



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 24 June 2010

Place

The Council Chamber, South Street, Farnham

TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY** on **THURSDAY 24 JUNE, 2010, at 7.00PM.**

The Agenda for the meeting is set out over.

Yours faithfully

A handwritten signature in black ink that reads 'R. Potter'.

Mr Roland Potter
Town Clerk

Members Apologies

Members are requested to submit their apologies to the Town Clerk by 5 pm on Wednesday 23 June 2010

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

7.00pm on Thursday 24 June 2010.

Place

The Council Chamber, South Street, Farnham

1 Apologies

To accept apologies for absence.

2 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 3 June 2010 – 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 and 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 wendy.coulter@farnham.gov.uk by 12 noon on Wednesday 23 June 2010. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to 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 he/she has obtained dispensation 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 1 – Items for Decision

6 Surrey Transport Plan Consultation

Surrey County Council's third local transport plan (LTP3) is to be called the Surrey Transport Plan. The new plan is being developed and it will commence from April 2011.

Farnham Town Council has been invited to comment on the Surrey Transport Plan Consultation

To appoint a Task Group of three to four Members to consider a response on behalf of Farnham Town Council to the Surrey Transport Plan Consultation.

To delegate to the Task Group the authority to respond on behalf of the Town Council to the Consultation.

7 Year End Accounts

- a. To receive and approve, for signature, the Annual Return for the Year Ended 31 March 2010 – **Appendix B and C.**
- b. To receive the Internal Auditors Report for the Year Ended 31 March 2010 – **Appendix D.**
- c. To receive and approve the Actions to address any issues raised in the Internal Auditors Report – **Appendix E.**

8 Delegation of Authority

To consider delegating to the Corporate Development and Audit Working Group specific finance and audit responsibilities on behalf of the Town Council – **Appendix F.**

9 New Accounting Standards

To note the implementation of new accounting standards from 1st April 2010.

To approve additional expenditure from reserves for the implementation of the new accounting standards – **Appendix G**

Part 2 – Items to Note

10 Budget Reports

- a. To receive the current budget report for April/May 2010 – **Appendix H.**
- b. To receive the Bank Reconciliation for 31 May 2010 – **Appendix I.**

11 Working Group Notes

To receive notes from the Corporate Development and Audit Working Group Meetings held on 14 June 2010 – **Appendix J.**

To receive notes from the Cemeteries Appeals and Working Group Meeting held on 1 June 2010 – **Appendix K**

To receive notes from the Tourism and Events Working Group Meeting held on 14 June 2010 – **Appendix L.**

To receive notes from the Farnham in Bloom Working Group Meeting held on 27 May 2010 – **Appendix M.**

12 Planning Applications

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

27 May 2010 attached at **Appendix N.**

10 June 2010 attached at **Appendix O.**

The above actions are taken with delegated authority.

Part 3 – Confidential Items

There are no confidential items.

The Town Mayor will close the meeting.

18 June 2010

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

Membership: Councillors John Ward (Town Mayor), Jill Hargreaves (Deputy Town Mayor), David Atfield, Gillian Beel, Carole Cockburn, Victor Duckett, Lucinda Fleming, Pat Frost, Bob Frost, Carlo Genziani, Stephen Hill, Denise Le Gal, Alan Lovell, Janet Maines, Stephen O'Grady, Roger Steel, Chris Storey, Andrew Thorp.

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 3 June 2010

Place

The Council Chamber, South Street, Farnham

- * Cllr J Ward (Town Mayor)
- * Cllr G Hargreaves (Deputy Town Mayor)
- o Cllr D Attfield
- * Cllr G Beel
- * Cllr C Cockburn
- * Cllr V Duckett
- o Cllr (Mrs) P Frost
- o Cllr R Frost
- * Cllr L Fleming
- * Cllr C Genziani
- * Cllr S Hill
- o Cllr D Le Gal
- o Cllr A Lovell
- * Cllr J Maines
- * Cllr S O'Grady
- o Cllr R Steel
- * Cllr C Storey
- Cllr A Thorp

- * Present
- o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)

Wendy Coulter (Members and Committee Services Co-ordinator) (recorded minutes of meeting).

Ginny Gordon (Town Clerk's Secretary)

The proceedings of the meeting of Farnham Town Council held on Thursday 3rd June 2010 were digitally recorded.

