



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 23rd June 2011

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 23rd JUNE 2011**, at **7.15PM**, or at the **Conclusion of the meeting of the Council** acting as Trustees of the **South Street Trust**, whichever is the later, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY**.

The Agenda for the meeting is attached

Yours sincerely


Mr Iain Lynch
Town Clerk

Members Apologies

Members are requested to submit their apologies and any Declarations of Interest to Ginny Gordon, the Mayor's Secretary, by 5 pm on Wednesday 22nd June 2011.

Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only.

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 or if necessary 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.



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.15pm (or at the Conclusion of the meeting of the Council acting as Trustees of the South Street Trust) on Thursday 10th March 2011.

Place

The Council Chamber, South Street, Farnham

1 Apologies

To receive apologies for absence.

2 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 19th May 2011 – attached at **Appendix A**.

3 Disclosure of Interests

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

NOTES:

- (i) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to ginny.gordon@farnham.gov.uk by 12 noon on Wednesday 22nd June 2011. Alternatively, members are requested to make declarations of interest on the relevant form and hand to the Town Clerk before the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless dispensation has been obtained from the Standards Committee.*

4 Statements by the Public

The Town Mayor to invite members of the public present, to indicate on which item on the agenda if any, they would like to speak.

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 Risk Management**
To consider the report at

Appendix B

7 Year End Accounts

- a. To receive and agree the financial Comparison of expenditure versus budget for 2010/11 and notes on variations. **Appendix C**(summary), **Appendix D** (detailed), **Appendix E** (Notes on variations)
- b. To consider the Internal Auditors Report for the Year Ended 31 March 2010 and agree the Council's response to the issues raised – **Appendix F** and **Appendix G**
- c. To note the latest position on the Council's reserves at 31st March 2011
- d. To approve, for signature, the Annual Return for the Year Ended 31 March 2010 and notes on the accounts – **Appendix H** and **Appendix I**

8 Bank signatories

To agree i) that the Council continues to bank with HSBC and that all councillors be authorised to sign on behalf of the council in accordance with the Financial Regulations of the Council and ii) that the office of Mayor be added as a person who is empowered to act on behalf of the Council in any other transaction with the bank in the long term absence of the Town Clerk/Proper Officer.

9 Working Group Notes

- i) To receive the notes of the Corporate Development and Audit Working Group held on 14th June 2011 **Appendix J**
- ii) To receive the notes of the Farnham in Bloom Working Group held on 26th May 2011 **Appendix K**
- iii) To receive the notes of the Tourism and events Working Group 25th May 2011 **Appendix L**

10 Planning Applications

To receive the minutes of the meetings of the Planning Consultative Group held on:

2nd June 2011 attached at
16th June 2011 (To follow)

Appendix M

Appendix N

The actions of the Planning Consultative Group are taken under the scheme of delegation.

Part 2 – Items to Note

11 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

12 Date of Next Meeting

To note the provisional date of the next meeting –
Thursday 4th August 2011 at 7pm in the Council Chamber, South Street, Farnham.

13 Exclusion of the Press and Public

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 14 and 15 of the agenda in view of the confidential staffing and contractual items under discussion

Part 3 – Confidential Items

14 Staffing Update

To note the current situation regarding recruitment of Team Leaders and other staffing matters

15 Wrecclesham Community Centre Roofing Contract

EXEMPT APPENDIX O (To be tabled)

To receive details of the tenders for Wrecclesham Community Centre Roof contract. Representatives of the Council's Agents Drake and Kennamayer will advise on this item.

The Town Mayor will close the meeting.

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

Membership:

Distribution: Full agenda and supporting papers to all Councillors (by post) Agenda only by email to all Councillors.



Minutes Council

Time and date

7.45pm on Thursday 19 May 2011

Place

The Council Chamber, South Street, Farnham

Councillors

- * Jill Hargreaves (Town Mayor)
- A Stephen Hill (Deputy Town Mayor)
- * David Attfield
- * David Beaman
- * Patrick Blagden CBE
- * Carole Cockburn
- * Pat Frost
- * Carlo Genziani
- * Sam Hollins-Owens
- A Graham Parlett
- * Jessica Parry
- * Julia Potts
- * Jennifer O'Grady
- * Stephen O'Grady
- A Susan Redfern
- * Jeremy Ricketts
- * Roger Steel
- John Ward

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Kevin Taitt (Outside Services Team Leader)
Ginny Gordon (Administrator/PA to Mayor)

Questions from Members of the Public

- 1) Mr Skingle asked whether the new shield for the Bandstand would be painted and put up in time for the first Concert on 12th June. Cllr Attfield replied that this was the intention.

C 014/11 APOLOGIES FOR ABSENCE

Apologies were received from Stephen Hill, Graham Parlett, and Susan Redfern

C 015/11 MINUTES

The Minutes of the Farnham Town Council meeting held on Thursday 12th May 2011 were agreed and signed by the Town Mayor as a correct record.

C 016/11 DISCLOSURE OF INTERESTS

There were no disclosures of interest relating to items on the agenda.

Part I – Items for Decision

C 017/11 APPOINTMENT OF A LEADER OR SPOKESPERSON OF THE COUNCIL

Members considered the requirements of Standing Order 57(j) and whether a Leader or Spokesperson of the Council should be appointed. Cllr Pat Frost said she was against having a Leader and proposed that the Lead Member for the Corporate Development and Audit Working Group should be the Spokesperson. Cllr David Attfield seconded the proposal and it was agreed.

RESOLVED: That no appointment as Leader be made and that the Lead Member for Corporate Development and Audit Working Group be the Spokesperson for the Council.

C 018/11 APPOINTMENT TO WORKING GROUPS AND THE PLANNING CONSULTATIVE GROUP

Members received and considered the report at Appendix B. It was noted that increasing membership of the working groups would present greater opportunity for councillors to be involved in Working Groups and make it easier to quorate. Members agreed to increase the size of Working Groups to six. Members discussed the political composition of the Council and how this impacted on the membership of Committees. Cllr Frost said that the Council had always attempted to operate in a non political way and that the minority councillors had always been accommodated on working groups if they wished to be on them. As such it was agreed that one minority councillor would be included on each Working Group.

It was also noted that Lead Members of the main Working Groups would also be Members of Corporate Development and Audit if not already elected onto that Working Group and that the Lead Member of Corporate Development would Chair the HR Panel. The Town Clerk asked if the HR Panel should still be a small group of five members, but Members agreed to appoint the five Members who had put their names forward plus the Lead Member for Corporate Development.

A secret ballot took place for the Working groups where there were more names than places and a second ballot took place where there was a tie for the last two places on the Tourism and Events Working Group.

RESOLVED TO:

- 1) Continue with the delivery of functions through the scheme of delegation and Working Groups for the current term of office of the Council;**
- 2) Increase the size of Working Groups and the HR Panel to six members with a quorum of three;**
- 3) Agree to suspend part of Standing Order 8 in order to allow for a secret ballot for members of working groups;**

- 4) **Agree the Membership of the Working Groups and the Planning Consultative Group for 2011/2012 as set out at Annexe 1 to these minutes.**

C 019/11 APPOINTMENTS TO OUTSIDE BODIES

Members discussed the requests for representatives on Outside Bodies and

RESOLVED: To appoint the Councillors set out at Annex 2 to these minutes to represent the Council on outside bodies for 2011/12

C 020/11 SERVICE TO FARNHAM AWARDS SELECTION PANEL

It was noted that the Panel included the Mayor and two other Councillors along with Wendy Craig, a Director of Tindle Newspapers, and a community representative.

RESOLVED: That Councillors Jessica Parry and David Attfield be appointed to serve on the Services to Farnham Awards Selection Panel in 2011/12.

C 021/11 APPOINTMENT OF REPRESENTATIVES TO ATTEND PLANNING SITE INSPECTIONS

Council discussed which Members should attend Planning Site Inspections during the year. It was noted that Site Inspections took place after the Town Council had made its representations on applications and that it was preferable for local ward members to attend if possible rather than agree fixed representation throughout the year. This would ensure that councillors who were most knowledgeable of the site in question could attend. It was noted that the decision on which Members should attend needed to be made in accordance with the scheme of delegation.

It was agreed that all Members should pass comment on any applications in their ward to the Town Council Planning Consultative Group in order that effective representations could be passed on to Waverley Borough Council.

Resolved: that the Town Clerk in Consultation with the Chairman of the Planning Consultative Group would agree which Members should attend Site Inspections, with preference being given to local ward members.

C 022/11 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: To exclude members of the public and press from the meeting at Part 3, Item 12 of the agenda in view of the confidential contract items under discussion

C 023/11 Members discussed the Internal Audit Contract and

Resolved: To retender the Internal Audit contract from the 2011/12 financial year.

C 024/11 DATE OF NEXT MEETING

Members noted that the next Council Meeting would take place on Thursday 23rd June at 7.00pm.

