015	15:00 - 17:00
2	Tourism and Events Working Group	Tue 07 July 2015	14:00
6	Planning & Licensing Consultative Group	Fri 10 July 2015	09:30
6	Music in the Meadow	Sun 12 July 2015	15:00 - 17:00
4	Planning & Licensing Consultative Group	Mon 13 July 2015	09:30
2	Strategy & Finance Working Group	Tue 14 July 2015	09:30
7	Music in the Meadow	Sun 19 July 2015	15:00 - 17:00
	Council	Thu 23 July 2015	19:00
7	Planning & Licensing Consultative Group	Fri 24 July 2015	09:30

**Farnham Town Council
CALENDAR OF DATES
MUNICIPAL YEAR 2015-16**

No.	Meeting	Date	Time
	Farmers' Market	Sun 26 July 2015	10.00 - 13.30
8	Music in the Meadow	Sun 26 July 2015	15:00 - 17:00
5	Planning & Licensing Consultative Group	Mon 27 July 2015	09:30
9	Music in the Meadow	Sun 02 August 2015	
8	Planning & Licensing Consultative Group	Fri 07 August 2015	09:30
10	Music in the Meadow	Sun 09 August 2015	
11	Music in the Meadow	Sun 16 August 2015	
9	Planning & Licensing Consultative Group	Fri 21 August 2015	09:30
	Farmers' Market	Sun 23 August 2015	10.00 - 13.30
	Summer Bank Holiday	Mon 24 August 2015	
12	Music in the Meadow	Sun 30 August 2015	
13	Music in the Meadow	Sun 06 September 2015	
10	Planning & Licensing Consultative Group	Mon 07 September 2015	09:30
3	Tourism and Events Working Group	Tue 08 September 2015	14:00
2	Community Enhancement Working Group	Wed 09 September 2015	09:30
	Heritage Open Days	Thu 10 September 2015	to Sun 13 September 2015
3	Cemeteries and Appeals Working Group	Thu 10 September 2015	09:30
	Feast of Food	Sat 12 September 2015	to Sun 25 September 2014
3	Strategy & Finance Working Group	Tue 15 September 2015	09:30
11	Planning & Licensing Consultative Group	Mon 21 September 2015	09:30
	Council	Thu 24 September 2015	19:00
	Food Festival	Sat 26 September 2015	10.00 - 16.00
	Farmers' Market	Sun 27 September 2015	10.00 - 13.30
12	Planning & Licensing Consultative Group	Mon 05 October 2015	09:30
	<i>Farnham in Bloom Awards Evening (Provisional)</i>	<i>Thu 08 October 2015</i>	
13	Planning & Licensing Consultative Group	Mon 19 October 2015	09:30
	Council	Thu 22 October 2015	19:00
	Farmers' Market	Sun 25 October 2015	10.00 - 13.30

**Farnham Town Council
CALENDAR OF DATES
MUNICIPAL YEAR 2015-16**

No.	Meeting	Date	Time
2	HR Panel (Provisional)	Thu 29 October 2015	09:30
14	Planning & Licensing Consultative Group	Mon 02 November 2015	09:30
	Remembrance Sunday	Sun 08 November 2015	10:45
	Venison Dinner	Thu 12 November 2015	
15	Planning & Licensing Consultative Group	Mon 16 November 2015	09:30
3	Community Enhancement Working Group	Wed 18 November 2015	09:30
4	Cemeteries and Appeals Working Group	Thu 19 November 2015	09:30
	Christmas Light Switch-On	Sat 21 November 2015	13.00 -18.00
	Farmers' Market	Sun 22 November 2015	10:00 - 13:30
16	Planning & Licensing Consultative Group	Mon 30 November 2015	09:30
4	Strategy & Finance Working Group	Tue 01 December 2015	09:30
	Council (Budget)	Thu 10 December 2015	19:00
	Farnham Farmers' Market and Christmas Market, Castle Street	Sun 13 December 2015	10:00 - 16:00
	Christmas Civic Carol Concert, St Andrews	Wed 16 December 2015	19:30
	Farnham in Bloom Winter Celebration	Sun 20 December 2015	14:30 - 15:30
17	Planning & Licensing Consultative Group	Mon 21 December 2015	09:30
	OFFICES CLOSED BETWEEN CHRISTMAS AND NEW YEAR	Thu 24 December 2015	CLOSED from 25th December to January 4th January 2016
18	Planning & Licensing Consultative Group	Mon 04 January 2016	09:30
4	Tourism and Events Working Group	Tue 05 January 2016	14:00
5	Strategy & Finance Working Group	Tue 12 January 2016	09:30
4	Community Enhancement Working Group	Wed 13 January 2016	09:30
19	Planning & Licensing Consultative Group	Mon 18 January 2016	09:30
	Council (Precept)	Thu 21 January 2016	19:00
	Farmers' Market	Sun 24 January 2016	10.00 - 13.30
20	Planning & Licensing Consultative Group	Mon 01 February 2016	09:30
21	Planning & Licensing Consultative Group	Mon 15 February 2016	09:30

**Farnham Town Council
CALENDAR OF DATES
MUNICIPAL YEAR 2015-16**

No.	Meeting	Date	Time
	Services to Farnham Awards	Mon 22 February 2016	18:00
5	Tourism and Events Working Group	Tue 23 February 2016	14:30
	Farmers' Market	Sun 28 February 2016	10.00 - 13.30
22	Planning & Licensing Consultative Group	Mon 29 February 2016	09:30
6	Strategy & Finance Working Group	Tue 01 March 2016	09:30
	Council	Thu 10 March 2016	19:00
23	Planning & Licensing Consultative Group	Mon 14 March 2016	09:30
5	Community Enhancement Working Group	Wed 16 March 2016	09:30
1	Annual Town Meeting of Electors	Thu 24 March 2016	19:00
	Farmers' Market	Sun 27 March 2016	10.00 - 13.30
	Good Friday	Fri 01 April 2016	
	Easter Monday	Mon 04 April 2016	
24	Planning & Licensing Consultative Group	Mon 04 April 2016	09:30
7	Strategy & Finance Working Group	Tue 12 April 2016	09:30
25	Planning & Licensing Consultative Group	Mon 18 April 2016	09:30
	Council	Thu 21 April 2016	19:00
	Farmers' Market	Sun 24 April 2016	10.00 - 13.30
26	Planning & Licensing Consultative Group	Mon 02 May 2016	09:30
	Early May Bank Holiday	Tue 03 May 2016	
	Council (Annual)	Thu 12 May 2016	19:00
27	Planning & Licensing Consultative Group	Mon 16 May 2016	09:30
27	Planning & Licensing Consultative Group	Mon 16 May 2016	09:30
6	Community Enhancement Working Group	Wed 18 May 2016	09:30
	Farmers' Market	Sun 22 May 2016	10.00 - 13.30



FARNHAM TOWN COUNCIL

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Notes

Community Enhancement Working Group

Time and date

9.30am Wednesday 14th January 2015

Place

Council Chamber, South Street, Farnham

Attendees:

Members: Councillors David Beaman, Carole Cockburn, Stephen Hill and Susan Redfern.

Officers: Iain Lynch (Town Clerk), Kevin Taitt (Outside Services Team Leader), Amy Dawson (Community Enhancement Assistant)

In attendance: John Ely (Member of Farnham in Bloom Community Group) and Ben Smart (Student from the University of Creative Arts)

2. Apologies

Apologies were received from Councillor Jessica Parry.

3. Declarations of Interest:

There were no declarations of interest.

4. Notes of Meeting held on Wednesday 26th November 2014.

POINTS	ACTION
The notes of the previous meeting were agreed.	

5. Farnham in Bloom

POINTS	ACTION
<p>i. Members noted that the Farnham in Bloom Community Group had a meeting on 13th January and that members of the group were excited for the 25th year of Farnham in Bloom.</p> <p>Members were informed that the Community Group had decided to try and include the number 25 into all their projects this year.</p> <p>John Ely, member of the Community Group, thanked Farnham</p>	

Town Council for inviting the Linkylea Trust to host the charity mulled wine tent at the Winter Celebration.

It was noted that the Farnham in Bloom Winter Celebration was a success and the Community Group had decided to continue it in 2015.

Members noted that the Community Group had discussed the Secret Garden Competition and agreed that a judging criteria should be created to make judging fairer.

Members noted that John Ely and Luke Burton, members of the Community Group, had volunteered to be new judges of the Secret Garden Competition.

Members agreed that the name of the category "Front, back and small garden" should be changed to "Small garden" and that photos should be taken of all Secret Garden entries.

Members noted that the Community Group would be working with the Post 19 Group on the design for the Farnham in Bloom float in the Farnham Carnival. Members noted that the Carnival theme was Waterloo.

It was noted that the Community Group would be getting involved in the Big Pick Week and would be concentrating on areas including Long Garden Walk and at the top of Central car park.

Members were pleased to note that John Ely, member of the Community Group, had started a willow weaving project with the Post 19 Group.

John Ely (Member of the Community Group) left the meeting at 9.40am.

- ii. Members noted that Farnham had not been entered into RHS Britain in Bloom 2015 and that Cranbrook had been entered instead of Farnham.
- iii. Members agreed that the Farnham in Bloom Winter Celebration 2014 was a success but the programme was a little too long and could be made shorter in 2015.

Members agreed that the singing was too quiet and that it would be good if a choir or solo singers were there to lead the carol singing.

- iv. Members noted the suggested dates for Farnham in Bloom events in 2015 and agreed that the Greenhouse Open Day should be changed to a week or two after as it is too close to elections.

Members agreed that the Greenhouse Open Day should be changed to an evening event so that more people could attend

out of work hours.

It was noted that Squire's Garden Centre has agreed on the date for the Farnham in Bloom Awards Presentation and that there was a new event called "Flowers and Fizz" which would be a party at Squire's Garden Centre to celebrate the 25th year of Farnham in Bloom. Members noted that this may cost about £1,000. Members agreed that the Flowers and Fizz event could be sponsored.

- v. Members noted the planting design at Appendix B and agreed that more areas needed to be added to the 2014 plan to make 2015 different.

Cllr Cockburn suggested that more trailing plants be used.

Members noted that troughs could not be put on all railings around the town as they would interfere with sight lines.

Members agreed that more troughs than needed should be purchased so that they are available if a new sight becomes available and agreed that the carpet bedding design should be about the 25th year.

Members noted that a company called Graduate Landscapes had agreed donate their time to improve the area outside the railway station and that they would be listed as a Gold Sponsor in kind of Farnham in Bloom 2015.

Members noted that South West Trains owned the land and therefore would need to give permission for the work to be done.

Ben Smart (University of Creative Arts Student) joined meeting at 10am.

Members were pleased to note that UCA were working on a project to make one of their courtyards into a food garden and that this project has been funded by UCA and that no finance was needed from Farnham Town Council.

Members noted that there was a large group of students who would like to get involved with more projects in Farnham and work with the community it was agreed that anything that brought the students into the community was a good idea and that Farnham in Bloom should involve them in projects for 2015.

Members agree that the Outside Services Team Leader should meet with the UCA Growers on site to find out what the project was all about.

Members agreed that the UCA food garden would be a great stop on the judges' route for the Town Centre category of South and South East in Bloom.