QUESTIONS BY THE PUBLIC

There were no questions from the Public.

C 015/10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Attfield, Mrs P Frost, R Frost, D Le Gal, A Lovell and R Steel.

C 016/10 MINUTES

The Minutes of the Farnham Town Council Meetings held on Thursday 11 March 2010 and 13 May 2010 and the minutes of the Annual Electors Meeting were signed by the Town Mayor as a correct record.

C 017/10 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/Minute Number	Subject	Type of Interest	Reason
J Maines	Agenda Item7	Grant Applications – 40 Degreez	Personal/ Prejudicial	Chairman of Trustees
V Duckett	Agenda Item 7	Grant Applications – 40 Degreez	Personal	Partner of Chairman of Trustees

C 018/10 STATEMENTS BY THE PUBLIC

There were no statements by the public.

C 019/10 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor gave an update on the events that he had attended since the last meeting.

Since attending the Rowledge School Trim Trail he had been voted Surrey's fittest mayor!

He attended the British Legion where he had presented Long Service Awards. The Mayor also informed Members that he had attended a ceremony in Belgium. He had been invited by the Farnham Branch of the Queens Association. The Village in Belgium had been decked out in Union Flags. They had attended Mass, laid wreaths and taken a Salute.

The Farnham in Bloom had a successful launch and many people had commented on how much they had enjoyed it.

The Mayor reminded Members that the Civic Service would take place on Sunday 13 June 2010 at 2.30pm in St Peter's Church, Wrecclesham.

The Festival of Transport would take place on Saturday 12 June 2010.

Part 1 – Items for Decision

C 020/10 FARNHAM DESIGN STATEMENT

Members received the Final Version of the Farnham Design Statement, which was introduced by the Town Mayor.

The Mayor thanked Councillors Cockburn and Steel for all the time and effort that they had put into the project and explained that the document had gone through extensive consultation with input from the members of public of Farnham. The Mayor explained how important the Design Statement was, as during a recent planning application for the development of the East Street site, the Waverley Borough Council Planning Officers referred to the Design Statement whilst it was still a Draft Document. The Mayor asked Councillor Cockburn to explain the process and document to the Council.

Councillor Cockburn thanked all the Organisations who helped to put the document together. She explained that the document came entirely from the Residents of Farnham, through Residents Associations and the exhibitions. The exhibitions helped to provide further comments and input from the public. The whole point of the Design Statement was that it must be the Residents desires.

Councillor Cockburn explained that the intention was that no one would need to read the document from beginning to end, but that planning inspectors would use it for the specific area they were considering and perhaps read the introduction.

Councillor Cockburn explained that the document was not divided into political wards as the Residents, who provided the information and wording, were not split by political wards.

The map at the front of the document showed, roughly, how the residents had divided up the area of Farnham.

Councillor Cockburn thanked the Local Organisations again, the Officers of the Town Council and the Officers of Waverley Borough Council, who had been very supportive and helpful.

She explained that if the Town Council adopted the document it could then be submitted to Waverley Borough Council who would be asked to adopt it formally as Material Planning Consideration and it would then give Farnham more protection in the future.

She hoped that the Town Council would use every opportunity to use the document especially when submitting observations on planning applications.

Resolved:

- 1. That the Farnham Design Statement be adopted – (attached to record minutes).**
- 2. To recommend the Farnham Design Statement to Waverley Borough Council, the Planning Authority for adoption as Material Planning Guidance.**

C 021/10 GRANT APPLICATIONS

Members were asked to consider grant applications from:

- 40 Degreez
- Surrey Youth Focus
- Hale Carnival

At 7.15 pm Councillor Maines withdrew from the meeting whilst the 40 Degreez grant application was considered having declared a prejudicial interest.

Members discussed the grant applications and it was agreed that 40 Degreez should be awarded £250 for the Summer Activities.

AT 7.21 pm Councillor Maines returned to the meeting.

Members considered an application from Surrey Youth Focus. However as only 10% of the membership lived in Farnham it was agreed that only 10% of the grant should be awarded totalling £250.

Members considered the grant application from the Hale Carnival separately as it was funded from another budget. It was agreed that in line with the Community Grants already awarded for 2010/2011, the grant to Hale Carnival should be reduced by 20%, therefore it was agreed that funding would be awarded for the marquee (£1010) and the insurance (£200).