The Town Mayor closed the meeting at 8.35 pm

Date

Chairman

Farnham Town Council Working Groups 2011-12					
Corporate Development & Audit Working Group	Cemeteries & Appeals Working Group	Farnham In Bloom Working Group	Tourism & Events Working Group	HR Panel	Planning Consultative Group
First Meeting 14.06.11 10am	First Meeting 02.06.11 10am	First Meeting 26.05.11 10am FIB Launch 26 th May 6pm	First Meeting 26.05.11 7pm (at the conclusion of the Farnham in Bloom Launch)	First Meeting To be agreed	First Meeting 26.05.11 6.30
David Beaman	David Beaman	David Attfield	David Beaman	David Attfield	David Beaman
Stephen Hill	Carole Cockburn	Julia Potts	Stephen Hill	David Beaman	Paddy Blagden
Stephen O'Grady	Carlo Genziani	Stephen O'Grady	Stephen O'Grady	Pat Frost	Carlo Genziani
Jessica Parry	Sammi Hollins-Owen	Sue Redfern	Jessica Parry	Sammi Hollins-Owen	Stephen Hill
Roger Steel	Graham Parlett		Julia Potts	Julia Potts	Sammi Hollins-Owen
John Ward	Sue Redfern		Jeremy Ricketts		Stephen O'Grady
		Jeremy Ricketts*			Jeremy Ricketts
Plus lead members of Core Working Groups not already on Corporate Development		Volunteered at end of meeting			

Farnham Town Council Representatives on Outside Bodies

Farnham/Andernach Friendship Association	Pat Frost	Brightwells Gostrey Centre	Carole Cockburn
Wreclesham Community Centre	Pat Frost	Farnham Public Arts Trust	
Wreclesham Recreation Ground	Pat Frost	Farnham Community Task Force/Crime Prevention Panel	Stephen O'Grady
Badshot Lea Recreation Ground Committee	David Attfield	Farnham & District Sports Advisory Group	John Ward
Waverley Towns & Parishes Meetings	David Beaman and Mayor	Farnham River Watch	Jessica Parry
Farnborough Aerodrome Consultative Committee	David Attfield with David Beaman (Reserve)	Farnham Visitors Forum	Stephen O'Grady
Blackwater Valley Recreation & Countryside Management Committee	David Beaman	40 Degreez	Jennifer O'Grady
Hale Recreation Ground	David Beaman	Surrey Passenger Transport Forum	David Beaman
Rowledge Recreation Ground	Pat Frost	Surrey County Association of Parish & Town Councils	Stephen Hill with Mayor as reserve
Weybourne Recreation Ground	Jeremy Ricketts	Farnham Traffic Task Group	Roger Steel, Jeremy Ricketts
Allotments Liaison Group	David Attfield	South Farnham Resident's Association	Paddy Blagden



FARNHAM TOWN COUNCIL

B

Report to Council

Report to

Council 23 June 2011

Title

Risk Management – Annual Report 2011

1 Purpose of the Report

To review progress during 2010/11 and determine the policy on Risk Management for the forthcoming year.

2. Background

National Guidance

2.1 The Local Councils Governance and Accountability Guidance (2010) makes the following key points regarding Risk Management:

- Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The focus of good risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences.
- Risk management is not just about financial management: it is about setting objectives and achieving them in order to deliver high quality public services.
- The new approach places emphasis on local councils strengthening their own corporate governance arrangements, improving their stewardship of public funds and providing assurance to taxpayers.

2.2 It goes on to state that Members are ultimately responsible for risk management because risk threatens the achievement of policy objectives. Members should, therefore:

- take steps to identify key risks facing the Council;
- evaluate the potential consequences to the Council if an event identified as a risk takes place;
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences; and
- record any conclusions or decisions reached.

3. Action To Be Taken

- 3.1 To identify the risks facing a council, the National Guidance recommends beginning by grouping the three main types of decisions that have to be taken into the following areas:
- Areas where there may be scope to use insurance to help manage risk
 - Areas where there may be scope to work with others to help manage risk
 - Areas where there may be need for self-managed risk

3.2 The action that has been taken in respect of each grouping is as follows:

1. Areas where there may be scope to use insurance to help manage risk

a) In February officers met with representatives to review the insurance policy, review the costs and risks of the various items insured and consider how to do things better. The insurance will be further reviewed for 2012 in the light of experience.

b) Identified risks for which insurance cover has been arranged with Zurich Municipal for the Year 2011/12 in the areas listed in ANNEX 1.

2. Areas where there may be scope to work with others to help manage risk

a) Audit

External Audit requirements state that the Council should be able to demonstrate that an annual review of the risk assessment was undertaken during the year and that steps were taken to manage these risks.

The annual internal audit, usually undertaken in May in respect of the previous financial year and with an interim review in the autumn, examines Risk Management activity as part of its role in reviewing the effectiveness of control measures put in place by the Council. In relation to risk management, the most recent audit (by HW Controls & Assurance LLP) makes the point that although individual risk assessments may have been considered on an ad hoc basis during 2010/11 no formal review had taken place. The response to the Internal Audit (also on the agenda for this meeting) shows how the Council has responded to actions identified in previous audits. All previous issues have been addressed. There were particular challenges in 2010/11 with the loss of experienced staff and as such the formal risk assessment was delayed. However, it should be noted from this paper that significant work on reviewing risks has been underway.

The Council also agreed to appoint the Audit Commission to undertake a 'critical friend' assessment of the end of year processes and key financial systems to ensure that where there are potentially significant risks they are robustly managed. This was undertaken in May and June and the outcome of the report is awaited though it is understood that it will be generally positive.

b) Security and Maintenance

The takeover of the Council Offices with effect from 31 March 2011 presents a new set of risks, which include its security and maintenance arrangements. It is envisaged that most preventative maintenance will be undertaken by external contractors (for example fire equipment maintenance; fire and security alarms; automatic doors; legionella control; portable equipment testing; lift maintenance; boiler maintenance; building fabric and electrical wiring). Notably, a review of the condition of the building was undertaken by Drake & Kannemeyer, chartered surveyors in April 2011 and the issues raised within the report will form part of a planned maintenance programme over the next three years.

Other buildings are regularly inspected for security and safety by Council Staff.

The first line maintenance of cemetery grounds, allotments, notice boards and bus stops and the cleaning of toilets and the Council Offices are undertaken by the Outside Work Force. Questions relating to the training of the Work Force, particularly in relation to Health & Safety) form part of the annual risk assessment exercise. A major survey of the condition of all trees in the four cemeteries was undertaken in March 2011 by SMW Consultancy and will be considered by the appropriate Working Group. An ongoing programme of memorial testing has been underway since 2008.

It is also intended, in the light of the staffing review and the need for updated contracts, to contract for professional human Resources service to ensure that all HR procedures are in line with the latest legislative requirements.

c) Professional Services

Professional services (for example, legal, accountancy and surveying) have been provided by external firms as and when required. This has included work on the conveyancing and surveying of the Council Offices, independent examination of the South Street Trust accounts and the design and project management of the new roof at Wrecclesham Community Centre. Attention is given to the professional background and suitability of the provider in these instances.

d) Banking Services

Banking services are provided by HSBC. All cheques and electronic payments require two Councillor signatures, and payments over £10,000 require three Councillor signatures

e) Events

All events managed by the Council are risk assessed as part of the event planning process and mitigating actions taken where appropriate.

3. Areas where there may be need for self-managed risk

a) Asset Register

A complete review of the Council's assets was undertaken in March and April. It now forms the basis of both the insurance cover for material assets, the Asset Register on the Edge Financial system which is used to complete the annual statement of the Council's accounts. The Assets have been restated based on the purchase price as required by the regulations.

b) Annual Review of Risks

It is proposed that a report along these lines will be presented annually to Council after detailed risk assessments have been considered by appropriate Working Groups or Committees for activities under their areas of responsibility.

In recent years, an off the shelf software program (the Local Council Risk Service) with generic risks has been used to satisfy this requirement. However, for 2011/12 this was assessed and reviewed. It was felt appropriate to create a tailored, Council produced document, more accurately reflecting local services, with the following areas of risk:

Allotments
Bus Shelters
CCTV
Cemeteries
Code of Conduct
Community Centres
Computing and Provision of Website/Internet Access
Council Meetings
Council Property and Documents
Data Protection
Employment Of Staff (including lone working and key staff)
Entertainment and the Arts/ Event Management
Financial Management
Gifts
Investments
Land
Litter
Markets
Newsletters
Provision of Office Accommodation
Public Conveniences
Shelters & Seats
Street/Footway Lighting
Tourism
Town and Country Planning
Village Signs
War memorials
Web Sites

As previously, all risks identified under each heading will be adjudged to be HIGH, MEDIUM or LOW in relation to both likelihood of occurrence and Impact on the Council. Where a HIGH overall risk is determined specific action will be identified for which the named officer (normally the appropriate Team Leader or the Town Clerk) will have the responsibility of managing the improvement required to remove or reduce the risk (see attached example at ANNEX 2).

The Council is also considering at this meeting, the appointment of specialist health and safety advisors who will review the risks associated with the Council's premises and activities and review health and safety documentation. Training provided will supplement that already provided by the Local Council Advisory Service to which Farnham Town Council also subscribes.

Recommendations

It is recommended that:

- 1) the following approach to risk management contained in the above report be formalised in the following policy:
 - i) The Council will consider on an Annual basis, normally in the autumn an annual report on Risk Management, containing reference to National Guidance and Audit requirements and major areas of assessed risk;
 - ii) The report will also contain details of specific action recommended by officers and Working Groups/Committees;

- iii) The Council will, as part of its commitment to identify and manage risks, give consideration to providing the necessary resources to remove, control or reduce such risks.

2) Members agree the format of the risk assessment sheet as set out in ANNEX 2.