Community Enhancement and Projects Assistant to progress

Outside Services Team Leader to progress

Outside Services Team Leader to progress

Outside Services Team Leader to progress

<p><i>Ben Smart (University of Creative Arts Student) left meeting at 10.15am.</i></p> <p>vi. Members noted the logo designs attached at Annex 3 and 4 to Appendix B and agreed that design D on Annex 4 was the best with a few amendments to the colours. It was also agreed that window stickers would be a good idea to celebrate the 25th year of Farnham in Bloom.</p> <p>vii. Members noted the sponsorship packages and prices and agreed that they were reasonable and that the Flowers and Fizz event should be added to the sponsorship list.</p>	<p>Community Enhancement and Projects Assistant to progress</p> <p>Community Enhancement and Projects Assistant to progress</p>
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6. Allotments

POINTS	ACTION
<p>Members noted that the cost of an allotment had risen to £50 in 2015.</p> <p>Members noted that allotment site representatives had been asked if they wanted separate water charges but had agreed that it should all be included in the total cost of rent.</p> <p>Members also noted that there were about 20 vacant allotments plots in the new year and so far 11 had been reallocated and the only people left on the waiting list were non-residents.</p> <p>Members agreed that Farnham Town Council should advertise that there were some allotment plots available before they are given to non-residents.</p>	

7. Surrey County Council Highways Localism Project

POINTS	ACTION
<p>Members noted that two of the Farnham Town Council Outside Workforce worked once a week on this project and that Farnham Town Council needed to bid for funding for the project for next year.</p>	

8. Street Furniture Update

POINTS	ACTION
<p>Members noted that the bus stops on Hale Road would be replaced in January with two wooden shelters and that there was not enough room for a bench to be installed by the bus stop on Castle Street.</p> <p>Members agreed that there should be a running theme on all vinyl window dressings in bus stops and discussed the 25th year of Farnham in Bloom being a theme or iconic images of Farnham.</p> <p>It was also agreed that the new bus shelters at the railway station would not need vinyl images but the shelters on South Street would and a budget of £3,000 was agreed for the vinyl imaging.</p>	

<p>Cllr Cockburn suggested that Farnham Town Council talk to Surrey County Council about the new bus stop signs that were being put up next to other posts and causing the streets to look cluttered.</p> <p>Members agreed that hanging baskets should be put on the brick bus shelter on South Street.</p>	<p>Community Enhancement and Projects Assistant</p>
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9. Community Clean Up Gangs

POINTS	ACTION
<p>Members noted that areas that needed some attention from the Waverley Clean Up Gangs included around the entrance to Sainsbury's on Water Lane and that the alley ways that lead from the Central car park up to the town centre needed lots of work to make them look cleaner and nicer.</p> <p>Members suggested creating a bylaw to stop bins being left along the alley ways and that Farnham Town Council talked to Waverley Borough Council to ask for money from the profits of car parks to put towards enhancing the areas around the car parks such as the area outside Robert Dyas.</p> <p>Members agreed that Farnham Town Council should try to take over responsibility for the Jubilee Quay and try and put more planting there.</p> <p>Members suggested that hanging baskets be put along the edge of the Jubilee Quay.</p>	<p>Community Enhancement and Projects Assistant</p> <p>Outside Services Team Leader to find out who owns the alley ways.</p>

10. Items for Future Meetings

POINTS	ACTION
<p>Members agreed that more details on the Flowers and Fizz party should be brought to the next meeting.</p>	<p>Community Enhancement and Projects Assistant</p>

11. Date of Next Meeting

POINTS	ACTION
<p>It was agreed that the date of the next meeting would be Wednesday 18th March 2015 at 9.30am</p>	

Meeting ended at 11am

Notes taken by Amy Dawson



FARNHAM TOWN COUNCIL

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Notes

Planning and Licensing Consultative Group

Time and date

9.30 am on Monday 22 December 2014

Place

Byworth Room, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr D Beaman
Cllr P Blagden
Cllr C Cockburn
Cllr C Genziani
Cllr R Steel

Other Councillors in attendance: None

Officers in attendance: Rachel Aves

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

1) No apologies received

2) Declarations of Interest

There were no declarations of Interest

3) Applications Considered by the Planning & Licensing Consultative Group on Monday 8 December 2014

TM/2014/0215

Farnham Bourne

Application for works to a tree subject of Tree Preservation Order Farl.

WAVERLEY ABBEY HOUSE, WAVERLEY LANE, FARNHAM GU9 8EP

Farnham Town Council has no objections subject to the approval of the Arboricultural officer

WA/2014/2253

Farnham Bourne

Erection of single-storey extension and alterations.

THE STUDIO HOUSE, 6A BLACK POND LANE, FARNHAM GU10 3NW

Farnham Town Council has no objections

WA/2014/2250

Farnham Firgrove

Erection of extensions and alterations following demolition of existing conservatory.

35 BRIDGEFIELD FARNHAM GU9 8AW

Farnham Town Council has no objections

WA/2014/2296

Farnham Moor Park

Erection of single storey side extension.

12A MENIN WAY, FARNHAM GU9 8DY

Farnham Town Council has no objections

WA/2014/2244

Farnham Weybourne and Badshot Lea

Erection of extensions and alterations following demolition of existing garage.

23 WOODSIDE ROAD, FARNHAM GU9 9DS

Farnham Town Council has no objections

WA/2014/2271

Farnham Wrecclesham and Rowledge

Erection of extensions; construction of pitched roof over existing garage.

44 ECHO BARN LANE, WRECCLESHAM GU10 4NH

Farnham Town Council has no objections

WA/2014/2336

Farnham Bourne

Erection of a detached dwelling with access off Longdown Road (revision of WA/2014/1212).

Previous comments on 28.07.2014 were as follows: No objections

LAND WEST OF 20 LONGDOWN ROAD, LOWER BOURNE GU10 3JU

Farnham Town Council has no objections

CA/2014/0150

Farnham Castle

FARNHAM CONSERVATION AREA.

Works to one Acacia tree.

45 CASTLE STREET, FARNHAM GU9 7JQ

Farnham Town Council has no objections subject to the approval of the Arboricultural officer

WA/2014/2323

Farnham Castle

Erection of balcony.

3 OLD PARK LANE, FARNHAM GU9 0AH

Farnham Town Council has no objections

WA/2014/2338

Farnham Castle

Erection of single storey rear extension.

20 WEST END GROVE, FARNHAM GU9 7EG
Farnham Town Council has no objections

TM/2014/0217

Farnham Firgrove

Application for works to a tree subject of Tree Preservation Order WA229.

23 FAIRHOLME GARDENS, FARNHAM GU9 8JB

Farnham Town Council has no objections subject to the approval of the Arboricultural officer

WA/2014/2308

Farnham Moor Park

Erection of a single storey extension, outdoor swimming pool and garden terrace.

THURLESTONE HOUSE, COBBETTS RIDGE, FARNHAM GU10 1RQ

Farnham Town Council has no objections

WA/2014/2318

Farnham Shortheath and Boundstone

Erection of two storey rear extension and decking (revision of WA/2014/0750).

Previous comments on 12.05.2014 were as follows: Farnham Town Council has no objections subject to the extension being in line with the Farnham Design statement and the materials are in keeping with the existing and the street scene.

ROSE COTTAGE, 89 SHORTHEATH ROAD, FARNHAM GU9 8SF

Farnham Town Council has no objections

WA/2014/2260

Farnham Bourne

Erection of a detached dwelling and detached garage together with formation of new vehicular access.

LAND AT 100 LODGE HILL ROAD, FARNHAM GU10 3RD

Farnham Town Council objects to this application. This is an area covered by policy BE3 which seeks to protect the pattern of development in this area. In addition, policy FNP5 of the emerging Farnham Neighbourhood Plan which was subject to Reg 14 consultation in December 2014 seeks to maintain the informal rural character of this area. This proposal is obtrusive in respect of the surrounding area.

WA/2014/2266

Farnham Bourne

Erection of extensions and alterations to existing outbuildings to form a new dwelling.

8 KILN LANE, FARNHAM GU10 3LR

Farnham Town Council would encourage WBC to consider this application alongside WA/2014/2237 and is unsure as to the reason for two applications being submitted for this site, as the total development proposed is actually for over two dwellings. FTC is concerned that this proposal seeks for overdevelopment of the site, to the detriment of the character of the area.

WA/2014/2237

Farnham Bourne

Erection of a dwelling and detached garage and a garage to serve existing dwelling following demolition of existing garage and sunroom room.

LAND AT 8 KILN LANE, FARNHAM GU10 3LR

Farnham Town Council would encourage WBC to consider this application alongside WA/2014/2266 and is unsure as to the reason for two applications being submitted for this site, as the total development proposed is actually for over two dwellings. FTC is concerned that this proposal seeks for overdevelopment of the site, to the detriment of the character of the area.

WA/2014/2287

Farnham Castle

Erection of extension and alterations; erection of detached garden room.

16 & 17 CASTLE STREET, FARNHAM GU9 7JA

Farnham Town Council has no objections subject to approval from the Listed Buildings Officer.

WA/2014/2259

Farnham Castle

Listed Building Consent for display of non-illuminated signs and internal alterations.

2-3 THE BOROUGH, FARNHAM GU9 7NA

Farnham Town Council has no objections subject to approval from the Conservation Officer and consideration by FCAMP. FTC is keen that it is clear that this signage must remain non-illuminated.

WA/2014/2251

Farnham Castle

Display of non-illuminated sign.

39a & 40 DOWNING STREET, FARNHAM GU9 7PH

Farnham Town Council has no objections subject to approval from the Conservation Officer and consideration by FCAMP. FTC is keen that it is clear that this signage must remain non-illuminated.

WA/2014/2282

Farnham Castle

Erection of extensions and alterations.

91 CRONDALL LANE, FARNHAM GU9 7BZ

Farnham Town Council is concerned about the size of the proposals and the effect on the neighbours' amenity.

WA/2014/2248

Farnham Castle

Alterations to shop front.

39a & 40 DOWNING STREET, FARNHAM GU9 7PH

Farnham Town Council has no objections.

WA/2014/2254

Farnham Castle

Display of non illuminated signs.

2-3 THE BOROUGH, FARNHAM GU9 7NA

Farnham Town Council has no objections.

WA/2014/2288

Farnham Castle

Listed Building Consent for extension and alterations.

16 & 17 CASTLE STREET, FARNHAM GU9 7JA

Farnham Town Council has no objections subject to the approval of the Listed Buildings officer.

WA/2014/2275

Farnham Castle

Erection of detached dwelling and garage following demolition of existing garage together with associated works.

LAND TO REAR OF 39, WEST STREET, FARNHAM GU9 7DX

Farnham Town Council is concerned about the adverse effects on the setting of the listed building.

WA/2014/2285

Farnham Firgrove

Change of use from offices (B1a) to form 2 residential units (C3).

45 THE FAIRFIELD, FARNHAM GU9 8AG

Farnham Town Council has no objections.

WA/2014/2293

Farnham Firgrove

Erection of extensions following the demolition of existing garage.

FLAT 1, 58 FIRGROVE HILL, FARNHAM GU9 8LL

Farnham Town Council has no objections.

WA/2014/2280

Farnham Hale and Heath End

Erection of 2 dwellings with access onto Alma Lane following demolition of existing garage.

LAND TO REAR OF 97 & 95 FARNBOROUGH ROAD, FARNHAM GU9 9AL

Farnham Town Council has no objections to the proposals, but would note that this retail unit is part of a Local Centre identified within the emerging Farnham Neighbourhood Plan which was subject to Reg 14 consultation in December 2014.