Resolved:

That the following grants be awarded:

- 1. 40 Degreez - £250 towards Summer Activities**
- 2. Surrey Youth Focus - £250 towards Celebration of Youth 2010**
- 3. Hale Carnival - £1210 towards a marquee and insurance for the Hale Carnival 2010.**

Part 2 – Items Noted

C 022/10 **RECOGNISING THE CONTRIBUTION OF LOCAL ARMED FORCES**

Members noted the receipt of the Certificate from Waverley borough Council recognising Farnham Town Council's participation in the 'Recognising the Contribution of Local Armed Forces' scheme.

C 023/10 **THE FARNHAM SOCIETY EMENITY AWARDS 2010**

Members noted that Farnham Town Council received a 'Highly Commended Award' from the Farnham Society for the Bandstand in Gostrey Meadow – Architect Michael Blower.

C 024/10 **PLANNING APPLICATIONS**

Members received the minutes of the meetings of the Planning Consultative Group held on 4 March 2010, 18 March 2010, 1 April 2010, 15 April 2010, 29 April 2010 and 10 May 2010.

RESOLVED: That the observations made by the Planning Consultative Group held on, 4 March 2010, 18 March 2010, 1 April 2010, 15 April 2010, 29 April 2010 and 10 May 2010 and dealt with in accordance with delegated authority, be noted.

The Town Mayor closed the meeting at 7.30pm.

Date

Chairman

FARNHAM TOWN COUNCIL

Disclosure by a Member¹ of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S81 Local Government Act 2000 and the adopted Farnham Town Council Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest² [a prejudicial interest]³ in⁴ the following matter:-

COMMITTEE: COUNCIL

DATE: 24 JUNE 2010

NAME OF COUNCILLOR: _____

Please use the form below to state in which Agenda Items you have an interest. If you have a prejudicial interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct paragraph 12(2)).

Agenda No	Subject	I am a Waverley Borough Councillor		Other		Reason	Speak?	
		Personal	Prejudicial	Personal	Prejudicial		Yes	No

Signed

Dated

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

² A personal interest includes:

Any matter registered in the register of interests

Any decision which affects the well-being or financial position of a member or a friend or relative to a greater extent than others.

³ A prejudicial interest is a personal interest so significant that it is likely to prejudice the member's judgement of the public interest.

⁴ State item under consideration.

Section 1 – Accounting statements for

Appendix B.

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 2009 £	31 March 2010 £	
1 Balances brought forward	952,933	1,134,809	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	841,725	866,976	Total amount of precept receivable or received in the year.
3 (+) Total other receipts	187,088	122,994	Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.
4 (-) Staff costs	450,867	511,341	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 borrowings (if any).
6 (-) Total other costs	385,843	657,640	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	1,134,809	945,571	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	1,154,135	949,422	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	1,811,513		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	84,596	81,175	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 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, for the year ended 31 March 2010.

Signed by Responsible Financial Officer



Date 18/06/2010

I confirm that these accounting statements were approved by the council and recorded as minute reference

MINUTE REFERENCE

Date 06/06/2010

Signed by Chair of the meeting at which these accounting statements were approved.

SIGNATURE

Date 06/06/2010

Section 2 – Annual governance statement

We acknowledge as the members of **FARNHAM TOWN COUNCIL** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2010, that:

	Agreed – Yes or No	Yes means that the council
1 We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes	prepared its accounting statements in the way prescribed by law.
2 We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	Yes	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes	considered the financial and other risks it faces and has dealt with them properly.
6 We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.	Yes	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work.
7 We have taken appropriate action on all matters raised in reports from internal and external audit.	Yes	responded to matters brought to its attention by internal and external audit.
8 We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	Yes	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the local council and recorded as minute reference

dated

Signed on behalf of

Signed by: Chair Date

Signed by: Clerk Date

***Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

Section 4 – Annual internal audit report to

FARNHAM TOWN COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2010.