16th June 2011

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

Distribution: To all Councillors (by email and post)

Financial Budget Comparison

Comparison between 01/04/10 and 31/03/11 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/10

INCOME		2010/11	Revised	Actual Net	Balance
Policy and Resources					
100	Precept	£875,939.00	£875,939.00	£875,939.00	£0.00
105	Bank Interest	£3,490.00	£3,490.00	£2,332.60	-£1,157.40
106	Bank Interest (Lloyds TSB)	£10.00	£10.00	£6.23	-£3.77
110	Other Income	£0.00	£0.00	£9,885.86	£9,885.86
111	Mayors Charity	£0.00	£0.00	£3,292.55	£3,292.55
Total Policy and Resources		£879,439.00	£879,439.00	£891,456.24	£12,017.24
Services					
200	FIB Sponsorship	£0.00	£0.00	£2,620.50	£2,620.50
201	FIB Sponsorship 2011	£0.00	£0.00	£2,240.00	£2,240.00
205	SCC Grant	£3,000.00	£3,000.00	£6,333.00	£3,333.00
210	Allotments Rents	£6,175.00	£6,175.00	£13,318.88	£7,143.88
215	Rents Received	£2,500.00	£2,500.00	£3,700.00	£1,200.00
216	Banners	£0.00	£0.00	£2,710.01	£2,710.01
220	Income - Donations	£0.00	£0.00	£1,517.63	£1,517.63
225	Income - Events	£0.00	£0.00	£357.98	£357.98
226	Income - Events	£8,000.00	£8,000.00	£8,273.69	£273.69
227	Income-generating projects	£0.00	£0.00	£447.00	£447.00
230	Cemetery Income	£65,000.00	£65,000.00	£52,519.61	-£12,480.39
235	Farmers market	£19,176.00	£19,176.00	£17,744.13	-£1,431.87
240	Library Gardens Income	£0.00	£0.00	£250.00	£250.00
999	Suspense	£0.00	£0.00	-£21.71	-£21.71
Total Services		£103,851.00	£103,851.00	£112,010.72	£8,159.72
Total Income		£983,290.00	£983,290.00	£1,003,466.96	£20,176.96
EXPENDITURE		2010/11	Revised	Actual Net	Balance
Policy and Resources					
1100	Corporate Management	£35,975.00	£35,975.00	£34,416.84	£1,558.16
1200	Democratic Representation	£9,700.00	£9,700.00	£8,310.53	£1,389.47
1400	Grants	£60,000.00	£60,000.00	£57,423.00	£2,577.00
1500	Other Services to the Public	£5,500.00	£5,500.00	£4,000.00	£1,500.00
1600	Non Distributed Costs	£4,350.00	£4,350.00	£4,419.00	-£69.00
1700	Other Operating Expenditure	£10,230.00	£10,230.00	£10,227.06	£2.94
Total Policy and Resources		£125,755.00	£125,755.00	£118,796.43	£6,958.57
Services					
1800	Grounds Services	£160,175.00	£160,175.00	£170,092.33	-£9,917.33
1900	Open Spaces & Services	£31,300.00	£31,300.00	£34,782.05	-£3,482.05
2000	Gardens & Open Spaces	£1,000.00	£1,000.00	£122.13	£877.87
2100	Allotments	£2,900.00	£2,900.00	£3,700.77	-£800.77
2200	Wrecclesham Community Centre	£3,500.00	£3,500.00	£12,772.43	-£9,272.43
2300	Tourism	£65,550.00	£65,550.00	£50,960.04	£14,589.96
2400	Cemetery	£40,800.00	£36,800.00	£33,120.85	£3,679.15

Financial Budget Comparison

Comparison between 01/04/10 and 31/03/11 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/10

2500	Community Safety & CCTV Provision & Maintenance	£15,000.00	£15,000.00	£8,948.69	£6,051.31
2600	Public Conveniences	£67,600.00	£63,600.00	£57,581.84	£6,018.16
2700	Farmers Market	£8,960.00	£8,960.00	£7,388.82	£1,571.18
2800	Town Centre Development	£45,800.00	£45,800.00	£34,714.54	£11,085.46
2900	Town Centre Banners	£0.00	£0.00	£2,318.69	-£2,318.69
3000	Rural Development	£19,350.00	£19,350.00	£14,423.62	£4,926.38
3100	Health & Safety Cemetery Project	£0.00	£4,000.00	£4,000.00	£0.00
9999	Suspense	£0.00	£0.00	-£1,929.64	£1,929.64
Total Services		£461,935.00	£457,935.00	£432,997.16	£24,937.84
Administration Rechargeable					
1300	Administration Rechargeable	£407,600.00	£402,400.00	£415,330.82	-£12,930.82
Total Administration Rechargeable		£407,600.00	£402,400.00	£415,330.82	-£12,930.82
Total Expenditure		£995,290.00	£986,090.00	£967,124.41	£18,965.59
Total Income		£983,290.00	£983,290.00	£1,003,466.96	£20,176.96
Total Expenditure		£995,290.00	£986,090.00	£967,124.41	£18,965.59
Total Net Balance		-£12,000.00	-£2,800.00	£36,342.55	

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216	Banners	£0.00	£0.00	£2,710.01	£2,710.01
220	Income - Donations	£0.00	£0.00	£1,517.63	£1,517.63
225	Income - Events	£0.00	£0.00	£357.98	£357.98
226	Income - Events				
226/1	Other Events	£0.00	£0.00	£33.84	£33.84
226/2	Band Concerts	£0.00	£1,200.00	£1,200.00	£0.00
226/3	Christmas	£4,000.00	£1,300.00	£1,450.00	£150.00
226/4	Feast of Food	£4,000.00	£4,500.00	£4,579.35	£79.35
226/5	Spring Festival	£0.00	£400.00	£382.50	-£17.50
226/6	Farnham Grows	£0.00	£600.00	£628.00	£28.00
226/7	Heritage Open Days	£0.00	£0.00	£0.00	£0.00
226	Total	£8,000.00	£8,000.00	£8,273.69	£273.69
227	Income-generating projects	£0.00	£0.00	£447.00	£447.00
230	Cemetery Income	£65,000.00	£65,000.00	£52,519.61	-£12,480.39
235	Farmers market	£19,176.00	£19,176.00	£17,744.13	-£1,431.87
240	Library Gardens Income	£0.00	£0.00	£250.00	£250.00
999	Suspense	£0.00	£0.00	-£21.71	-£21.71
Total Services		£103,851.00	£103,851.00	£112,010.72	£8,159.72
Total Income		£983,290.00	£983,290.00	£1,003,466.96	£20,176.96
EXPENDITURE		2010/11	Revised	Actual Net	Balance
Policy and Resources					
1100	Corporate Management				
1100/1	Legal & Professional				
1100/1/1	Accounts Support	£2,250.00	£1,750.00	£1,185.93	£564.07
1100/1/2	Audit Fees	£7,000.00	£6,000.00	£183.40	£5,816.60
1100/1/3	Legal Fees	£3,000.00	£2,000.00	£3,338.84	-£1,338.84
1100/1/4	Other Professional Fees	£0.00	£2,500.00	£5,632.23	-£3,132.23
1100/1	Total	£12,250.00	£12,250.00	£10,340.40	£1,909.60
1100/2	Bank Charges	£2,000.00	£2,000.00	£1,294.18	£705.82

Financial Budget Comparison

Comparison between 01/04/10 and 31/03/11 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/10

1100/3	Information Technology Support & Expenditure	£9,225.00	£9,225.00	£7,754.80	£1,470.20
1100/4	Web Site				
1100/4/1	Web Site Maintenance	£12,500.00	£11,000.00	£13,475.46	-£2,475.46
1100/4/2	Web Site Development	£0.00	£1,500.00	£1,552.00	-£52.00
1100/4	Total	£12,500.00	£12,500.00	£15,027.46	-£2,527.46
1100/5	Project - Asset Transfer	£0.00	£0.00	£0.00	£0.00
1100/6	Project - Design Statement	£0.00	£0.00	£0.00	£0.00
1100	Total	£35,975.00	£35,975.00	£34,416.84	£1,558.16
1200	Democratic Representation				
1200/1	Staffing Costs				
1200/1/1	Salaries	£0.00	£0.00	£0.00	£0.00
1200/1/2	Training	£0.00	£0.00	£0.00	£0.00
1200/1/3	Travel & Expenses	£0.00	£0.00	£0.00	£0.00
1200/1	Total	£0.00	£0.00	£0.00	£0.00
1200/2	Mayoral Allowance	£2,600.00	£2,600.00	£2,600.00	£0.00
1200/3	Members Costs				
1200/3/1	Members Courses	£1,000.00	£1,000.00	£0.00	£1,000.00
1200/3/2	Members Travel	£200.00	£200.00	£30.80	£169.20
1200/3	Total	£1,200.00	£1,200.00	£30.80	£1,169.20
1200/4	Civic Functions	£5,300.00	£5,300.00	£2,818.66	£2,481.34
1200/5	Public Building Hire	£600.00	£600.00	-£0.50	£600.50
1200/6	Town Twinning	£0.00	£0.00	£0.00	£0.00
1200/7	Mayor's Charity	£0.00	£0.00	£2,861.57	-£2,861.57
1200	Total	£9,700.00	£9,700.00	£8,310.53	£1,389.47
1400	Grants				
1400/1	Grant Aid	£1,000.00	£1,000.00	£753.00	£247.00
1400/2	Community Events	£5,000.00	£5,000.00	£4,830.00	£170.00
1400/3	Revenue Grants	£54,000.00	£54,000.00	£51,840.00	£2,160.00
1400	Total	£60,000.00	£60,000.00	£57,423.00	£2,577.00
1500	Other Services to the Public				
1500/1	Elections	£4,000.00	£4,000.00	£4,000.00	£0.00
1500/2	Newsletter	£1,500.00	£1,500.00	£0.00	£1,500.00
1500	Total	£5,500.00	£5,500.00	£4,000.00	£1,500.00
1600	Non Distributed Costs				
1600/1	Pension Additional Payments	£4,350.00	£4,350.00	£4,419.00	-£69.00
1600	Total	£4,350.00	£4,350.00	£4,419.00	-£69.00
1700	Other Operating Expenditure				
1700/1	Loan Charges	£10,230.00	£10,230.00	£10,227.06	£2.94
1700	Total	£10,230.00	£10,230.00	£10,227.06	£2.94
Total Policy and Resources		£125,755.00	£125,755.00	£118,796.43	£6,958.57
Services					
1800	Grounds Services				
1800/1	Staffing Costs				
1800/1/1	Salaries, NI, Pension	£137,500.00	£137,500.00	£136,481.73	£1,018.27