WA/2014/2238

Farnham Moor Park Application for removal of Condition 2 of WA/2000/1096 (use restriction on headmasters's house).

BARFIELD SCHOOL, GUILDFORD ROAD, RUNFOLD GU10 1PB

Farnham Town Council has no objections.

WA/2014/2255

Farnham Moor Park

Erection of extensions and alterations following demolition of existing garage. Erection of double garage and alterations to vehicle access.

10 HIGH PARK ROAD FARNHAM GU9 7JL

Farnham Town Council has no objections.

WA/2014/2286

Farnham Weybourne and Badshot Lea

Erection of extensions and alterations.

2 LABURNUM ROAD, FARNHAM GU9 9DU

Farnham Town Council is concerned about the balance of the street scene in respect of this proposal.

WA/2014/2258

Farnham Weybourne and Badshot Lea

Listed Building Consent for erection of single storey rear extension following demolition of existing conservatory.

2 RUNFOLD BAKERY, RUNFOLD ST GEORGE, BADSHOT LEA GU10 IPL

Farnham Town Council has no objections subject to approval from the Listed Buildings Officer.

WA/2014/2257

Farnham Weybourne and Badshot Lea

Erection of single storey rear extension following demolition of existing conservatory. 2 RUNFOLD BAKERY, RUNFOLD ST GEORGE, BADSHOT LEA GU10 IPL

Farnham Town Council has no objections subject to approval from the Listed Buildings Officer.

WA/2014/2294

Farnham Weybourne and Badshot Lea

Alterations to existing vehicular access.

34 ST GEORGES ROAD, BADSHOT LEA GU9 9LY

Farnham Town Council has no objections.

WA/2014/2240

Farnham Wrecclisham and Rowledge

Erection of extensions and alterations following the demolition of the existing detached garage (revision of WA/2014/1029).

Previous comments on 30.06.2014 were as follows: Farnham Town Council has no objections after consideration on condition that the extension alterations are in line with the Farnham Design Statement and all materials used are in keeping with the existing

21 FULLERS ROAD, FARNHAM GU10 4BP

Farnham Town Council has no objections after consideration on condition that the extension alterations are in line with the Farnham Design Statement and all materials used are in keeping with the existing

DW/2014/0066

Farnham Wrecclisham and Rowledge

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6m, for which the height would be 3.5m, and for which the height of the eaves would be 2.4m.

HILLTOP COTTAGE, MOONS HILL, FRENHAM GU10 3AW

Farnham Town Council is concerned about the size of the proposed extensions and the effect on the neighbours' amenity.

WA/2014/2314

Farnham Castle

Certificate of Lawfulness under Section 192 for the use of second floor as B1a (Office).

EXCALIBER HOUSE, 2 THE MILLENIUM CENTRE, CROSBY WAY, FARNHAM GU9 7XG

Farnham Town Council has no objections.

DW/2014/0068

Farnham Castle

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.5m, for which the height would be 3.93m, and for which the height of the eaves would be 2.55m.

21 MARSTON ROAD, FARNHAM GU9 7BN

Farnham Town Council is concerned about the size of the proposed extensions and the effect on the neighbours' amenity.

CA/2014/0151

Farnham Castle

FARNHAM CONSERVATION AREA.

Removal of trees.

60 LONG GARDEN WALK WEST, FARNHAM GU9 7HX

Farnham Town Council has no objections, subject to the approval of the Arboricultural officer.

WA/2014/2341

Farnham Hale and Heath End

Erection of single storey extension and alterations.

22 EAST AVENUE, FARNHAM GU9 0RA

Farnham Town Council has no objections.

WA/2014/2319

Farnham Hale and Heath End

Erection of two storey rear extension and alterations to form single residential dwelling (revision of WA/2014/0791).

Previous comments on 02.06.2014 were as follows: The Town Council objects to this proposal, which is overdevelopment of the site with possible adverse effects on the residential amenities of the neighbouring properties

41 FARNBOROUGH ROAD, FARNHAM GU9 9AQ

The Town Council objects to this proposal, which is overdevelopment of the site with possible adverse effects on the residential amenities of the neighbouring properties

WA/2014/2345

Farnham Moor Park

Erection of extensions and alterations following demolition of existing extensions.

WHITEWAYS COTTAGE, SEALE LANE, FARNHAM GU10 1PR

Farnham Town Council has no objections.

WA/2014/2317

Farnham Moor Park

Amendment to WA/2013/1101 - Consultation on a County Matter for details of landscaping and restoration, and agricultural aftercare submitted pursuant to Conditions 32 and 33 of planning permission ref: WA/2012/1652 dated 17 December 2012.

RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM GU10 1PB

Farnham Town Council welcomes the long overdue restoration of this site to landscape and hopes that this will be completed in good time for local residents.

The Town Council is concerned that there are no detailed planting plans accompanying this application to indicate required mitigation of unnatural contours on the site. FTC is also concerned that this application is retrospective and that aftercare has failed previously.

The proposed retention of the tarmac area seems sensible, however it should be ensured that this is designed properly in order to prevent large vehicles parking here and causing damage.

The new soak away proposed has not been justified and information on alignment with Environment Agency guidelines are not provided.

In addition Farnham Town Council is apprehensive as there are currently insufficient milestones achieved in terms of aftercare that need to be commenced in order for the long term care to start.

NMA/2014/0145

Farnham Upper Hale

Amendment to WA/2014/1766 to alter centre section of rear roof and wall. Previous comments on 13.10.2014 were as follows: Farnham Town Council is concerned about the size of the proposed extensions and alterations in relation to the size of the plot.

22 FOLLY HILL, FARNHAM GU9 0BD

Farnham Town Council has no objections.

WA/2014/2331

Farnham Weybourne and Badshot Lea

Erection of first floor extension.

KILN COTTAGE, BADSHOT FARM LANE, BADSHOT LEA GU9 9HY

Farnham Town Council has no objections.

WA/2014/2279

Farnham Bourne

Erection of extensions and alterations.

3 STREAM VALLEY ROAD, FARNHAM GU10 3LT

Farnham Town Council has no objections. Subject to a thorough on site assessment of right to light of neighbouring properties.

The Planning and Licensing Working Group also considered a revision to the comments made on application WA/2014/1926. Their additional comments were as follows:

Farnham Town Council suggests that this would be the appropriate time for the options on this site to be considered in light of the current climate and that WBC takes the opportunity to utilise the information from English Heritage to explore alternative options for this building.

Members also discussed the Borough Council's approach to brownfield and agreed that the Town Council should approach Waverley again in the New Year in relation to its approach to protection of the Thames Basin Heaths SPA and brownfield development.

Notes by Rachel Aves

The meeting closed at 11.10am



FARNHAM TOWN COUNCIL

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Notes

Planning and Licensing Consultative Group

Time and date

9.30 am on Monday 12 January 2015

Place

Byworth Room, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr D Beaman
Cllr P Blagden
Cllr C Cockburn
Cllr C Genziani

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon

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

1) **Apologies for absence from Councillor Roger Steel**

2) **Declarations of Interest**

There were no declarations of Interest.

3) **Applications Considered by the Planning & Licensing Consultative Group on Monday 12 January 2015**

WA/2014/2389 Farnham Bourne

Erection of a two storey side extension
2D PINE TREE COTTAGE, VICARAGE HILL, FARNHAM GU9 8HG
Farnham Town Council has no objections

TM/2014/0219 Farnham Bourne

Application to fell a tree subject of Tree Preservation Order 14/05
48 AVELEY LANE, FARNHAM GU9 8PS
Farnham Town Council has no objections subject to the approval of the Arboricultural officer

TM/2014/0221 Farnham Bourne

Application for works to trees subject of Tree Preservation Order 17/05

LAND AT TATTINGSTONE CLOSE, FARNHAM GU10 3QY

Farnham Town Council is concerned that the initial application was allowed at appeal with the promise of trees being protected. Subsequently the applicant is now applying for removal of trees subject to a Tree Preservation Order. Farnham Town Council therefore objects to this application.

WA/2014/2365 Farnham Bourne

Erection of dormer window and installation of roof lights

25A VICARAGE HILL, FARNHAM GU10 3QS

Farnham Town Council has no objections

WA/2014/2378 Farnham Castle

Erection of single storey rear extension

43A CRONDALL LANE, FARNHAM GU9 7BG

Farnham Town Council has no objections

WA/2014/2369 Farnham Moor Park

Application under Section 73 to vary Condition 7 of WA/2012/0835 to change air source heat pumps to Natural Gas and MVHR Systems. **Previous comments on 21.6.2012 were as follows: Same comments still stand in reference to comments on 22.09.2011 approved after consideration**

FORMER PENNYBEE, ST CROSS ROAD, FARNHAM GU9 7JZ

Farnham Town Council has no objections

WA/2014/2409 Farnham Bourne

Construction of tennis court and fence

CLUMPS END HOUSE, CLUMPS ROAD, FARNHAM GU10 3HF

Farnham Town Council has no objections

WA/2014/2417 Farnham Castle

Erection of a conservatory

10 CROWNWOOD GATE, FARNHAM GU9 7GE

Farnham Town Council has no objections

CA/2014/0152 Farnham Castle

FARNHAM CONSERVATION AREA. Works to trees

38 CASTLE STREET, FARNHAM GU9 7JB

Farnham Town Council has no objections subject to the approval of the Arboricultural officer

TM/2014/0223 Farnham Shortheath and Boundstone

Application for works to trees subject of Tree Preservation Order 10/00

66 BOUNDSTONE ROAD, FARNHAM GU10 4TR

Farnham Town Council has no objections subject to the approval of the Arboricultural officer

TM/2014/0224 Farnham Shortheath and Boundstone

Application for works to trees subject of Tree Preservation Order 26/08

GORSELANDS, 29 BURNT HILL WAY, FARNHAM GU10 4RP

Farnham Town Council has no objections subject to the approval of the Arboricultural officer

WA/2014/2423 Farnham Shortheath and Boundstone

Erection of single storey extension (revision of WA/2014/1004). **Previous comments on 30.06.2014 were as follows: Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement and all materials used are in keeping with the existing**
DERWENT LODGE, 9A LONGHOPE DRIVE, FARNHAM GU10 4SN
Farnham Town Council has no objections

WA/2014/2390 Farnham Bourne

Certificate of Lawfulness under Section 191 for an existing use as a dwelling
1 HILLSIDE ROAD, FARNHAM GU10 3AJ

Farnham Town Council objects. The original condition should remain with the house remaining ancillary to the main house

WA/2014/2397 Farnham Bourne

Relocation of driveway
7 GREAT AUSTINS, FARNHAM GU9 8JG

Farnham Town Council has no objection subject to the approval of the Highways Officer and the Conservation Officer as this property is within the Conservation area

WA/2014/2396 Farnham Bourne

Erection of two storey extensions following demolition of existing extensions
7 GREAT AUSTINS, FARNHAM GU9 8JG

Farnham Town Council has no objection subject to the approval of the Conservation Officer and the proposed extensions respect the development in the Conservation Area

WA/2014/2347 Farnham Bourne

Erection of a detached dwelling and garage following demolition of existing garage and outbuildings
TAMARINDA, BEECH AVENUE, FARNHAM GU10 3JY

These plans are misleading and subject to the above description being an error and the plans are to demolish the existing building then Farnham Town Council has no objections to a replacement dwelling

WA/2014/2353 Farnham Castle

Listed Building Consent for alterations to shop front
39a & 40 DOWNING STREET, FARNHAM GU9 7PH