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

Internal control objective	Agreed? Please choose from one of the following Yes/No/Not covered*
A Appropriate books of account have been properly kept throughout the year.	YES
B The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	YES
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	YES
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	YES
H Asset and investments registers were complete and accurate and properly maintained.	YES
I Periodic and year-end bank account reconciliations were properly carried out.	YES
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	YES
K Trust funds (including charitable) The council has met its responsibilities as a trustee.	YES

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit HW CONTRACTS & ASSURANCE LLP

Signature of person who carried out the internal audit [Signature] HW CONTRACTS & ASSURANCE LLP Date 17/06/2010

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

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

FARNHAM TOWN COUNCIL
ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2010

APPENDIX C

Description	2009/10		2009/10		2009/10		2009/10		2009/10		2009/10		Notes to the Accounts
	Actual	Income	Transfer to/from Reserves	Actual Net	Actual Net	Actual Net	Budget after viring	Actual Net	Budget after viring	Variance			
Corporate Management	£	£	£	£	£	£	£	£	£	£	£	£	
Accounts Support	2,550			2,550	824	2,250	2,250	824	2,250	-300			
Bank Charges	1,319			1,319	1,596	2,200	2,200	1,596	2,200	881			
Legal Fees	2,780			2,780	13,262	3,000	3,000	13,262	3,000	220			
Audit Fees	5,350			5,350	4,270	7,400	7,400	4,270	7,400	2,050			
IT Support & Equipment	7,176			7,176	9,451	7,225	7,225	9,451	7,225	49			
Web Site	17,493			17,493	8,749	19,407	19,407	8,749	19,407	1,914			Additional cost of providing Intranet & Branding cost
Project: Asset Transfer	9,891		-9,891	0	0			0					Professional fees for negotiating transfer of assets approved from Reserves
Project: Design Statement	3,835		-3,835	0	0			0					Cost of producing Design Statement, Approved from Reserves
GROSS EXPENDITURE	50,394	0	-13,726	36,668	38,152	41,482	41,482	38,152	41,482	4,814			
Democratic Representation													
Mayoral Allowance	1319	-2,558	3,839	2,600	3,567	2,600	2,600	3,567	2,600	0			Underused Mayoral allowance transferred to reserves for distribution by the Mayor
Members Courses	95			95	0	1,000	1,000	0	1,000	905			Deputy Mayors attendance at Civic Course
Members Travel	32			32	0	200	200	0	200	168			
Civic Functions	4244			4,244	4,068	4,300	4,300	4,068	4,300	56			
Public Building Hire	640			640	145	600	600	145	600	-40			
GROSS EXPENDITURE	6,330	-2,558	3,839	7,611	7,780	8,700	8,700	7,780	8,700	1,089			

FARNHAM TOWN COUNCIL
ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2010

Description	2009/10	2009/10	2009/10	2009/10	2008/09	2009/10	2009/10	Notes to the Accounts
	Actual £	Income £	Transfer to/from Reserves £	Actual Net	Actual Net £	Budget after viring £	Variance	
Administration Rechargeable								
Salaries/NI/Pension	310,481			310,481	261,234	303,216	-7,265	Overspend due to maternity leave and sickness cover
Staff Training	2,674			2,674	2,561	3,000	326	
Staff Travel	1,973			1,973	1,789	2,500	527	
Office Costs/Hospitality	2,747			2,747	2,409	2,050	-697	Additional costs associated with public consultation
Rent	26,276			26,276	14,713	29,760	3,484	
Telephone	6,084			6,084	4,098	3,485	-2,599	Providing a front line reception as a one off pint of access to Local Government requires Council staff to communicate more with other authorities to report complaints
Postage	4,994			4,994	3,892	4,250	-744	
Stationery	7,376			7,376	5,396	8,000	624	
Subscriptions	6,265			6,265	5,465	6,000	-265	
Insurance	15,464			15,464	14,534	16,000	536	Additional cost of insuring new assets and events
Publications	439			439	464	500	61	
Photocopying Charges	6,206			6,206	1,808	3,000	-3,206	Additional cost of providing copies of Farnham Design Statement and associated papers. New lease on photocopier previous.
Staff Advertising	0			0	281	1,000	1,000	
Other Advertising	0			0	128	500	500	
Office Equipment Maintenance	2,012			2,012	1,180	2,100	88	
Capital Project: Office Refurbishment	14,591		-14,591	0				Cost of new reception area and associated works. Approved from reserves
Capital Project: Telephone & IT upgrade	5,404		-5,404	0				Ongoing funding over 3 years funded from Earmarked Reserves
GROSS EXPENDITURE	412,986	0	-19,995	392,991	319,952	385,361	-7,630	