Financial Budget Comparison

Comparison between 01/04/10 and 31/03/11 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/10

1800/1/2	Expenses	£0.00	£0.00	£0.00	£0.00
1800/1/3	Training	£1,000.00	£1,000.00	£0.00	£1,000.00
1800/1/4	Protective Clothing	£1,300.00	£1,300.00	£836.87	£463.13
1800/1	Total	£139,800.00	£139,800.00	£137,318.60	£2,481.40
1800/2	Depot Facilities Management				
1800/2/1	Rates	£3,000.00	£3,000.00	£2,892.38	£107.62
1800/2/2	Water Rates	£300.00	£300.00	£0.00	£300.00
1800/2/3	Electricity & Heating	£825.00	£825.00	£702.72	£122.28
1800/2/4	Telephone	£1,500.00	£1,000.00	£171.48	£828.52
1800/2/5	Property Maintenance	£1,000.00	£1,500.00	£1,524.89	-£24.89
1800/2	Total	£6,625.00	£6,625.00	£5,291.47	£1,333.53
1800/3	Operation Costs				
1800/3/1	Equipment Maintenance	£5,000.00	£5,000.00	£2,054.43	£2,945.57
1800/3/2	Vehicle Costs	£8,000.00	£8,000.00	£8,818.15	-£818.15
1800/3/3	Capital - New Machinery	£0.00	£0.00	£16,056.46	-£16,056.46
1800/3	Total	£13,000.00	£13,000.00	£26,929.04	-£13,929.04
1800/4	War Memorial	£750.00	£750.00	£553.22	£196.78
1800	Total	£160,175.00	£160,175.00	£170,092.33	-£9,917.33
1900	Open Spaces & Services				
1900/1	Farnham In Bloom	£28,000.00	£28,000.00	£30,493.72	-£2,493.72
1900/2	Blackwater Valley Countryside Management Scheme	£800.00	£800.00	£817.00	-£17.00
1900/3	Bus Shelter Maintenance	£1,000.00	£1,000.00	£0.00	£1,000.00
1900/4	Public Seats Maintenance Costs	£1,500.00	£1,500.00	£181.19	£1,318.81
1900/5	Project - Bandstand (Capital)	£0.00	£0.00	£3,290.14	-£3,290.14
1900	Total	£31,300.00	£31,300.00	£34,782.05	-£3,482.05
2000	Gardens & Open Spaces				
2000/1	Staffing Costs				
2000/1/1	Salaries	£0.00	£0.00	£0.00	£0.00
2000/1/2	Tax and NI	£0.00	£0.00	£0.00	£0.00
2000/1/3	Travel Expenses	£0.00	£0.00	£0.00	£0.00
2000/1	Total	£0.00	£0.00	£0.00	£0.00
2000/2	Library Garden Upkeep	£1,000.00	£1,000.00	£122.13	£877.87
2000	Total	£1,000.00	£1,000.00	£122.13	£877.87
2100	Allotments				
2100/1	Staffing Costs				
2100/1/1	Salaries	£0.00	£0.00	£65.00	-£65.00
2100/1	Total	£0.00	£0.00	£65.00	-£65.00
2100/2	Administrative Costs	£0.00	£0.00	£0.00	£0.00
2100/3	Allotment Utilities	£1,400.00	£1,400.00	£2,306.25	-£906.25
2100/4	Allotment Maintenance	£1,500.00	£1,500.00	£1,329.52	£170.48
2100	Total	£2,900.00	£2,900.00	£3,700.77	-£800.77
2200	Wrecclesham Community Centre				
2200/1	Maintenance Costs	£3,500.00	£2,500.00	£10,581.68	-£8,081.68
2200/2	Capital Projects	£0.00	£1,000.00	£2,190.75	-£1,190.75

Financial Budget Comparison

Comparison between 01/04/10 and 31/03/11 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/10

2200	Total	£3,500.00	£3,500.00	£12,772.43	-£9,272.43
2300	Tourism				
2300/1	Staffing Costs				
2300/1/1	Salaries	£7,500.00	£7,500.00	£7,500.00	£0.00
2300/1/2	Training	£0.00	£0.00	£0.00	£0.00
2300/1/3	Subscriptions	£0.00	£0.00	£905.00	-£905.00
2300/1/4	Expenses & Travel	£0.00	£500.00	£139.50	£360.50
2300/1	Total	£7,500.00	£8,000.00	£8,544.50	-£544.50
2300/2	Administration				
2300/2/1	Telephone	£0.00	£0.00	£0.00	£0.00
2300/2/2	Postage	£0.00	£0.00	£0.00	£0.00
2300/2/3	Stationery/Flyers	£0.00	£0.00	£167.43	-£167.43
2300/2	Total	£0.00	£0.00	£167.43	-£167.43
2300/3	Heritage Open Days	£1,500.00	£1,500.00	£959.00	£541.00
2300/4	Tourist Publications	£4,200.00	£4,200.00	£4,363.00	-£163.00
2300/5	Tourism Developments & Events				
2300/5/1	Events Projects	£500.00	£500.00	£148.48	£351.52
2300/5/2	Events	£4,500.00	£4,500.00	£3,713.43	£786.57
2300/5/3	Band Concerts	£8,850.00	£8,850.00	£7,880.85	£969.15
2300/5/4	Christmas Switch On	£10,000.00	£10,000.00	£7,963.33	£2,036.67
2300/5/5	Feast of Food	£12,000.00	£12,000.00	£9,516.07	£2,483.93
2300/5/6	Spring Festival	£3,500.00	£3,500.00	£2,776.65	£723.35
2300/5/7	Farnham Grows	£2,500.00	£2,000.00	£1,717.30	£282.70
2300/5/8	Capital - Visitor Information Points	£7,000.00	£7,000.00	£0.00	£7,000.00
2300/5	Total	£48,850.00	£48,350.00	£33,716.11	£14,633.89
2300/6	Community Carnival Grants	£3,500.00	£3,500.00	£3,210.00	£290.00
2300	Total	£65,550.00	£65,550.00	£50,960.04	£14,589.96
2400	Cemetery				
2400/1	Staffing Costs				
2400/1/1	Cemetery Administration Salaries	£0.00	£0.00	£0.00	£0.00
2400/1/2	Cemetery Upkeep Salaries	£0.00	£0.00	£0.00	£0.00
2400/1/3	Training	£1,500.00	£1,000.00	£747.32	£252.68
2400/1	Total	£1,500.00	£1,000.00	£747.32	£252.68
2400/2	Facilities Management				
2400/2/1	Rates	£3,600.00	£3,600.00	£3,365.22	£234.78
2400/2/2	Cemetery Energy Costs	£775.00	£775.00	£854.04	-£79.04
2400/2/3	Cemetery Building Maintenance	£2,000.00	£2,000.00	£2,756.09	-£756.09
2400/2/4	Project - Garden of Reflection (Capital)	£0.00	£500.00	£1,883.95	-£1,383.95
2400/2/5	Project - Cemetery Building Enhancement (Capital)	£0.00	£0.00	£6,501.25	-£6,501.25
2400/2	Total	£6,375.00	£6,875.00	£15,360.55	-£8,485.55
2400/3	Administration Costs	£675.00	£675.00	£598.08	£76.92
2400/4	Burial Costs	£21,000.00	£17,000.00	£10,578.11	£6,421.89
2400/5	Cemetery Upkeep	£11,250.00	£11,250.00	£5,836.79	£5,413.21
2400/6		£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/10 and 31/03/11 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/10