Farnham Town Council has no objections subject to the approval of the Conservation Officer

WA/2014/2354 Farnham Castle

Erection of extension and alterations following demolition of existing extension
15 TOR ROAD, FARNHAM GU9 7BX

Farnham Town Council has no objections subject to there being no adverse effects to the neighbours' amenities

WA/2014/2386 Farnham Castle

Erection of 2 dwellings following demolition of an unlisted building in a Conservation area (existing dwelling)

26 MEAD LANE, FARNHAM GU9 7DY

Farnham Town Council does not object subject to the Conservation Officer's views but remains concerned about the parking issues. The width of the bays does not conform to the usual requirements, meaning that the right hand vehicle cannot be accessed whilst the

left vehicle is in place. Secondly that the drawings indicate that the ground for those spaces has been levelled with a new retaining wall built to the upper northern side. This means that that parking area is some 1.3m below the level of the road and thus makes their use quite impossible, as even a slope would be in excess of 1 in 4

WA/2014/2349 Farnham Moor Park

Erection of dwelling with ancillary accommodation and detached garage following demolition of existing dwelling and associated works

8 COMBE END, MOOR PARK LANE, FARNHAM GU10 1QS

Farnham Town Council has no objections

WA/2014/2351 Farnham Weybourne and Badshot Lea

Erection of detached dwelling and associated works

34 ST GEORGES ROAD, BADSHOT LEA GU9 9LY

Farnham Town Council objects. The street parking in St Georges Road and the rest of the village has been an issue for many years. The proposed development will further compromise the street parking problems in St Georges Road and the village as a whole. The proposed 3 storey property, within the garden of No.34, is disproportionate and out of character to the surrounding dwellings, which were former farm workers cottages with their associated cottage gardens and this is “garden grabbing”.

Farnham Town Council is concerned about impact on the amenities to the neighbours to the West of the proposed development and the street scene should be protected in order to maintain the historical and rural charm of this end of the village. The proposed development is clearly shown within Flood Zone 2 on the AE Flood Map and the council is concerned about the usual infrastructure issues

WA/2014/2425 Farnham Bourne

Erection of a detached dwelling, store and associated parking following demolition of existing garage and shed

LAND AT 79, BURNT HILL ROAD, LOWER BOURNE GU10 3LL

Farnham Town Council objects to the proposed dwelling, which will compromise the street parking problem, is disproportionate and out of character with the street scene and cramped overdevelopment of the site

WA/2014/2420 Farnham Castle

Erection of a building to provide a bat roost

LAND AT EAST STREET, FARNHAM GU9 7SB

Farnham Town Council has no objections

CR/2014/0050 Farnham Hale and Heath End

Change of use from Class B1a (office) to Class C3 (residential) use to provide 7 dwellings

PROSPECT HOUSE, BETHEL LANE, FARNHAM GU9 0QB

Farnham Town Council has no objections

WA/2014/2422 Farnham Moor Park

Erection of two storey extension and alterations following demolition of existing extension

27 LOWER SOUTH VIEW, FARNHAM GU9 7LB

Farnham Town Council is concerned about the size and effect on the street scene and adverse effect on the neighbours' amenities

WA/2014/2399 Farnham Shortheath and Boundstone

Erection of extensions and alterations; construction of side dormer windows
2 VINE WAY, WRECCLESHAM GU10 4TB

Farnham Town Council is concerned about the size and adverse effect on the street scene and the neighbours' amenities

WA/2014/2426 Farnham Shortheath and Boundstone

Erection of extensions following demolition of existing conservatory. Erection of boundary wall, alterations to appearance of elevations and roof tiles
LANSON, 43 SANDROCK HILL ROAD, WRECCLESHAM GU10 4SU

Farnham Town Council is concerned about the size and adverse effect on the street scene and the neighbours' amenities

WA/2014/2430 Farnham Wrecclesham and Rowledge

Erection of two storey extension and alterations to garage to provide additional habitable accommodation following demolition of existing conservatory and porch
1 GREENFIELD ROAD, FARNHAM GU9 8TN

Farnham Town Council has no objections subject to the approval of the Conservation Officer

WA/2014/2387 Farnham Shortheath and Boundstone

Erection of 21 affordable dwellings following demolition of existing buildings together with associated works
40 WEYDON LANE AND STAFF CAR PARK OPPOSITE, FARNHAM GU9 8UP

Farnham Town Council welcomes this application but is concerned the parking provision will be adequate for all needs

The meeting closed at 10.20am



FARNHAM TOWN COUNCIL



Report Council

Date: 25th January 2015

Precept 2015/16

Purpose

To agree the precept for 2015/16

- 1 A local council precepts on the billing/collection authority (Waverley) for an amount which it requires to deliver its agreed programme of activities for the forthcoming year. Unlike the major precepting authorities (Waverley BC, Surrey CC, Surrey Police Authority) which set a rate for the various bands described as a Band D equivalent figure, a parish sets a budget and precept. This amount is payable by the collection authority, regardless of how much is collected, as a result of the levy set by the precepting council (eg Farnham).
- 2 It is good practice however, to do the calculation to understand what the Band D levy (or Council Tax amount) is going to be, in both cash and percentage increase terms, as this helps explain the budget impact to electors.
- 3 The Government has now brought in legislation, through the Localism Act, which allows a restriction on increases in Council tax. The thresholds for 2015/16 have not yet been announced, and whilst it is possible that Town and Parish Councils face the risk of being 'capped' the Secretary of State has not yet applied the capping principles on this tier of local government which would require a referendum to be held by those councils wanting to increase their portion of the Council tax above that specified by the Secretary of State. Indications from DCLG are that the capping principles will only be applied to councils that raise a precept equal to the lowest level of council tax raised by district councils (around £160 per annum per band D property).
- 4 It is important to note that a referendum on a budget would cost the Town Council approximately £35,000 the equivalent to 4% of the money raised from the precept.
- 5 At the Council meeting in December, Members approved a budget with discretionary (services and sponsorship) income of £179,600. In addition the Local Council Tax Support Grant from Waverley has been confirmed by Waverley Finance Officers (subject to Full Council) as £23,235, making a total income of £202,835. Members had agreed further additional income and sponsorship targets for 2015/16 and had adjusted the budget in a number of areas, with

contract and efficiency savings, to keep the budget increase as low as possible despite inflationary pressures in many areas. When the budget was prepared inflation rates were running at 1.3% (up from 1.2% in September - Consumer Prices Index) and 2.3% (same as September - Retail Prices Index) in the year up to October 2014 (Source ONS November 2014), although volatility in the oil price has seen inflationary pressures fall recently. For budget planning purposes October is the usual benchmark used for budget setting purposes.

- 6 The figures provided by Waverley Borough Council for 2015/16 show 16,686.8 Band D properties for Farnham adjusted for a 99% collection rate (up from 16,393.5 in 2014/15 but still around a thousand below the number prior to the new Localisation of Council Tax. Waverley have indicated that they will pass on a further reduced Council Tax Support Grant in 2015/16 (an additional 15% reduction from 2014/15) of £23,235 but this has yet to be ratified by Waverley's full Council. As this grant is no longer separately identified, there is no certainty that this fund will continue to be available in future years
- 7 Farnham's proportion out of the total Council tax bill for a Band 'D' property in Farnham in 2014/15 of £1,626.9 was just £56.87. This same rate would, if applied in 2015/16, raise £948,933. . With the addition of the Council Tax Support Grant (£23,235) and budgeted discretionary income (£179,600) the total income for Farnham Town Council would be £1,151,768. At the Strategy & Finance Working Group, members noted that the agreed budget had not included provision for the renovation of the paving around the Gostrey Meadow War Memorial and agreed that £12,000 should be included in the budget. This meant that the total budget would be £1,163,892, with a shortfall from the anticipated income of £12,124.
- 8 Members considered a number of options including not progressing agreed items and maintaining the Farnham Town Council proportion of the Council tax at the same level in 2014/15; applying further income generation, or increasing the precept. Members noted that the income targets had increased significantly in recent years and that it was prudent not to set unrealistic targets.
- 9 Members noted the potential impact of the withdrawal of the Local Council Tax Support grant in future years which was worth £1.39 per band D property. If this grant were not received by Farnham it would be the equivalent of a 2.5% increase in the charge made by Farnham Town Council. Members assumed that the pattern of reductions in the grant in each of the last three years and anticipated that it would likely be further reduced in 2016/17. Members felt it would be prudent and in the best interest of Farnham residents if some level of flexibility were retained by phasing the likely impact by applying a small increase of 1.4 pence per week per Band D property (73pence per annum) in the coming financial year which was a rise just under the October rate of inflation of 1.3%. This would take the Farnham element of the Council tax bill from £56.87 to £57.60. This is the equivalent of £1.11 per week per band D property.
- 10 Since 2009/10, the rate of inflation has increased by 16.39%, but despite taking on additional responsibilities and investing in the Neighbourhood Plan and other services, Farnham Town Council's precepted amount has risen by 12.8%, some 22% less than the rate of inflation.

Recommendation

Strategy & Finance recommend to Council that:

The precept for 2015/16 be set at £961,057, the equivalent of £1.11 per week or £57.60 per annum Band D property.



FARNHAM TOWN COUNCIL



Council
Report

16th January 2014

Financial Regulations Review

The Financial Regulations require the Council to review the Financial Regulations from time to time and as a consequence a few amendments were made in April 2013.

This particular review takes into consideration changes experience of using the Regulations for the Council's processes, practices in other large town councils and inflation as well as recent Governmental requirements relating to financial transparency and materiality (see proposed new sections 18 and 19)

The proposed amended Financial Regulations considered by Strategy & Finance included track changes signalled in the left hand margin with of the document, and this version circulated to all councillors can be reviewed if required.

Recommendation

The Strategy & Finance Working Group recommend to Council that:
The Financial Regulations at Annex I be adopted.



FARNHAM TOWN COUNCIL

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on 22nd January 2015.

I GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the Council. The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall produce financial management information as required by legislation and/or the Council
- 1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 as amended and then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide* which is published jointly by NALC and SLCC and updated from time to time (latest edition 2014).

2 ANNUAL ESTIMATES

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

3 BUDGETARY CONTROL

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

4 ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

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

5 BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 Cheques drawn on the bank account shall be signed by two members of Council. In the case of cheques of £10,000 or more three members of the Council will be required to sign.
- 5.3 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 5.4 Electronic payments may be made (e.g. by BACS transfer) provided that payment authorisation is given by the required number of Councillors set out in Regulations 5.2. Electronic payments will be the primary method of payment.

6 PAYMENT OF ACCOUNTS

- 6.1 All payments shall be made by electronic transfer, cheque or other order drawn on the Council's bankers.

- 6.2 All invoices for payment shall be examined, verified and certified by the Town Clerk. The Town Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. All invoices submitted, which are in order, should be paid promptly and reported in accordance with these Financial Regulations.
- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, where the Town Clerk and RFO certify that there is no dispute or other reason to delay payment, the Town Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of the Strategy and Finance Working Group.
- 6.5 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:
- a) The RFO shall maintain a petty cash float of up to £500 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to the Council.
- 6.6 If thought appropriate by the Council (e.g. for business rates, utility supplies, postage and telephones) payments may be made by variable Direct Debit provided that the instructions are reviewed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be reviewed by the Council at least every two years.
- 6.7 Contracts may be paid by instalments by standing order or direct debit provided that budgetary provision has been obtained.
- 6.8 Designated Officers may make official purchases on procurement cards, subject to agreed limits and each statement being reviewed by the required number of Councillors set out in Regulation 5.2.
- 6.9 A schedule of the payments made, shall be prepared by the RFO and, together with the relevant invoices, be available for inspection at each meeting of the Strategy and Finance Working Group. The detail may be shown in the Minutes of the Meeting.