FARNHAM TOWN COUNCIL
ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2010

Description	2009/10	2009/10	2009/10	2009/10	2009/09	2009/10	2009/10	2009/10	Notes to the Accounts
	Actual £	Income £	Transfer to/from Reserves £	Actual Net £	Actual Net £	Budget after viring £	Variance		
Grant Aid									
Grants	78,800		-10,000	68,800	95,716	79,902	11,102		Include £10K grant to Sandy Hill bungalow identified from reserves
Total Grant Aid Expenditure	78,800	0	-10,000	68,800	95,716	78,902	11,102		
Other Services to the public									
Elections			4,000	4,000		4,000			Provision for future Elections
Newsletter	4946			4,946	0	5,000	54		
GROSS EXPENDITURE	4946	0	4,000	8,946	0	9,000	54		
Non Distributed costs									
Pension Additional payments	4,220			4,220	4,367	4,350	130		
GROSS EXPENDITURE	4,220	0	0	4,220	4,367	4,350	130		
Other operating Expenditure									
Loan Charges	10,227			10,227	10,227	10,230	3		
GROSS EXPENDITURE	10,227	0	0	10,227	10,227	10,230	3		
Other Income									
Precept		-866,976		-866,976	-841,725	-866,976	0		
Bank Interest Received		-2,911		-2,911	-44,103	-22,000	-19,089		Fall in interest rates
GROSS INCOME	0	-869,887	0	-869,887	-885,828	-888,976	-19,089		

FARNHAM TOWN COUNCIL
ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2010

Description	2009/10	2009/10	2009/10	2009/10	2008/09	2009/10	2009/10	2009/10	Notes to the Accounts
	Actual £	Income £	Transfer to/from Reserves £	Actual Net	Actual Net £	Budget after viring £	Variance		
External Works									
Salaries, NI Pension	154,702		-15,000	139,702	142,766	140,696	994	Additional Costs of health & safety works to cemeteries	
Rates	2,489			2,489	2,633	3,100	611		
Electricity & heating	677			677	198	825	148		
Telephone	156			156	1,245	500	344		
Protective clothing	1,578			1,578	1,444	1,300	-278		
Property maintenance	1,133			1,133	1,119	1,000	-133		
Equipment maintenance	5,043			5,043	4,842	4,500	-543		
Vehicle costs	5,777			5,777	7,385	7,400	1,623		
Capital: new machinery	9,760		-9,760	0		10,500	10,500	New Kubota mowing machine & trailer: Authorised from Reserves	
War memorial	0			0	45	750	750		
Training	0			0	0	1000	1,000		
GROSS EXPENDITURE	181,315	0	-24,760	156,555	161,677	171,571	15,016		

FARNHAM TOWN COUNCIL
ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2010

Description	2009/10	2009/10	2009/10	2009/10	2008/09	2009/10	2009/10	Notes to the Accounts
	Actual £	Income £	Transfer to/from Reserves £	Actual Net	Actual Net £	Budget after viring £	Variance	
Parks and Public Spaces								
Open Space Enhancement	21285	-4,577		16,708	20,629	24,150	7,442	Costs of Farnham In Bloom and associated projects
Bus Shelter maintenance	0			0		1,000	1,000	
Black Water Valley Countryside Management Scheme	817			817	797	800	-17	
Public seats maintenance costs	199			199	5	1,500	1,301	
Capital project : Bandstand	51092		-51,092	0				Additional cost for piling and footpath over original estimate; Authorised from Reserves
GROSS EXPENDITURE	73,393	-4,577	-51,092	17,724	21,431	27,450	9,726	
Gardens and Open Spaces								
Library garden Upkeep	63			63	89	1,000	937	
							0	
Income: SCC Grant		-3,000		-3,000	-3,000	-3,000	0	The Town Council manages the Library gardens on behalf of Surrey County Council who pay an annual fee for this service.
NET EXPENDITURE	63	-3,000	0	-2,937	-2,911	-2,000	937	