2400	Total	£40,800.00	£36,800.00	£33,120.85	£3,679.15
2500	Community Safety & CCTV Provision & Maintenance				
2500/1	CCTV Monitor	£3,000.00	£3,000.00	£1,994.92	£1,005.08
2500/2	CCTV Provision	£10,500.00	£10,500.00	£6,092.43	£4,407.57
2500/3	CCTV Replacement	£1,500.00	£1,500.00	£861.34	£638.66
2500/4	CCTV - Enhancement Project	£0.00	£0.00	£0.00	£0.00
2500	Total	£15,000.00	£15,000.00	£8,948.69	£6,051.31
2600	Public Conveniences				
2600/1	Staffing Costs				
2600/1/1	Salaries	£45,000.00	£45,000.00	£44,358.07	£641.93
2600/1/2	NI & Tax	£0.00	£0.00	£0.00	£0.00
2600/1/3	Travel & Expenses	£0.00	£0.00	£0.00	£0.00
2600/1/4	Protective Clothing	£0.00	£0.00	£0.00	£0.00
2600/1	Total	£45,000.00	£45,000.00	£44,358.07	£641.93
2600/2	Facilities Management				
2600/2/1	Rates	£4,500.00	£3,000.00	£2,690.64	£309.36
2600/2/2	Water Rates	£3,200.00	£2,200.00	£2,676.84	-£476.84
2600/2/3	Electricity	£3,500.00	£2,000.00	£1,766.21	£233.79
2600/2	Total	£11,200.00	£7,200.00	£7,133.69	£66.31
2600/3	Operation Costs				
2600/3/1	Cleaning Materials	£3,500.00	£3,500.00	£1,461.19	£2,038.81
2600/3/2	Consumables	£2,400.00	£2,400.00	£1,192.16	£1,207.84
2600/3/3	Repairs & Renewals	£5,500.00	£5,500.00	£3,436.73	£2,063.27
2600/3	Total	£11,400.00	£11,400.00	£6,090.08	£5,309.92
2600	Total	£67,600.00	£63,600.00	£57,581.84	£6,018.16
2700	Farmers Market				
2700/1	Staffing Costs				
2700/1/1	Farmers Market Supervision	£1,680.00	£2,000.00	£1,920.00	£80.00
2700/1	Total	£1,680.00	£2,000.00	£1,920.00	£80.00
2700/2	Insurance	£0.00	£0.00	£0.00	£0.00
2700/3	Adverts/Publicity/Stationery	£3,000.00	£2,000.00	£695.00	£1,305.00
2700/4	Stall Hire	£500.00	£500.00	£160.98	£339.02
2700/5	Equipment Hire	£2,500.00	£3,180.00	£4,029.45	-£849.45
2700/6	Enhancement Projects	£1,280.00	£1,280.00	£583.39	£696.61
2700	Total	£8,960.00	£8,960.00	£7,388.82	£1,571.18
2800	Town Centre Development				
2800/1	Staffing Costs				
2800/1/1	Salaries/NI/Pension	£0.00	£0.00	£0.00	£0.00
2800/1/2	Expenses & Travel	£0.00	£0.00	£20.00	-£20.00
2800/1	Total	£0.00	£0.00	£20.00	-£20.00
2800/2	Projects	£15,800.00	£8,800.00	£4,548.02	£4,251.98
2800/3	Street Furniture				
2800/3/1	Litterbins	£0.00	£2,000.00	£0.00	£2,000.00
2800/3/2	Seats Maintenance & Installation	£0.00	£1,000.00	£0.00	£1,000.00

Financial Budget Comparison

Comparison between 01/04/10 and 31/03/11 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/10

2800/3/3	Litter Bins Maintenance & Installation	£0.00	£0.00	£0.00	£0.00
2800/3/4	Notice Boards Maintenance & Installation	£0.00	£1,000.00	£8.04	£991.96
2800/3/5	Cycle Rack Maintenance & Installation	£0.00	£1,000.00	£0.00	£1,000.00
2800/3/6	Signs Maintenance	£0.00	£1,000.00	£0.00	£1,000.00
2800/3/7	Street & General Lighting Maintenance	£0.00	£1,000.00	£225.00	£775.00
2800/3	Total	£0.00	£7,000.00	£233.04	£6,766.96
2800/4	Christmas Lights	£30,000.00	£30,000.00	£29,913.48	£86.52
2800/5	Bus Shelters	£0.00	£0.00	£0.00	£0.00
2800/6	Christmas Lights Infrastructure	£0.00	£0.00	£0.00	£0.00
2800	Total	£45,800.00	£45,800.00	£34,714.54	£11,085.46
2900	Town Centre Banners				
2900/1	Insurance	£0.00	£0.00	£0.00	£0.00
2900/2	Maintenance	£0.00	£0.00	£2,318.69	-£2,318.69
2900	Total	£0.00	£0.00	£2,318.69	-£2,318.69
3000	Rural Development				
3000/1	Staffing Costs				
3000/1/1	Salaries/NI/Pension	£0.00	£0.00	£0.00	£0.00
3000/1/2	Travel & Expenses	£0.00	£0.00	£0.00	£0.00
3000/1	Total	£0.00	£0.00	£0.00	£0.00
3000/2	Graffiti Management	£7,250.00	£7,250.00	£6,720.76	£529.24
3000/3	Projects	£12,100.00	£12,100.00	£6,969.53	£5,130.47
3000/4	Street Furniture				
3000/4/1	Litterbins Maintenance & Installation	£0.00	£0.00	£67.18	-£67.18
3000/4/2	Seats Maintenance & Installation	£0.00	£0.00	£457.64	-£457.64
3000/4/3	Noticeboards Maintenance & Installation	£0.00	£0.00	£208.51	-£208.51
3000/4/4	Cycle Rack Maintenance & Installation	£0.00	£0.00	£0.00	£0.00
3000/4/5	Signs Maintenance	£0.00	£0.00	£0.00	£0.00
3000/4	Total	£0.00	£0.00	£733.33	-£733.33
3000/5	Bus Shelters - Rural dev	£0.00	£0.00	£0.00	£0.00
3000	Total	£19,350.00	£19,350.00	£14,423.62	£4,926.38
3100	Health & Safety Cemetery Project				
3100/1	Staffing Costs				
3100/1/1	Salaries/NI/Pension	£0.00	£4,000.00	£4,000.00	£0.00
3100/1/2	Travel & Expenses	£0.00	£0.00	£0.00	£0.00
3100/1	Total	£0.00	£4,000.00	£4,000.00	£0.00
3100/2	Administration Costs	£0.00	£0.00	£0.00	£0.00
3100/3	Materials	£0.00	£0.00	£0.00	£0.00
3100/4	Advertising	£0.00	£0.00	£0.00	£0.00
3100	Total	£0.00	£4,000.00	£4,000.00	£0.00
9999	Suspense	£0.00	£0.00	-£1,929.64	£1,929.64

Financial Budget Comparison

Comparison between 01/04/10 and 31/03/11 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/10

Total Services		£461,935.00	£457,935.00	£432,997.16	£24,937.84
Administration Rechargeable					
1300	Administration Rechargeable				
1300/1	Staffing Costs				
1300/1/1	Salaries/NI/Pension	£320,000.00	£320,000.00	£329,503.99	-£9,503.99
1300/1/2	Staff Expenses & Travel	£2,600.00	£2,600.00	£1,874.57	£725.43
1300/1/3	Staff Training	£3,000.00	£2,000.00	£2,699.08	-£699.08
1300/1/4	Staff Advertising	£1,000.00	£1,000.00	£1,197.70	-£197.70
1300/1	Total	£326,600.00	£325,600.00	£335,275.34	-£9,675.34
1300/2	Facilities Management & Capital Projects				
1300/2/1	Rates	£0.00	£0.00	£0.00	£0.00
1300/2/2	Water Rates	£0.00	£0.00	£0.00	£0.00
1300/2/3	Rent	£34,000.00	£19,000.00	£19,200.00	-£200.00
1300/2/4	Electricity & Heating	£0.00	£11,000.00	£11,270.00	-£270.00
1300/2/5	Car Park Charges	£0.00	£0.00	£2,400.00	-£2,400.00
1300/2/6	Security Charges	£0.00	£0.00	£0.00	£0.00
1300/2/7	Insurance	£16,000.00	£16,000.00	£15,370.78	£629.22
1300/2/8	Capital Project - Office refurbishment	£0.00	£0.00	-£5,500.00	£5,500.00
1300/2/9	Capital Project - Telephone & IT upgrade	£0.00	£0.00	£5,912.20	-£5,912.20
1300/2/10	Building Maintenance	£0.00	£0.00	£2,318.06	-£2,318.06
1300/2	Total	£50,000.00	£46,000.00	£50,971.04	-£4,971.04
1300/3	Administration Costs				
1300/3/1	Office Costs/Hospitality	£2,100.00	£4,100.00	£3,600.53	£499.47
1300/3/2	Telephone	£4,000.00	£6,500.00	£5,745.36	£754.64
1300/3/3	Postage	£4,500.00	£5,500.00	£5,353.97	£146.03
1300/3/4	Stationery	£8,000.00	£3,500.00	£3,352.47	£147.53
1300/3/5	Publications	£500.00	£500.00	£200.05	£299.95
1300/3/6	Photocopying Charges	£4,300.00	£5,000.00	£4,860.61	£139.39
1300/3/7	Other Advertising	£500.00	£200.00	£215.00	-£15.00
1300/3/8	Office Equipment Maintenance	£2,100.00	£500.00	£300.60	£199.40
1300/3	Total	£26,000.00	£25,800.00	£23,628.59	£2,171.41
1300/4	Subscriptions	£5,000.00	£5,000.00	£5,455.85	-£455.85
1300	Total	£407,600.00	£402,400.00	£415,330.82	-£12,930.82
Total Administration Rechargeable		£407,600.00	£402,400.00	£415,330.82	-£12,930.82
Total Expenditure		£995,290.00	£986,090.00	£967,124.41	£18,965.59
Total Income		£983,290.00	£983,290.00	£1,003,466.96	£20,176.96
Total Expenditure		£995,290.00	£986,090.00	£967,124.41	£18,965.59
Total Net Balance		-£12,000.00	-£2,800.00	£36,342.55	

Explanation of Variance between Budget for 2010/11 and actual figures at Year End 2010/11

Appendices C and D (Financial Budget Comparison) should be read in conjunction with this report

INCOME

105 Bank Interest

This was less than budgeted income due to decreased interest rates, but is partly offset by reduced bank charges, (see under 'expenditure').