7 PAYMENT OF SALARIES

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts. The Council may use an external payroll provider and updated payroll information shall be provided to Council or the appropriate Committee or Working Group on a regular basis.

8 **LOANS AND INVESTMENTS**

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

9 **INCOME**

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

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

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO and kept securely.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, in accordance with Regulation 11.
- 10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order.

11 **CONTRACTS**

11.1 **General**

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

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

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

11.2 **Contract levels**

- a) For contracts with an estimated value in excess of 207,000 euros (£172,514) for supplies and services and 5,186,000 euros (£4,322,012) for works, tenders (or as otherwise amended from time to time) should be sought in accordance with the European Union Public Sector Procurement Rules .
- b) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as follows:
- i) a specification of the goods, materials, services and the execution of works shall

- ii) be drawn up;
 - iii) a public notice of the intention to place a contract shall be made;
 - iii) tenders are to be sent, in a sealed marked envelope, to the Town Clerk by a stated date and time;
 - iii) tenders submitted are to be opened, after the stated closing date and time, by the Town Clerk in the presence of at least one member of Council;
 - iv) tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee, Working/Task Group
- c) Any tender notice shall contain a reference to the Standing Orders 20 and 24 regarding improper activity.
- d) For any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £7,500 and £50,000
 - i) at least three quotations should be sought.
 - ii) quotations are then to be assessed and reported to the appropriate meeting of Council, Committee or Working/Task Group
- e) For any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £2,000 and £7,500
 - i) At least two quotations or estimates should be sought.
 - ii) The Town Clerk shall have the discretion to determine the successful contractor.
- f) For individual purchases under £2,000, The Town Clerk shall have discretion to achieve the best value for goods or services.
- g) Due regard should be given to “Fair Trade” alternatives and the promotion of sustainable development in the purchase of goods and drawing up of specifications.
- h) Where possible, opportunities should be afforded to local businesses to quote for the provision of goods and services.

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

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

13 STORES AND EQUIPMENT

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

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £750.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually.
- 14.4 Any acquisition valued at over £250 should be included on the Asset Register
- 14.5 An inventory of other valuable items shall be maintained.

15 INSURANCE

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

16 CHARITIES

- 16.1 Where the Council is sole trustee of a Charitable body the Town Clerk /RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and

legislation, or as determined by the Charity Commission. The Town Clerk /RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17 RISK MANAGEMENT

17.1 The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk /RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

17.2 When considering any new activity, the Town Clerk /RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18 FINANCIAL TRANSPARENCY

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

19 MATERIALITY

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

20 REVISION OF FINANCIAL REGULATIONS

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

* * * *

Adopted January 2015



FARNHAM TOWN COUNCIL

Council Report

22nd January 2014

Standing Orders Review

Purpose

The Council has a duty to review its Standing Orders from time-to-time to ensure that they are up-to-date and fit for purpose. The latest Standing Orders were adopted in April 2013.

Since then there has been a new set of Model Standing Orders issued by NALC to incorporate changes arising in the Localism Act; a new Practitioners' Guide; and new legislative requirements arising from the Local Audit and Accountability Act.

Strategy & Finance considered a number of changes, which were highlighted in the Strategy & Finance Report, to reflect current practice drawing from the NALC Model Standing Orders and recommend the revised Standing Orders for adoption by Council.

During the past year, members discussed whether changes were necessary in terms of appointments to specific roles, such as the Mayor. The practice followed by Farnham Town Council whereby nominations are made at the Annual meeting is that which operates in many councils but after consideration, no changes to current practices are proposed in the revised Standing Orders.

One change that has been incorporated is the combination of public questions and statements into a single item within the agenda. There has been confusion about whether a comment by a member of the public should be a question or statement (i.e. is the subject matter contained within an agenda item or not) and it is hoped that this change will overcome this confusion.

Similarly, there has sometimes been confusion about the start time of the meeting with prayers commencing at 6.50 and so, to streamline the start of the meeting, it is proposed that prayers take place at the start the formal business of the meeting at 7pm.

Recommendation:

Strategy & Finance recommend to Council that:

- 1) the revised standing Orders at Annex I be adopted.**

ANNEX I to Appendix I



Farnham Town Council

Standing Orders

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

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

Adopted April 2013
Revised and Adopted January 2015

FARNHAM TOWN COUNCIL

STANDING ORDERS

1 Application, Variation, Revocation and Suspension of Standing Orders

- 1.1 All meetings of the Council and its Committees, sub-Committees, Working/Task or other Groups shall be governed by these Standing Orders and the Council's Code of Conduct unless the Council resolves otherwise.
- 1.2 ***Any or every part of the Standing Orders except those printed in bold italic type can be suspended in relation to any specific item of business by resolution of the Council. Standing Orders in bold type should not be substantially amended unless legislation changes.***
- 1.3 A resolution permanently to add, vary or revoke any Standing Order when proposed and seconded will stand adjourned without discussion to the next ordinary meeting of the Council but Council may review them in total at the last meeting of the Council year or when a new set of Model Standing Orders is published.

2 Meetings - General

- 2.1 ***(FREQUENCY) - In addition to the statutory Annual Meeting of the Council, at least three other Ordinary Meetings shall be held in each year on such dates and times as the Council directs.*** Other meetings of the Council may be held during each year on such dates and times and in a place that the Council decides but Council will normally adopt a schedule of meetings for itself and its Committees and Working Groups as early possible. The Council will normally meet up to 9 times a year.
- 2.2 ***(NOTICES) - It is mandatory that 3 clear days notice of meetings shall be given to Councillors and the public, but the council has decided that formal Notices, Agenda and supporting papers should normally be dispatched to Councillors one (1) week before all Council Meetings. When calculating the 3 clear days for notice of a meeting to Councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter Break or of a Bank Holiday or a day appointed for public thanksgiving or mourning shall not count. Agendas and supporting papers may also be sent by electronically with hard copies sent to Working Group/Task Group members and on request to other councillors.***
- 2.3 The Agenda for each Full Council meeting may also be sent, together with an invitation to attend, to the County and Borough Councillors for the appropriate divisions or wards.
- 2.4 ***(ACCESS) - Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.***

2.5 (RECORDING) -

2.5.1 A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of the Town Council or its meetings held in public but otherwise may, unless the Mayor directs otherwise for reasons of disturbance or disruption:

- a) film, photograph or make an audio recording of a meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later but may not make voice calls;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

2.5.2 The filming, reporting, photographing or other reporting of children and vulnerable people may only be done with the consent of a responsible adult which in the case of a vulnerable adult is a medical professional, his carer or guardian, and in the case of a child is his parent, legal guardian or teacher.

2.5.3 Any person participating in the public questions or public statements section of the Council meeting may be filmed, photographed or included in a report of the meeting.

2.5.4 Any person reporting proceedings is bound by the Data Protection Act 1998 as it applies to personal data of individuals.

2.5.5 ***The press shall be provided reasonable facilities for the taking of their report for all parts of a meeting at which they are entitled to be present subject to Standing Order 2.4 above.***

2.5.6 Meetings may be recorded by the Council for internal purposes.

2.6 **(LOCATION) - Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.** Except where the Council decides otherwise, all meetings will be held in the Council Chamber, at The Town Hall, South Street, Farnham. Smoking is not permitted at any meeting of the Council.

2.7 **(TIMING) - All meetings of the Council will begin after 6pm.** If no other time is fixed, meetings will start at 7.00pm and will normally end no later than 10.00pm unless Standing Order 11.9 is invoked. Any unfinished business will be included in the agenda of the next meeting unless dealt with in the interim.

2.8 **(QUORUM) - No business may be transacted at a Council Meeting unless at least one third of the whole number of Members of the Council; i.e. 6 Councillors; are present. In no case shall the Quorum of any meeting** (including Committees and Working Groups) **be less than 3.** The Council has decided that, for a Council Meeting, a minimum of 10 Councillors shall make a Quorum. ***If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.*** Any outstanding business of a meeting so adjourned shall be transacted at a following meeting which shall be the next scheduled Council Meeting or on a day that the Town Mayor/Chairman agrees with the Council's Proper/Responsible Officer (Town Clerk).

2.9 **(CHAIRMAN) - The Town Mayor or in his absence the Deputy Town Mayor shall chair Meetings of the Council.** If it is necessary to choose a member of the Council to preside in the absence of the Town Mayor/Chairman and Deputy Town Mayor/Vice-Chairman, the Town Clerk shall call for a nominee from the floor to take the chair.

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

The person presiding at a meeting may exercise all the powers and duties of the Town Mayor/Chairman in relation to the conduct of the meeting.

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

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

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

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

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

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

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

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

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

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

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

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

3.3 Order of Business - Ordinary Council Meetings

3.3.1 Prior to the start of the formal business, the Council may say prayers and receive a presentation by local organisations or those whose activities affect the town. Such organisations shall be approved by the Mayor and invited by the Town Clerk.

3.3.2 **At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chairman if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.** After the first mandatory business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- a) To receive apologies for absence.
- b) Disclosures of interests by members and employees on items on the agenda.
- c) To read and consider the previous Minutes; provided that if a copy has been circulated to each member with the agenda there shall be no need to read them out.
- d) **After consideration, to approve the signature of the Minutes by the person presiding as a correct record.** There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 7.1c.
- e) Public Questions and Statements on items on the agenda.
- f) **To deal with business expressly required by statute to be done.**
- g) To deal with any matters remaining from the last meeting.
- h) To receive the Mayor's Announcements or any communications as the person presiding may wish to lay before the Council.
- i) To receive Petitions (if any have been received).
- j) To answer questions from Councillors.
- k) To receive and consider the minutes, notes and reports of Committees, Working/Task Groups and to determine recommendations made by Committees or Working Groups.
- l) To receive and consider resolutions or recommendations in the order in which they have been notified.
- m) To authorise the sealing of documents.
- n) If necessary, to authorise the signing of orders for payment.
- o) Once a year - no later than when the estimates for the following year are agreed - the Council will review pay and conditions of service of existing employees.
- p) To receive information from council representatives on outside bodies and information from Borough or County Councillors on matters affecting the town.

- q) Confirm the date of the next Council Meeting.

3.4 Extraordinary Meetings

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

4 Leader of Council or Spokesperson

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

5 Proper/Responsible Officer

- 5.1 The Council's Proper Officer shall be either (i) the Town Clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.
- 5.2 The Town Council has adopted a scheme of delegation to the Town Clerk/Responsible Financial Officer/Proper Officer for the management of the Town Council.
- 5.3 The Council's Proper Officer shall do the following:-
- a) **Sign and serve on councillors by email, delivery or post at their residences a**

summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting. The Council has resolved that such papers should normally be despatched one week prior to any Council Meeting. Papers (a summons confirming the time, date, venue and the agenda and accompanying papers for a meeting of the Council and/or of a meeting of a Committee, sub-Committee or Working Group) may also be served electronically on councillors at least 3 clear days before the meeting, provided any such email contains the electronic signature and title of the Proper Officer or of the nominated officer supporting the Working Group.

- b) **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
- c) Include in the agenda all motions in the order received unless a councillor has given written notice at least (10) days before the meeting confirming his withdrawal of it.
- d) **Convene a meeting of full Council for the election of a new Mayor/Chairman of the Council, occasioned by a casual vacancy in his office.**
- e) Make available for inspection the minutes of meetings.
- f) **Receive and retain copies of byelaws made by other local authorities.**
- g) **Receive and retain declarations of acceptance of office from councillors.**
- h) Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection, providing copies for the Borough Council's Monitoring Officer as may be required.
- i) Keep proper records required before and after meetings.
- j) Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- k) Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- l) Manage the organisation, storage of and access to information held about the Council in paper and electronic form in accordance with the agreed publication scheme.
- m) Retain custody of the Seal of the Council which shall not be used without a resolution to that effect and, after such Resolution, arrange for legal deeds to be sealed using the Council's Common Seal.
- n) Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- o) Maintain records of every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- p) Refer any planning and licensing applications received by the Council to the Lead Member of the Planning and Licensing Committee/Working Group to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Working Group.
- q) Action or undertake activity or responsibilities instructed by Resolution or contained in Standing Orders.

6 Motions requiring written Notice

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

7 Motions not requiring written Notice

- 7.1 Motions dealing with the following matters may be moved without notice:-
- a) To appoint a Chairman of the meeting in the absence of the Mayor and Deputy Mayor.
 - b) To approve the long-term absences of councillors.
 - c) To correct any inaccuracies in the Minutes of previous a meeting and to approve them.
 - d) To note the minutes of a meeting of a Committee, Working Group or Task Group.
 - e) To dispose of business, if any, remaining from the last meeting.
 - f) To alter the order of the business agenda for reasons of urgency or expedience.
 - g) To proceed to the next business on the agenda.
 - h) To move to a vote.
 - i) To close or adjourn the debate.
 - j) To refer a matter to a Committee, Working/Task Group or an Officer.
 - k) To appoint a Committee, Working/Task Group or any members thereof.
 - l) To adopt a report and or recommendations made by a Working Group, officer or professional advisors.
 - m) To authorise the sealing of documents.

- n) To amend a motion.
- o) To give leave to withdraw a motion or amendment.
- p) To extend the time limit for speeches.
- q) To exclude the press and public for all or part of a meeting.
- r) To not hear further from a councillor or a member of the public;
- s) To exclude councillor or member of the public named for disorderly conduct.
- t) To give the consent of the Council where such consent is required by these Standing Orders.
- u) To answer questions from councillors.
- v) **To suspend any Standing Order except those which are mandatory by law (in bold italic type).**
- w) To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of the outside bodies.
- x) To adjourn the meeting.

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

8 Petitions

8.1 Petitions may be received at (Ordinary) meetings of the Council provided that the petition is received by the Town Clerk no later than midday five working days before the day of the meeting and is signed by at least twenty (20) registered electors within the Town.

8.2 Petitions may only be about a matter for which the Council has a responsibility or which directly affects the Town.

8.3 Petitions will not be received by the Council which are in furtherance of a person's individual circumstance or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister.

8.4 A Petition will not be received by the Council where the issue it concerns has been the subject of a Petition in the last six months or a decision of the Council in the last six months.

8.5 One signatory to the Petition may speak on the Petition and for no more than three minutes. The Petition may be answered at that meeting by the Mayor or by a person designated by the Mayor but will more usually be the subject of a written answer.

8.6 No discussion shall take place on the Petition at that meeting. A member may move that the Petition be referred to the next meeting or to a Committee or to a body. Once the motion has been seconded, it will be voted on without discussion.

8.7 No more than three Petitions may be received at one meeting.

9 Questions by Members

9.1 At a Council meeting, any member of the Council may ask a question of the Town Mayor/Chairman or the Town Clerk which relates to a matter which affects a function of the Council or its area or the inhabitants of the area or some of them, provided proper notice has been given.

- 9.2 Notice of the question must be given in writing and delivered to the Town Clerk at least five clear working days before the meeting, signifying to whom the question is put.
- 9.3 A reply to the question can be given verbally at the meeting or by written reply or by indicating that the question will be referred to a future meeting of the Council or of a Committee, Working/Task Group
- 9.4 Questions not connected with business under discussion will not be asked except during the part of the meeting set aside for questions.
- 9.5 Each question will be put and answered without discussion but the person questioned may decline to answer.

10 Public Questions and Statements

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

11 Meeting Etiquette & General Procedures

- 11.1 A Member shall remain seated while speaking unless requested to stand by the Town Mayor/Chairman.
- 11.2 Members shall address all comments to the Town Mayor/Chairman. If two or more Members wish to speak the Town Mayor/Chairman shall decide the order of speaking and whom to call upon.
- 11.3 The ruling of the Town Mayor/Chairman on a point of order or on the admissibility of a personal explanation shall be final and shall not be discussed.
- 11.4 Whenever the Town Mayor/Chairman stands or speaks during a debate, all other Members shall be silent.

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

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

12 **Rules of Debate**

12.1 Discussion

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

12.2 Speeches

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

12.3 Other Motions

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

- a) To amend the Motion.
- b) To withdraw the Motion.

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

12.4 Alteration and Withdrawal

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

12.5 Right of Reply

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

12.6 Speaking Again

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

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

12.7 Points of Order

- a) During the debate of a motion, a Councillor may interrupt only on a Point of Order or a Personal Explanation in which case the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the irregularity in the meeting he is concerned by. A Personal Explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.
- b) Any Point of Order shall be decided by the Mayor/Chairman and this decision shall be final.

12.8 Content of an Amendment

An amendment must be relevant to the Motion and either:

- a) Refer a matter to (or back to) a Committee or Working/Task Group.
- b) Leave out words.
- c) Insert or add words.
- d) Leave out words and insert or add other words.

as long as the amendment shall not have the effect of negating a motion before the Council.

12.9 Debate on Amendments and Procedural Motions

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

13 Voting

13.1 **Unless Standing Orders provide otherwise, Members shall vote by acclamation, show of hands or by electronic recording or on a ballot paper.**

13.2 ***If a member so requires, the Town Clerk shall record the names of the members who voted on any question so as to show whether each councillor present voted for or against it or abstained. Such a request must be made before moving on to the next business.***

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

14 Rescission of previous Resolutions

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

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

15 Committees and Working/Task Groups

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

15.1 Appointment & Membership

- a) The Council may appoint Standing Committees and/or Working/Task Groups with specific Terms of Reference which will meet according to the schedule adopted by the Council but may hold additional meetings as and when required. An Officer delegated by the Town Clerk will attend every meeting.
- b) The membership of any Committee and/or Working/Task Group shall be determined by full Council which will not appoint any member of a Committee and/or Working/Task Group so as to hold office later than the next Annual Meeting.
- c) Council may appoint persons other than Members of the Council to any Committee and/or Working/Task Group. Such persons shall have the right to speak and vote but will not form part of the Quorum.
- d) The Town Mayor/Chairman and the Deputy Mayor/Vice-Chairman, ex-officio, shall be members of every Committee and/or Working/Task Group but will have no voting rights or the ability to propose motions on the Committees, Working/Task Groups on which their membership is ex-officio. They will not therefore form part of the Quorum as ex-officio members.
- e) The overall membership of all Standing Committees/Working Groups will reflect, as closely as possible, the political make-up of the Council. It is intended that as broad a range of Councillors as possible shall be represented on the Committees and/or Working Groups.
- f) When considering membership of *Working Groups* the Council will take account of the political make-up such that those who are not members of the majority party are fairly represented. It is suggested (but shall not be mandatory) that non-members of the majority party shall be entitled to a proportionate share (1/18th per member) of the total places

available on the Standing Working Groups, evenly spread over those Groups. Within this entitlement, at least one place on the main policy Working Group (Strategy and Finance Working Group) shall be available to those who are not part of the majority party. *In the case of there being four Working Groups of six members each (24 places available), this would mean that those who are not members of the majority party would normally be offered 1.33 places (24/18) i.e. 1 member = 1 place; 2 members = 3 places; 3 members = 4 places and 4 members = 5 places. Task Groups and the Planning Consultative Group will not be required to adhere to this.*

- g) All Councillors will be asked to submit annually to the Town Clerk an indication of the Committees/Working Groups on which they wish to serve, listed in order of their preference, together with a list of Outside Bodies on which they would like to represent the Council. The process of appointments will be as follows:
- 1) The Town Clerk will attempt to fill the available spaces by initially allocating Councillors their first preferences and then filling the remaining spaces by allocating second and third preferences etc.
 - 2) Where there are not enough nominations to fill all the required positions on either Committees/Working Groups or positions on Outside Bodies, the Town Clerk will bring the matter to the attention of Council by asking for more nominations.
 - 3) Where more Councillors have indicated a first preference for a particular position than there are places available, the Town Clerk may try to negotiate an acceptable outcome with the nominees. Where this is not possible the Town Clerk will bring the matter to Council at which a vote will be taken.
- h) Notwithstanding Standing Order 15.1.b, the appointments for Committees and Working Groups for the forthcoming year will normally be agreed by Council at the last meeting of the Council year. In an election year, the appointments will take place at the first meeting after the Annual Meeting. This will enable the Annual Meeting to be a ceremonial meeting for the appointment of the Mayor.
- i) Voting on appointments to Committee and Working Groups shall normally be by ballot administered by the Town Clerk unless Council decides otherwise. Where there is a tie for the last place or places there will be a run-off vote between those tying for the last place(s). Any further tie may be settled by the Mayor/Chairman's casting vote.

15.2 Types of Committees/Working Groups and Task Groups

- a) **Standing Committees** will normally have delegated powers and as such will meet in public and observe the same rules of debate as the full Council. Every Committee may appoint sub-Committees for the purposes to be specified by the Committee with the Terms of Reference specified by the Committee. As more formal meetings, Committees will set the direction and strategy for officers to implement. Councillors have a policy setting role.
- b) **Working Groups** will generally be appointed on an annual basis to consider various areas of the Council's responsibility. They will not, unless specifically delegated by Council, have any decision making powers but will report back with recommendations to full Council which will be the decision making body for their areas of responsibility. Since they are not decision making bodies they will not be required to meet in public. On Working Groups, Councillors determine the higher level objectives and direction for services with officers advising on and implementing the detail. Councillors should be prepared to assist in the implementation as requested.

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

15.3 Procedures

- a) Every Committee or Working Group will at its first meeting, unless the appointment was made at the last Council meeting when membership of the Working Group was determined, before proceeding to any other item on the agenda, elect a Chairman/Lead Member (and can elect a Vice-Chairman) who will normally hold office until the next Annual Meeting of the Council. He will chair meetings of the Committee or Group, act as spokesperson for the Committee or Group and shall be responsible for reporting its activities to full Council.
- b) Ordinary meetings of Working Groups will be held on the dates adopted by Council and at a time agreed between the Lead Member and the Town Clerk. The quorum shall be 3 members accompanied by an officer.
- c) The Chairman/Lead Member of a Committee or Working Group or the Town Mayor/Chairman of the Council may summon an additional meeting of that Committee, Working/Task Group as appropriate at any time by requesting the Town Clerk to issue a summons for the meeting.
- d) Committee and Working Group agendas will be assembled in three parts:
 - i. Part 1 – Items for decision/recommendation,
 - ii. Part 2 – Items for information
 - iii. Part 3 – Confidential items.
- e) Any Committee or Working Group desiring to incur expenditure shall give the Town Clerk a written estimate of the expenditure recommended for the coming year no later than October.
- f) Every Committee and or Working Group shall present a report of its activities to the next Council Meeting.
- g) A member who has proposed a resolution, which has been referred to any Committee and/or Working/Task Group of which he is not a member, may explain his resolution to the Committee, Working/Task Group but shall not vote.