110 Other income

This mainly comprises contributions from Waverley Borough Council carried forward from 2009/10 which were not accrued.

111 Mayor's Charity

The Mayoral year runs from May to May so the Mayor's Charity balance at March 2011 is carried forward into the new financial year when the final disbursements are made.

205 SCC Grants

Surrey County Council pays FTC a grant of £3000 towards the upkeep of the Library Gardens. However, this was not received in 2009/10 and so two payments are showing in 2010/11. There was an additional contribution towards a bus shelter.

210 Allotment rents

Previously, allotments rents were payable annually from April to March. However, to enable new allotment holders to become established prior to the growing season, the invoice period was changed to run from January to December, commencing in January 2011. Therefore the figure quoted shows two years' rent. Three quarters of the 2011 payment has been accrued although this arrangement should be regularised for the future.

This figure also includes income for a 'seed-ordering scheme', (see also under 'expenditure').

215 Rents received

This refers to the rent payable for Wrecclesham Community Centre. This rent is on an increasing scale but the budgeted value was set at the previous year's rate.

216 Banners

Income was not set in the Budget, and is offset by expenditure.

225/226 Events

Income was slightly increased due to more stalls at events than expected.

227 Income-generating projects

A new opportunity arose during the year and so was not included in the original Budget.

230 Cemetery Income

This was reduced due to fewer burials taking place, and is partly offset by lower expenditure.

235 Farmers' Market

Income was lower than anticipated due to a decrease in number of stall holders.

240 Library Gardens Income

A new opportunity arose during the year and so was not included in the original Budget.

EXPENDITURE

1100 Corporate Management – Legal and Professional and other professional fees

The way creditors and debtors were recorded at the end of the 2009/10 financial year has understated the audit fees total. Additional legal fees were incurred for the transfer of the Offices from Waverley BC to Farnham TC; and legal and personnel advice for staffing changes during the year

1100/2 Corporate Management – Bank Charges

These were less than budgeted.

1100/3 Corporate Management – IT Support

This underspend is because not all planned updates were carried out within the financial year as a result of staff changes.

1100/4 Corporate Management – Website

The agreed contract with the supplier for this year was £14.4K, and the Budget figure was understated. This total also included the costs for rebranding carried out in 2010/11.

1200/3 Democratic Representation – Members training and expenses

This was not utilised during the Financial year and is proposed to be transferred as an earmarked reserve to accommodate any additional training requirements for the new Council.

1200/4 Democratic Representation – Civic Functions

There was a reduction in expenditure due to fewer functions and a single Award Ceremony in 2010. The budget for 2010/11 has been reduced.

1400 Grants

Overall, Revenue Grants awarded were slightly below budget.

1500 Other Services to the Public.

Fewer newsletters were distributed than anticipated. The proposed spring newsletter was deferred until the new council was elected to include details of the new council. It is proposed that £1,000 of this is carried forward into the new financial year.

1800 Grounds Services – Salaries

This came in slightly under budget due to some of the costs of a 'Summertime post' being allocated to Farnham In Bloom to reflect work done.

1800/ Grounds Services – Depot Facilities Management

There was an increase to the Budget for telephone costs, but these did not materialise as expected.

1800/3 Grounds Services – Operation Costs

£15k of this total is due to the purchase of the Mitsubishi van which was agreed to be funded from reserves.

1800/4 War Memorial

The repair work to the Memorial in Badshot Lea cost slightly less than anticipated.

1900/1 Farnham in Bloom

Higher expenditure includes for the first time some apportioned staff costs and is partly offset by the increase in sponsorship.

1900/3 Bus shelter and seats maintenance

Less maintenance needed this year.

1900/5 Bandstand

Most of this expenditure is for electrical work, agreed to be funded from reserves. Some additional work will be charged to 2011/12.

2000/2 Library Garden upkeep

This was carried out by a contract gardener when the Budget was set. However, since the retirement of that person, the work has been carried out in-house and has been funded under the Grounds Services Budget.

2100/3 Allotment Utilities and Maintenance

The additional costs includes the seed-ordering scheme, and is offset by income received.

2200 Wrecclesham Community Centre

The increase in maintenance costs is due to a major water leak which required extensive work to rectify and boiler problems caused by a leak in the roof.

Provision has also been made for the resulting exceptional water bill of £2652, pending negotiations with South East Water.

There was also expenditure relating to initial professional fees and costs for the approved re-roofing project.

2300 Tourism and Events

The total expenditure for this was £14.5k less than the figure stated in the Budget. This was primarily due to improved efficiency as a result of increased experience in event management, plus some additional sponsorship. The Budget for 2011/12 has been reduced to reflect this. In addition at its meeting on 20 January 2011, the Council agreed that the underspend identified by Tourism and Events should be carried forward and used to meet the Council's proposed budget deficit for 2011/12.

2400 Cemetery Expenditure

This was lower than anticipated due to fewer burials taking place, resulting in decreased burial costs. This is offset by the decrease in Cemetery income for the same reason.

2500 CCTV and Community safety

This was £6K under Budget as a result of a delay in the implementation of the Gostrey Meadow extension partly as a result of two road traffic accidents with the system box controlling one section of the scheme. £1K of this underspend was been earmarked for the North Farnham Speedwatch project, now to take place in June 2011.

2600 Public Conveniences

Fewer repairs and renewals were required this year. Better management of consumables also reduced costs.

2700 Farmers' Market

The reduced expenditure is primarily due to a decrease in the cost of publicity. In particular, no new banners were required in this financial year. As previously mentioned, the income was also reduced this year.

2800 Town Centre Development

This was £11K under budget primarily due to a decrease in the maintenance requirements for bus shelters, seats and notice-boards, and also due to fewer projects being undertaken. £4K of this has been earmarked to fund a new bus shelter where the need was identified within 2010/11, but the acquisition has slipped to 2011/12.

2900 Town Centre Banners

This is offset by income.

3000 Rural Development

This was £5K under budget, primarily due to fewer larger projects being undertaken in this financial year.

1300 Administration Rechargeable

This includes the costs related to staff changes including a voluntary severance retirement.

Actual Net

This shows a positive outturn of £36,342.55 This is made up of additional income of £20,176.96 (2.1%) and an underspend of £18,965.59 (1.9%),



Mr I Lynch
Farnham Town Council
Town Council Office
South Street
Farnham
Surrey
GU9 7RN

Our ref: DS/F802

13 June 2011

Dear *Mr Lynch*

**Farnham Town Council
Internal Audit 2010/11**

The Town Council's Internal Audit has been completed in accordance with the requirements of the audit regime for the financial year ended 31 March 2011. We need to complete section 4 of the Annual Return so that this and the supporting paperwork can then be sent to your external auditors, BDO Stoy Hayward LLP.

The Internal Audit process is an integral part of the audit regime which concerns itself with the principles of good governance, accountability and transparency. These are set out and considered in detail in the NALC publication entitled Governance and Accountability in Local Councils in England and Wales - A Practitioners Guide ("the Guide").

You may take comfort that your Council operates a system of internal controls which is adequate and effective, given the resources available to it, and for the most part adheres to the Guide and other accounting and control principles for the financial year 2010/11.

I need now to bring to your attention the findings of the internal audit process and you should report these findings at full Council. The findings detailed below are reported on an exception basis for the sake of brevity and are in sufficient detail for you to take action as appropriate.

www.hwca.com

HW Controls & Assurance LLP 30 Camp Road, Farnborough, Hampshire, GU14 6EW
Telephone: 01252 510333 Fax: 01252 377101 Email: farnborough@hwca.com

A list of the names of the principals is available at the registered office
Registered in England & Wales, no. OC323078



Cash

The amount of cash held in the Council offices has on occasion been higher than the £500 insured limit, as banking had not been occurring as regularly as was intended. This not only gave rise to a greater risk of theft that would then not be covered by the insurers, but also potentially put staff at a higher risk of assault when transferring the cash to the bank.

It is understood that these security issues have now been addressed.

Telephone call costs

It is understood that the review of the costs incurred has identified that there is no unauthorised use of telephones, but has highlighted the opportunity for the Council to achieve cost savings and obtain better value for money.

Financial Regulations

Due to the changes in personnel during the year these were updated in March for implementation in April.

Fire safety

A manual signing in book for visitors has been introduced, but following transfer of the building at the year end a general review of safety signs is underway and should be completed at the earliest opportunity, given public access to the building.

Damage Deposits

To avoid handling cash and cheque deposits consideration could be given to taking debit or credit card payments. The Council can then consider whether the minimal transaction charges for debit cards should be absorbed by the Council and whether a fixed handling fee should be adopted for credit cards, given the associated higher transaction charges. If charges also arise from the bank when the deposit is refunded a fixed handling fee could be set at a level to ensure this is also covered.

Risk Assessment

There is no evidence that the risk assessment undertaken by the Council in the previous year was reconsidered during the year under review. Although individual aspects may have been considered on an ad hoc basis there should be an annual overarching review of this.