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

16 Resolutions on Sealing & Expenditure

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

17 Discussions and Resolutions Affecting Employees of the Council

- 17.1 A matter personal to a member of staff that is being considered by a meeting of Council or the Strategy & Finance Working Group or the HR Panel is subject to standing order 22 (confidentiality).
- 17.2 Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

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

18 Conduct at Meetings - Code of Conduct

- 18.1 ***All members must observe the Council's Code of Conduct (as amended) which was adopted by the Council on 13 September 2012, a copy of which is annexed to these Standing Orders.***
- 18.2 All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- 18.3 Councillors and any co-opted member, must within 28 days of their election or (in the case of a co-opted member) their appointment, notify the Town Clerk in writing (for registration in Farnham Town Council's Register of Interests) of any interests they are required to register under the Farnham Town Council Code of Conduct. They must also, within 28 days of becoming aware of any new or change to any interest they are required to register under the Authority's Code, notify the Town Clerk of that new interest or change.

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

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

- 18.4 ***A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter. An interest arising from the Code of Conduct shall be recorded in the minutes.***
- 18.5 At a meeting no person will persistently disregard the ruling of the Town Mayor/Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute or act in such a manner as to breach the Code of Conduct adopted by the Council.
- 18.6 If, in the opinion of the Town Mayor/Chairman, a councillor or member of the public has ignored paragraph 18.5 of these Standing Orders, the Town Mayor/Chairman shall indicate to the Council his opinion and after that, any member may move that the councillor or member of the public named be not heard or that leave the meeting, and the motion, if seconded, shall be

agreed without discussion.

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

Dispensations

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

19 Code of conduct complaints

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

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

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

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

20 Interests & Canvassing/Recommendations

20.1 ***If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 12 September 2012 (or as modified) then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.***

20.2 Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

20.3 ***The Town Clerk may be required to compile and hold a register of members' interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.***

20.4 The obligations and disabilities imposed by this standing order shall also apply to a member of a Committee and/or Working/Task Group who is **not** also a member of the Council who has a personal or prejudicial interest in a matter under consideration at a meeting.

20.5 If a candidate for any appointment under the Council is to his knowledge related to any member of or to the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do will be disqualified from the appointment and, if appointed, will be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate Committee, Working/Task Group any such disclosure. Where a relationship to a member is disclosed, the preceding clauses of this Standing Order 20 shall apply as appropriate.

20.6 Canvassing of members of the Council or of any Committee, Working/Task Group directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.

20.7 A member of the Council or of any Committee, Working/Task Group shall not solicit any person for appointment to or by the Council or recommend any person for an appointment or promotion; but, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

- 20.8 Standing Order 20 shall apply to tenders as if the person making the tender were a candidate for an appointment.
- 20.9 The Town Clerk shall make known the purpose and importance of the relevant sections of this Standing Order 20 to every candidate for appointment.

21 Inspection of Documents

- 21.1 ***All Minutes and formal Notes kept by the Council and by any Committee and/or Working/Task Group shall be open for the inspection of any member of the Council.***
- 21.2 ***Minutes and formal Notes shall also be open to the inspection of any local government elector of the parish as required by section 228 Local Government Act 1972.***
- 21.3 Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a Committee or a sub-Committee and/or Working/Task Group and request a copy for the same purpose.

22 Confidential Business & Unauthorised Activities

- 22.1 No member of the Council, a Committee or a Working/Task Group will disclose to any person in any form who is not a member of the Council any business that is declared confidential by the Council, the Committee or the Working/Task Group.
- 22.2 Any member who disobeys Standing Order 22.1 may be removed from a Committee and Working/Task Group by resolution of the Council and the matter will be reported to the Monitoring Officer and the relevant Standards Panel or external body.
- 22.3 No member of the Council or of any Committee and/or Working/Task Group shall, unless specifically authorised so to do by Council:-
- a) Inspect in the name of or on behalf of the Council any lands or premises which the Council has a right or duty to inspect;
 - b) Issue orders, instructions or directions to organisation or persons, including to Council staff.

23 Planning Applications

- 23.1 The Town Clerk will, as soon as it is received, record the following information for each planning application notified to the Council:
- (a) the date on which it was received;
 - (b) the name of the applicant and application reference;
 - (c) the place to which it refers.
- 23.2 The Town Clerk shall refer every planning application received to the Planning and Licensing Consultative Group.

24 Financial Matters and Procurement

- 24.1 The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:
- a) the accounting records and systems of internal control;
 - b) the assessment and management of risks faced by the Council;
 - c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
 - d) the financial reporting requirements of members and local electors;
 - e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000.
- 24.2 Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in 24.3 below.
- 24.3 Any formal tender process shall comprise the following steps:
- a) a public notice of intention to place a contract to be placed in a local newspaper;
 - b) a specification of the goods, materials, services and the execution of works shall be drawn up;
 - c) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
 - d) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
 - e) tenders are then to be assessed and reported to the appropriate meeting of Council.
- 24.4 Neither the Council, nor any Committee or Working/Task Group, is bound to accept the lowest tender, estimate or quote. Any detailed tender notice shall contain a reference to the relevant portions of Standing Orders 20 & 22 regarding improper activity.
- 24.5 The Financial Regulations of the Council shall be subject to regular review, at least once every four years.
- 24.6 The European Union Public Sector Procurement Rules apply to contracts subject to certain thresholds and advice should be sought for contracts in excess of the relevant levels.

25 Accounts and Financial Statement

- 25.1 Except as provided in Standing Orders or by statute, all accounts for payment and claims upon the Council shall be approved by the required number of members as per the Financial Regulations and the report of their approval will be presented to the Council.
- 25.2 The Responsible Financial Officer shall supply to each member as soon as practical after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of June.

26 **Standing Orders to be given to Members**

A copy of these Standing Orders will be given to each Member of the Town Council by the Town Clerk, once the Member's declaration of acceptance of office and agreement to observe the Council's Code of Conduct has been received. A copy of any up-dated Standing Orders will likewise be given to every Councillor when the new Standing Orders are adopted by Council.

k/s2/standing orders and financial regulations/standing orders 2015



FARNHAM TOWN COUNCIL

J Report Council

22nd January 2015

Risk Assessments

Purpose of report:

To approve the Annual Risk Assessment report following the risk management reviews undertaken by the Working Groups and the annual external assessment by the Council's Health and Safety Advisors Ellis Whittam.

A printed copy of the detailed Working group risk assessment report, circulated separately to Councillors, is available upon request.

Risk Management:

Risks are assessed, with a view to controlling them. Health & Safety risk assessments should be an examination of anything in the workplace that could cause people to suffer injury or ill health whilst they are at work.

The management structure of Health and Safety within the organisation is set out in Annex 1.

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

1. training programmes
2. the adequacy of information available
3. personal protective equipment needs
4. health surveillance levels

H&S risk assessments at Farnham Town Council come under the umbrella of the annual General Risk Assessment Report, commissioned from Ellis Whittam. This report is based on a day-long examination of the systems in place at the Council. The key findings of the report include a SWOT analysis and a Safety Action Plan with suggested completion dates and a named member of staff responsible for completing the item (attached at Annex 2 to this report).

The following comments from the 2014 report are detailed below for noting:

'There remains a robust and effective system in place to manage health and safety for Farnham Town Council. The commitment to health and safety, which was evident at the previous visit, continues to be displayed: and good efforts have been made to address points from the previous report and provide training for key personnel and other staff.'

Given this commitment (and enthusiasm of those with responsibility), it is considered that the areas raised within this report should not prove difficult to resolve.'

The number of 'Actions Required' as a result of the four surveys since 2011/12 is as follows:

	No. of Action Points	No. requiring immediate or short term action.
2011/12	72	5
2012/13	39	2
2013/14	13	0
2014/15	7	1

Monitoring

As well as the annual audit by Ellis Whittam, the following monitoring of risks takes place during the course of the year:

1. **First Aid** – there were two accidents in the period August 2013 to September 2014. Neither were of the level of seriousness requiring reporting under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* (Riddor) 1995. Additionally there were several reported cases dealt with at events by St John Ambulance teams who keep their own records.
2. **Electrical Installations** – All buildings should be tested every five years for the condition of its fixed electrical wiring. Over the last four years the Council Offices, the Depot, Wrecclisham Community Centre, West Street Chapel, Victoria Gardens, the Hart toilet block and the Central Car Park toilet block have been tested.
3. **Gas Installations** – the boilers at the Council Offices and Wrecclisham Community Centre are safety-checked every year.
4. **The Lift** at the Council offices is inspected every quarter.
5. **Fire** – A fire risk assessment was undertaken by an external consultant in December 2011. A Review of that assessment was undertaken in 2013 and 2014. As a consequence it was determined to introduce a hot work permit scheme. A Fire Risk Assessment was undertaken at Wrecclisham Community Centre in 2014 which was considered at the December Working Group. The recent building works at both the Council Offices and Wrecclisham Community Centre have resulted in upgrades to fire detection, notably the partitioning of and introduction of smoke detection sensors in ceiling void areas. As well as this, regular tests are made on the fire system and emergency lighting.
6. **Water Hygiene** – The annual water hygiene inspection report was carried out in July 2014. It is intended to extend this to the toilet blocks and Wrecclisham Community Centre this year.
7. **Portable Appliance Testing** – the annual testing was undertaken for the Council Offices in January 2014 and, for the first time, Wrecclisham Community Centre in October 2014.
8. **Asbestos** – Complementing the asbestos survey of the Council Offices in 2011, a further, more in depth survey was undertaken this year of the areas to be affected by the remodelling work. As a result, small traces of asbestos were identified and removed in accordance with the appropriate regulations. The Depot was inspected in 2011, Wrecclisham Community Centre in 2011, West Street Chapel in 2014 and the Public Conveniences in 2004, leaving only Victoria Gardens to be surveyed. The management of asbestos is based on these reports.
9. **Six Monthly Management Checks** – Over 350 monitoring checks are made by the Health & Safety Management Group.

Working Group-based Risk Assessments

1. As well as the across-the board risk assessment regime, there is also a Working Group-based risk assessment that is reviewed annually in the autumn by the appropriate Working Group, which enables the process to be monitored and input to be made into the identified risks.
2. For the 2014 cycle, the Working Groups reviewed the relevant sections of the risks identified in 1 above prior to consideration of the whole document at full Council, together with the Ellis Whittam General Risk Assessment.

Health and Safety & Risk Assessment Training

The following table summarises training that has taken place or is planned.

Training	No. of Personnel 2012	No. of Personnel 2013	No. of Personnel 2014	No. of Personnel planned for 2015
Fire Safety	15	4	4	0
Fire Marshal	7	4	4	0
Manual Handling	15	4	5	3
Ist Aid	1	0	2	1
Evac. Chair	3	0	0	3
Managing Safely	0	1	0	0
LCAS Seminars	0	2	2	2

Health Surveillance

For those members of staff (7 identified) in risk of possible harm from chemicals, vibration, noise and sun exposure, a second health screening exercise was undertaken in May 2014.