Segregation of duties

A review of the systems highlighted that there are limited segregation of duties in respect of income receipts and bank reconciliations. One staff member is responsible for the banking, recording of income and reconciling the bank account. It is recommended that regular formal reviews of the bank reconciliation and a review of the detailed income account are put in place to decrease the risk of fraud and error.

Security of cash and cheques

It was identified that occasionally cash receipts had been taken at the front desk and the receipt book was not completed where one was not required by the customer. As a result no audit trail back to source documentation could be followed as the carbon copy usually retained by Farnham Town Council was not completed. It is recommended that all staff are made aware that a receipt should be written out for all cash taken regardless of whether the customer requires a receipt.

It is also recommended that cheques received should be kept in a locked cupboard or drawer.

Authorisation of BACS payments

There is no evidence that the account details on the final BACS payments lists have been checked by the Town Clerk. These should be reviewed and authorised by the Town Clerk to ensure payments to fictitious suppliers have not been set up.

Fixed Assets

The valuations of four assets included on the fixed asset register have not been included on the insurance policy. It is understood that these have since been added to the insurance policy.

Petty cash expenditure

Petty cash expenditure is not currently reported to each Council meeting. This should form part of the financial data that is made available for inspection by the councillors at the Corporate Development meetings.

Employee Contracts

During a review of the personnel files it was identified that the employee contracts were not always up to date and one of the employee files selected did not contain an employee contract. It has been noted, however, that the personnel files are in the process of being updated.



Overtime Claims

It was noted during a review of overtime claims that these are not signed off by the line managers. It is recommended that all overtime claim forms are authorised by the line managers.

Ex Gratia payments

It was noted that ex gratia payments made in April had been paid before they were formally approved by Council. It is recommended that ex gratia amounts are approved by Council before they are paid to employees.

Yours sincerely

David Smy
Partners Assistant



Response to letter from Internal Auditors

The internal auditors report was received on 13 June and is attached separately at Appendix F.

Overview

The report shows that significant progress has been made in addressing all the previous issues raised by Internal Audit reports over the past two years, although with the absence of the former Town Clerk for three months and the departure of other key staff during the year, there are a number of issues that were implemented in the last three months of the financial year.

One key area (review of risks) was not reported to the Council formally although significant work was undertaken in reviewing risks as part of the wider review of the Council's insurances, and as part of the development of projects and activities during the year.

Issues in the Internal Auditors Report

Cash

Completed. Insured level is also £5,000 not the £500 referred to by Internal Auditor.

Telephone Call costs

Fixed and mobile costs are under review to see if there can be reduced costs.

Fire Safety

With the re-acquisition of the Town Hall, fire safety measures are being reviewed including signage and this will be implemented as part of the redecoration.

Financial Regulations update

Completed. In addition significant review of contracts has also taken place and will continue as contracts come up for renewal.

Damage Deposits

These refer particularly to the bandstands. However the issue of taking payments by Debit and credit cards is being investigated as it will be better for customers, reduce the processing involved with cash or cheques payments and should reduce bank charges. A report will be prepared for the Council to consider in the near future along with the potential use of Paypoint.

Risk Assessment

This point is accepted. A risk assessment should be formally considered by the Council each year. Whilst this did not take place in the last Council year for reasons set out above during the absence of the former Town Clerk, risk assessment has been actively pursued during the year by officers and Members. The current officer review has included consideration on whether the Council should adopt a revised strategic risk management system in place of the Local Council Risk System (LCRS) currently in place

which covers everything down to litter. A report on risks will be presented to the June meeting of Council.

The Council also agreed to appoint the Audit Commission to undertake a 'critical friend' assessment of the end of year processes and key financial systems to ensure that areas where there are potentially significant risks are robustly managed. Whilst the report is still awaited, the initial response from the Audit Commission has been positive.

A separate report is on the Corporate Development and Audit Working Group June Agenda to appoint specialist HR and Health and safety advisors to review and update policies and activities where necessary.

Segregation of duties

This point is accepted and with the departure of a two key members of staff (on promotion to other councils) and the absence of the former Town Clerk on sick leave for three months, there was less segregation than desired. However, this was combined with greater member involvement in checking some of the processes. New arrangements for reviewing bank reconciliations and the comparative budgets are now in place and regular reviews will be undertaken by Corporate Development and Audit Working Group on a Quarterly with additional information provided to scrutinise these arrangements and the finances.

Security of cash and cheques.

Changes have been implemented with immediate effect.

Authorisation of BACS payments

This process lapsed during the absence of the former Town Clerk. However all payments were reviewed by the Interim Town Clerk and the proposal to check bank account details and sort codes will be implemented.

Fixed Assets

Four small items purchased recently (notice board, litter bin, hanging baskets and a new bus shelter) have only recently been added to the asset register. They have been included in the insurance policy.

Petty Cash

The Council keeps two Petty Cash floats one of £250 and one of £25 (at the depot). Details of expenditure is checked by two councillors before the Petty Cash is topped up each time but details will also be submitted to Corporate Development and Audit as suggested.

Employee contracts

This issue had been identified early on by the Interim Town Clerk and advice sought from Waverley Borough Council with a full review of all personnel files. As a result of these gaps and the need for new contracts following the Staff Structure review, a separate report is on the Corporate Development and Audit Working Group June Agenda to appoint specialist HR advisors to prepare new contracts and review the Council's HR policies.

Overtime Claims

This has been implemented with immediate effect.

Ex Gratia Payments.

Three ex-gratia payments were made to staff who had undertaken significant extra work during the absence of the Town Clerk and as a result of other personnel changes. The payments were approved under the scheme of delegation to the Town Clerk and agreed by the Lead Member for Corporate Development and the Town Mayor. However, Corporate Development and Audit Members agree that adjusting contracts to reflect additional responsibilities is preferable wherever possible.

Iain Lynch
Town Clerk, 16 June 2011

Section 1 – Accounting statements for

FARNHAM TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2010 £	31 March 2011 £	
1 Balances brought forward	1,134,809	945,571	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	866,976	875,939	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	122,994	117,821	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	511,341	533,870	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	10,227	10,227	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	657,640	423,027	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	945,571	972,207	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	949,423	1,027,842	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	RESTATED 2,201,881	3,088,274	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	81,175	77,469	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES	YES	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that for the year ended 31 March 2011 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 16 06 2011

I confirm that these accounting statements were approved by the council on:

23 06 2011

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date 23 06 2011



FARNHAM TOWN COUNCIL

Box number on Annual Return Form	2009/10	2010/11	Difference	Variance	Explanation
2	£866,976.00	£875,939.00	£8,963.00	1%	Precept. Tax base increased
3	£122,994.00	£117,821.00	£5,173.00	-4%	Decrease in Cemetery income as a result of fewer burials
4	£511,341.00	£533,870.00	£22,529.00	4%	Costs associated with early retirement and cover for staff on long-term sick leave
5	£10,227.00	£10,227.00	£0.00	0%	Public Works Loan Board (PWLb). Fixed repayment
6	£657,640.00	£423,027.00	£234,613.00	-36%	In 2009/10 this figure rose sharply due to an increase in the number of capital expenditure projects. The figure quoted for 2010/11 is more in line with a typical year's expenditure
9	£2,201,881.00	£3,088,274.00	£886,393.00	40%	Due to changes in regulations, the figure for 2009/10 has been re-stated, as required. The variance between 2009/10 and 2010/11 is due to the handing over of the Town Hall Building and associated assets from Waverley Borough Council to Farnham Town Council. The reason for the difference in the figures being less than the value of the building is because the 2009/10 figure included the lease value of the property.
10	£81,175.00	£77,469.00	£3,706.00	-4.57%	PWLb outstanding Loan Repayment



FARNHAM TOWN COUNCIL

Notes

Corporate Development and Audit Working Group

Time and date

10.00 am on Tuesday 16th June 2011

Place

Council Chamber, South Street, Farnham

TO FOLLOW



FARNHAM TOWN COUNCIL

Notes

Farnham in Bloom Working Group

Time and date

10.00 am on Thursday 26th May 2011

Place

Council Chamber, South Street, Farnham

Attendees: Cllrs Jill Hargreaves David Attfield Stephen O'Grady Sue Redfern, and Kevin Taitt ,
Jeremy Ricketts and Samantha Hollis-Owens

Officers: Cath Sydenham, Kevin Taitt

1. Apologies

Apologies were received from Jennifer O'Grady.

2. Notes of previous meeting

These were Agreed. Cllr Jill Hargreaves apologised that she hadn't managed to get to Waitrose and Sainsburys. It was agreed that Cllr Hargreaves and Potts would visit both Waitrose and Sainsburys

3. Election of Lead Member of Farnham in Bloom Working Group

One nomination for the post of Lead Member, Julia Potts. Everyone in favour.