Policies

The following policies are for review and adoption:

1. Health & Safety Policy Statement (Annex 3)
2. Fire Safety Management Policy (Annex 4)
3. Environmental Policy Statement (Annex 5)

Health & Safety Handbook and Manuals

All members of staff were issued with a Health & Safety Handbook in January 2013. Health and Safety Manuals were issued to the Health & Safety Management Group in May 2013. These are updated as required.

Recent and Current Issues

Some of the significant actions arising out of a common-sense, risk-based approach during the last year included:

- implementation of CCTV coverage at the Depot

- upgrading CCTV coverage at Wrecclisham Community Centre
- upgrading intruder alarm system at Wrecclisham Community Centre
- upgrading intruder alarm system at the Council Offices
- introduction of panic buttons at Council Offices
- new arrangements for key holding at all sites
- continuation of the comprehensive memorial safety exercise

A CCTV system to cover entrances at the Council Offices has also been installed.

Financial risks and Issues

The financial risks of the organisation which form part of the Strategy and Finance Working Group responsibilities are considered as part of the independent Internal Auditor's work, reported separately to Council. The Internal Auditor uses as a basis for his work the *Governance and Accountability – a practitioners' Guide* and the related checklists therein. This was updated in 2014.

The Financial Regulations were last reviewed by Council in April 2013 and will be reviewed at Council in January 2015. Related risk matters are covered in Standing Orders which are also being reviewed at Council in January 2015 to take account of legislative and other changes.

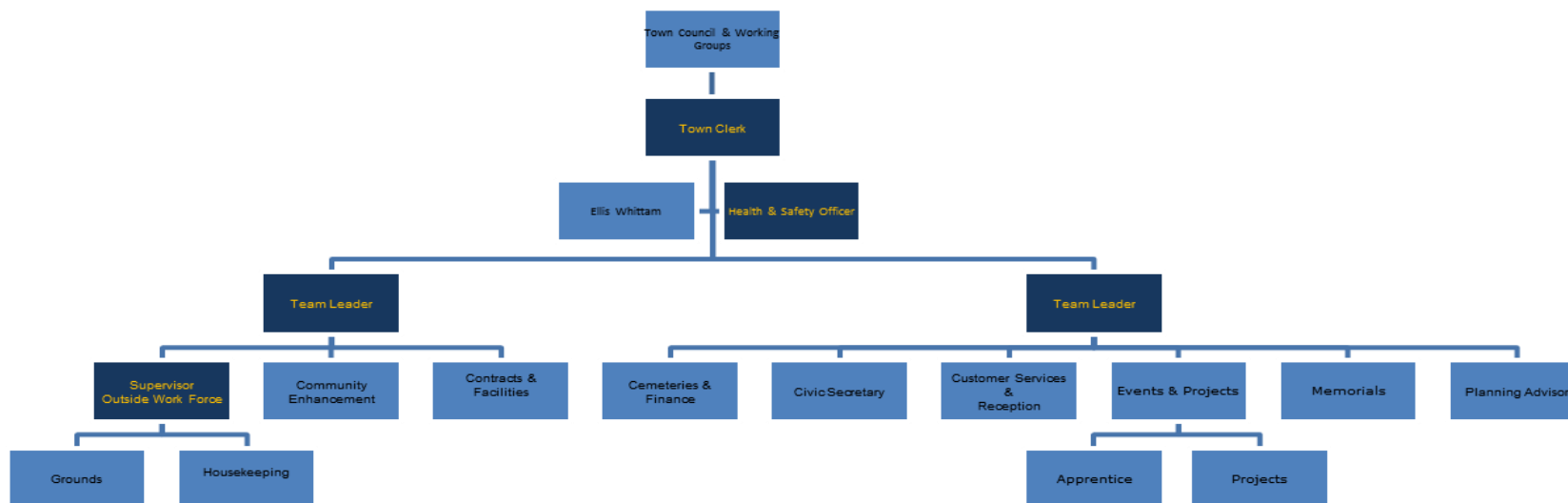
Recommendations to Council.

Strategy and Finance recommend that:

- 1) the report and progress made be welcomed.**
- 2) the Action Plan arising out of the General Risk Assessment contained in Annex 2 be approved.**
- 3) the following policies be adopted:**
 - i. Health & Safety Policy (Annex 3)**
 - ii. Environmental Policy (Annexe 4)**
 - iii. the Fire Safety Management Policy (Annex 5)**

Farnham Town Council Organisation Chart for the Management of Health and Safety

(Health and Safety Management Group highlighted)



Ellis Whittam SWOT Analysis 2014

Following the Health and Safety Risk Review 2014

<p>Strengths</p> <p>With the exception of one or two items, which were being progressed, all areas from the previous visit report have been fully addressed. There still remains a robust system in place for managing health and safety. Since the last visit key personnel have completed relevant and appropriate health and safety training, and those personnel spoken with during the visit have a good appreciation and understanding of health and safety requirements. Monitoring and review activities are effectively being conducted.</p>	<p>Weaknesses</p> <p>Once again, there are no causes of immediate concern to raise. Areas to be addressed from this visit includes confirming (locating) documentation for the Thorough Examination (TE) of the passenger lift in compliance with the lifting equipment legislation (LOLER), exchanging or replacing ladders and stepladders not in line with current standards; and refreshing fire safety training for staff (which is already programmed).</p>
<p>Opportunities</p> <p>This is a compact workforce with good communication streams. Health and safety is well coordinated, and personnel at all levels take an active interest in health and safety. This presents good opportunity for engagement on achieving any health and safety goals.</p>	<p>Threats</p> <p>As well as adding to the level of compliance already being achieved and displaying the Council's commitment to continuous improvements, addressing the areas raised in this report will also contribute to ensuring the safety and wellbeing of staff, and others with whom they interact in the course of their work; including visitors to and users of the Council's facilities and services. Additionally, it will also contribute towards reducing risks from any potential enforcement actions against the Town Council, or individual employee.</p>

Safety Action Plan - Key

		Required Actions Identified
Priority 1 Intolerable Risk	Immediate Action Required A condition or activity likely to cause an immediate risk of fatal or major injury (usually dealt with during the consultant's inspection).	0
Priority 2 Medium Risk	Short Term Action Required Contravention of a legal requirement with a potential to cause a serious injury or ill health. It may result in a Prohibition Notice if not attended to.	1
Priority 3 Significant Risk	Medium Term Action Required A legal contravention likely to result in injury or ill health which may result in an Improvement Notice if not attended to.	6
Priority 4 Lower Risk	Longer Term Action Required Control inadequate or not in line with best practice/current guidance. Enforcement may follow if no action taken.	0
Priority 5 Tolerable Risk	Review as Part of Business Plan No immediate risk to health or property. Action is desirable to meet current standards though costs not currently justified by risk.	0

Farnham Town Council 2014 Safety Action Plan

Subject Area	Priority	Action Required	Suggested Completion Date	To Be Completed By
Passenger & Goods Lifts	2	Locate the current certificate for Thorough Examination (TE) of the lift (as required under the Lifting Operations & Lifting Equipment Regulations - LOLER). Unless otherwise specified in a written scheme of examination drawn up by a competent person (e.g. Insurance company engineer) TE should be conducted 6 monthly for all passenger lifts (and 12 monthly for any goods lifts). Certificates/reports should be kept available for inspection for a minimum of 2 years.	27/11/2014	AC
DSE Management	3	Review your DSE/workstation assessment in light of recent equipment changes.	26/01/2015	AC
Fire Safety Overview	3	Repeat training for relevant personnel in use of the evacuation chair.	26/01/2015	AC
Fire Safety Overview	3	Refresh fire safety training for employees and include use of fire extinguishers so they can recognise the different types of fire extinguishers provided, know what sort of fire they are to be used on, and how to operate them quickly and efficiently. Training for Grounds employees should also include actions for fuel based fires.	26/01/2015	AC
H&S Management	3	In line with your training needs analysis and review (and as planned), in addition to training provided for Fire Marshals, provide refresher training for other staff in general health and safety areas such as fire safety (and use of extinguishers).	26/01/2015	AC

Ladders	3	Generally ladders/stepladders observed are acceptable, however, do not use domestic (Class 3) or non-standardised ladders/stepladders in the workplace. All ladders/stepladders should be Class I or EN 131 standard. There is a non-standardised ladder in the Depot which should be replaced, and a set of stepladders in the Town Hall, with one safety rail, which should be taken out of use and either repaired or replaced.	26/01/2015	KT
Stress	3	Carry out a specific stress risk assessment to help determine main causes of stress in workplace, current controls and any further actions required.	26/01/2015	IL

Health & Safety Policy Statement

Farnham Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities Farnham Town Council will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or, use of personal protective equipment or, as a last resort, through safe systems of work

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: *Iain Lynch*

Position: Town Clerk

Dated:

Annex 4

FIRE SAFETY MANAGEMENT POLICY STATEMENT

It is the policy of Farnham Town Council to ensure, so far as is reasonably practicable, that the Council provides and maintains safe and healthy working conditions and protects employees, visitors and others so far as is reasonably practicable against the risk of fire within our premises.

We believe that this document when combined with individual fire risk assessments, emergency plans and evacuation procedures sets out best practice standards for an organisation such as ours.

Although the ultimate responsibility for fire safety management rests with the Council's Leader and the Town Clerk, the Organisation's Health and Safety Adviser provides competent advice to the managers of operating units who are responsible for the implementation and day to day fire safety management of operations within the premises under their control.

Advice on any fire safety management matters can be sought from the Safety Adviser, who can also be consulted in the event of an employee being faced with a conflict between the demands of fire safety and commercial or operational demands. If such a conflict cannot be resolved by agreement the final decision will rest with the Town Clerk.

All employees, volunteers and contractors are reminded that they have a personal responsibility for ensuring that fire safety procedures are followed and not to obstruct fire exit routes or fire equipment at any time. They must therefore adhere to the fire safety practices of the organisation and co-operate fully with any appropriate instructions on any matter relating to fire safety management in the workplace.

This policy statement is reviewed annually.

Signed:

Town Clerk
Date:

Mayor

Farnham Town Council

ENVIRONMENTAL POLICY STATEMENT

The management of Farnham Town Council recognises that the day-to-day operations can impact both directly and indirectly on the environment. We aim to protect and improve the environment through good management and by adopting best practice wherever possible. We will work to integrate environmental considerations into our business decisions and adopt greener alternatives wherever possible, throughout our operations.

In order to discharge its responsibilities the management will:

- o bring this Environmental Policy Statement to the attention of all stakeholders
- o carry out regular audits of the environmental management system
- o comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- o eliminate risks to the environment, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- o ensure that emergency procedures are in place at all locations for dealing with environmental issues
- o establish targets to measure the continuous improvement in our environmental performance
- o identify and manage environmental risks and hazards
- o improve the environmental efficiency of our transport and travel
- o involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- o minimise waste and increase recycling within the framework of our waste management procedures
- o only engage contractors who are able to demonstrate due regard to environmental matters
- o prevent pollution to land, air and water
- o promote environmentally responsible purchasing
- o provide adequate resources to control environmental risks arising from our work activities
- o provide suitable training to enable employees to deal with their specific areas of environmental control
- o reduce the use of water, energy and any other natural resources
- o source materials from sustainable supply, when practicable
- o where risks cannot be eliminated they will be minimised by substitution, use of physical controls or, as a last resort, through systems of work

This Environmental Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

Signed: Iain Lynch

Dated:

Position: Town Clerk