Julia thanked everyone and also Jill Hargreaves for all the time and effort she has put in to FIB

4 FIB 2011

POINTS	ACTION
Sponsorship It was reported that this would be about the same as last year. Deadline for the sponsor board is 31 st May to get names on the board.	
FIB in the Villages Kevin reported that this year more planters are being around the villages. These would be at Wrecclesham, Rowledge, The Ridgeway, outside William Cobbett School and Drovers Way	

<p>Schools Hanging Baskets</p> <p>Kevin reported that 15 schools have taken part this year making 64 baskets in total. Stephen O'Grady suggested that we contact Weybourne Infants for future years.</p> <p>Hanging Baskets were going up in Town this week. The planters will start being planted up next week. Stephen O'Grady mentioned that he had spoken to someone at WBC about the cover ups for planters. It was felt that future plans could involve churches.</p>	<p>Julia to follow up</p>
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4. South and South East in Bloom

POINTS	ACTION
It was confirmed that the judging date for the Large Town category would be 6 th July at 2.30 pm	
It was also confirmed that the judging date for the Town Centre category would be 12 th July at 1.30 pm	
It was decided to walk the judging route on Wednesday 29 th June at 1.30 and also to invite the Community Group	<p>Kevin</p>

5. FIB Community Group

POINTS	ACTION
It was agreed that a Community Group representative should be invited to report back on the Group.	Kevin to arrange

6. Publicity

POINTS	ACTION
Stephen O'Grady suggested that Farnham's current noticeboards needed brightening up.	Agenda to be sent to all members.
It would be good to produce a handout for all music in the meadow concerts. This could also go to the hospitality sector and in reception.	Julia to help
It is important to get out news of FIB. We need tablecloths with sunflowers on.	Julia to investigate

7 Any Other Business

POINTS	ACTION
Badshot Lea baskets had been made by Badshot Lea School and were ready to go up.	
David Attfield reported that the Plaques were ready for collection and would be delivered to the Council Offices	

Minutes by Kevin Taitt



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FARNHAM TOWN COUNCIL

Notes

Tourism and Events Working Group

Time and date

7.30 pm on Thursday 26th May 2011

Place

Council Chamber, South Street, Farnham

TO FOLLOW



FARNHAM TOWN COUNCIL

Minutes

Planning Consultative Group

Time and date

7.00pm on Thursday 2 June 2011

Place

Town Clerks Office, South Street, Farnham

Members Present

- * Cllr C G Genziani
- * Cllr D Beaman
- * Cllr P Blagden
- * Cllr S Hill
- * Cllr S Hollins-Owen
- A Cllr J Ricketts
- A Cllr S O'Grady

* Present

A Apologies for absence.

PCG 000/10

PLANNING APPLICATIONS - CONSIDERATIONS

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.

I Apologies for Absence

Apologies for absence were received from Councillors Ricketts and O'Grady.

2 **No disclosure of interests.**

3 **To Appoint a Lead Member for Municipal Year 2011/2012**

It was agreed that Councillor C Genziani be appointed Lead Member of the Planning Consultative Group for the Municipal Year 2011/2012.

4 **Appointment of Deputy Lead Member for Municipal Year 2011/2012**

It was agreed that this be discussed at the next meeting.

5 **Planning Applications Considered**

WA Change of use of land from agricultural to equestrian; erection of stables, replacement field
11/0537 shelter, entrance gates & piers and formation of vehicular access and parking area.

Concerned about the open field that this is a pre-cursor to further development; access issue and concerned about possible expansion of equestrian facility – would suggest a restraint be placed on what is proposed.

WA Erection of a dwelling following demolition of existing storage building (revision of
11/0539 WA/2010/0259)
Land at Bradford House, St Georges Road, Farnham
Previous comments on the 18.03.2010 were as follows: No objections

No objections.

WA Erection of two storey dwelling and detached garage following demolition of existing
11/0545 bungalow and garage.
Pinecroft, Dene Lane West, Farnham

No objections.

WA Change of use and extension of existing building to form 9 flats following demolition of single
11/0591 storey extension.
9 School Hill, Wrecclesham, Farnham

No objections.

WA Erection of 6 new dwellings and associated parking together with erection of extensions and
11/0597 alterations to existing hotel following demolition of extensions.
The Bishops Table, West Street, Farnham

**Erection of 6 dwellings could definitely be considered over development.
Concerned about access and parking in a busy area of town and causing the hotel problems.**

WA Erection of extensions and alterations
11/ 0615 28 Longley Road, Farnham

Concerned about the adverse impact on the neighbours' amenities and the bulk

and mass of the building. Also concerned about the very large proposed dormer window on the back and the adverse affect on the street scene.

WA
11/0657 Erection of replacement dwelling
2 Spring Lane, Farnham

Concerned about the proposed dwelling filling the plot and being too near the boundary compared with the existing dwelling.

WA
11/0659 Erection of extensions and alterations
76 Copse Avenue, Farnham

No objection.

WA
11/0660 Erection of a single storey side extension and front porch
5 Folly Hilly Hill, Farnham

No objections

WA
11/0665 Erection of extensions and alterations
6 North Avenue, Farnham

No objections.

WA
11/0670 Erection of garage and sunroom following demolition of existing garage and sunroom
Sundial House, Spring Lane, Farnham

No objections.

WA
11/0671 Erection of single storey outbuilding
9 Woodlands Avenue, Farnham

No objection.

WA
11/0672 Replacement of existing wooden gate at main and side entrance with iron gates.
Berrylands, 40 Compton Way, Farnham

No objection.

WA
11/0673 Alterations to an existing outbuilding to provide a garage/garden store, the creation of walls and gates and the formation of a parking/turning area.
Bethune House, 88 West Street, Farnham

No objection subject to the approval of the Conservation Officer.

WA
11/0674 Listed Building Consent for alterations to an existing outbuilding, the creation of walls and gates and the formation of a parking/turning area.
Bethune House, 88 West Street, Farnham

No objections subject to the approval of the listed Buildings and Conservation Officers.

WA Change of use from offices to form a dwelling with associated alterations.
11/0675 Bethune House, 88 West Street, Farnham

No objection subject to the approval of the Conservation Officer.

WA Listed Building consent for internal and external alterations
11/0676 Bethune House, 88 West Street, Farnham

No objections subject to the approval of the listed Buildings and Conservation Officers.

WA Erection of extensions and alterations following demolition of existing extensions.
11/0678 6 Upper Old Park Lane, Farnham

No objections.

WA Conversion of roof space to habitable accommodation (revision of WA/2011/0189)
11/0679 3 Parklands Close, Farnham
Previous comments on 24.02.2011 were as follows: No objections but would request the materials are in keeping with the original building)

The same comments still stand: No objections but would request the materials are in keeping with the original building.

WA Erection of extensions and alterations and construction of dormer window to provide loft conversion
11/0680 81 Weydon Hill Road, Farnham

Concerned about the design dormer window on the rear being too overbearing.

WA Erection of a chalet bungalow
11/0685 Land at 23 Shortheath Road, Farnham

Objection, concerned that the proposed building has poor access and contrary to the Farnham Design Statement.

WA Erection of extensions and alterations following demolition of existing elements
11/0688 3 Brookley Close, Farnham

No objection.

WA Erection of first floor extension (revision of WA/2010/2051)
11/0689 15 Gardeners Hill Road, Lower Bourne
Previous comments on 13.01.2011 were as follows: No objection

No objection

- WA**
11/0712 Display of external illuminated and non-illuminated signs.
22 The Borough, Farnham
- No objection – refer to the Farnham Design Statement.**
- WA**
11/0719 Display of non-illuminated signs
1 West Street, Farnham
- No objection – refer to the Farnham Design Statement.**
- WA**
11/0720 Extensions, alterations and conversion of existing dwelling to form 2 flats and erection of external stairwell.
46 Greenfield Road, Farnham
- Concerned about the increase on infrastructure requirements, parking issues and the staircase would be detrimental to the neighbours' amenities. Concerned as to whether the street scene could sustain 4 flats.**
- WA**
11/0721 Erection of first floor extension and alterations
44 Greenfield Road, Farnham
- No objection**
- WA**
11/0726 Erection of garage and garden store, formation of parking area and access from Park Row; partial demolition and rebuilding of rear boundary wall and widening existing gate.
45 Castle Street, Farnham
- Strongly object to opening up of passage as access road.**
- WA**
11/0727 Listed Building Consent for erection of garage and garden store, partial demolition and rebuilding of rear boundary wall and widening of existing gate.
45 Castle Street
- Strongly object to opening up of passage as access road.**
- WA**
11/0732 Erection of part three storey gabled, part single storey rear and single storey side extensions following demolition of existing garage.
6 Menin Way, Farnham
- No objection**
- WA**
11/0739 Erection of single storey extension
62 Copse Avenue, Farnham
- No objection.**
- WA** Erection of two storey rear extension following demolition of existing single storey extension.

11/0741 37 Upper Hale Road, Farnham

Concerned about the adverse affect on the residential amenities of the neighbouring properties.

WA Erection of single storey extension
11/0743 55A Heath Lane, Farnham

No objection

WA Erection of extensions and alterations following demolition of existing extensions (revision of
11/0745 WA/2010/1867)
14 Stoneyfields, Farnham
Previous comments on 25.11.2010 were as follows: No objections

No objections

WA Erection of extensions and alterations
11/0753 5 Broomleaf Road, Farnham

No objections

WA Insertion of roof lights and conversion of roof space to habitable accommodation
11/0756 23 Farnham Cloisters, 41 Shortheath Road, Farnham

Object, this is further over development on an already cramped site.

WA Insertion of roof lights and conversion of roof space to habitable accommodation
11/0757 25 Farnham Cloisters, 41 Shortheath Road, Farnham

Object, this is further over development on an already cramped site.

WA Display of non-illuminated fascia and projecting signs.
11/0762 5 East Street, Farnham

No objections.

Minutes by Cath Sydenham