FARNHAM TOWN COUNCIL
ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2010

Description	2009/10		2009/10		2009/10		2009/10		2009/10		2009/10		Notes to the Accounts
	Actual	Income	Transfer	Actual	Actual	Budget	Actual	Budget	Actual	Variance			
	£	£	to/from	Net	Net	after	Net	after					
Allotments													
Allotment maintenance	1,002			1,002	1,136	1,500	1,136	1,500	498				
Allotment Utilities	1,207			1,207	1,375	1,000	1,375	1,000	-207				
GROSS EXPENDITURE	2,209	0	0	2,209	2,511	2,500	2,511	2,500	291				
Income - Allotments		-6,051		-6,051	-5,341	-6,175	-5,341	-6,175	-124				
NET EXPENDITURE	2,209	-6,051	0	-3,842	-2,830	-3,675	-2,830	-3,675	167				
Wrecclesham Community Centre													
Maintenance Costs	1,321			1,321	10,014	3,500	10,014	3,500	2,179				
GROSS EXPENDITURE	1,321	0	0	1,321	10,014	3,500	10,014	3,500	2,179				
Tourism													
Heritage Open days	2723	-1,100		1,623	1,453	1,500	1,453	1,500	-123				
Tourist Publications	3600			3,600	4,123	3,600	4,123	3,600	0				
Tourism Developments and Events	40898	-12,438		28,460	12,501	27,500	12,501	27,500	-960				
Touch Screens	5324		-5,324	0	0	0	0	0	0				Authorised from Reserves
Community Carnival Events	4230			4,230	6,000	4,300	6,000	4,300	70				
GROSS EXPENDITURE	56775	-13,538	-5,324	37,913	24,077	36,900	24,077	36,900	-1,013				

FARNHAM TOWN COUNCIL
ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2010

Description	2009/10	2009/10	2009/10	2009/10	2008/09	2009/10	2009/10	2009/10	Notes to the Accounts
	Actual £	Income £	Transfer to/from Reserves £	Actual Net £	Actual Net £	Budget after viring £	Variance £		
Cemeterly									
Rates	2,494			2,494	4,995	3,600	1,106		
Cemeterly Energy Costs	720			720	757	775	55		
Miscellaneous Administration	4,957			4,957	463	675	-4,282		Additional cost of back data entry of cemeterly records
Cost of Burials	16,579			16,579	14,488	21,000	4,421		
Cemeterly Upkeep	10,002			10,002	9,978	12,425	2,423		
Cemeterly Building maintenance	310			310	0	2,000	1,690		
Training	0			0	1,755	1,500	1,500		
Capital Project: Garden of Reflection	15,201		-15,201	0		16,000	16,000		Authorised from Reserves
Capital Project: Chapel renovations	31,539		-31,539	0			0		Authorised from Reserves
GROSS EXPENDITURE	81,802	0	-46,740	35,062	32,436	57,975	22,913		
Income - Cemeterly		-63,579		-63,579	-76,740	-50,000	13,579		
NET EXPENDITURE	81,802	-63,579	-46,740	-28,517	-44,304	7,975	36,492		
COMMUNITY SAFETY									
Community Safety & CCTV Provision and maintenance	13,030			13,030	4,042	13,094	64		
Capital : CCTV	28440		-26,534	1,906	0	1,906	0		Cost of providing additional lines to CCTV Control Room
GROSS EXPENDITURE	41,470	0	-26,534	14,936	4,042	15,000	64		

FARNHAM TOWN COUNCIL
ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2010

Description	2009/10	2009/10	2009/10	2009/10	2008/09	2009/10	2009/10	Notes to the Accounts
	Actual £	Income £	Transfer to/from Reserves £	Actual Net £	Actual Net £	Budget after viring £	2009/10 Variance	
Public Conveniences	13380			13,380	10,969	14,300	920	
Operating Costs	46158			46,158	39,566	46,200	42	
Salaries								
GROSS EXPENDITURE	59538	0	0	59,538	50,535	60,500	962	

FARNHAM TOWN COUNCIL
ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2010

Description	2009/10	2009/10	2009/10	2009/10	2008/09	2009/10	2009/10	Notes to the Accounts
	Actual	Income	Transfer to/from Reserves	Net	Net	Budget after viring	Variance	
Farmers Market	£	£	£	£	£	£	£	
Farmers market Supervision	1800			1,800	1,485	1,680	-120	
Adverts/Publicity/Stationery	1457			1,457	1,815	1,543	86	
Stall Hire	0			0	0	500	500	
Equipment Hire	4616			4,616	5,282	4,500	-116	
Enhancement Projects	1445			1,445	2,800	1,280	-165	
GROSS EXPENDITURE	9318	0	0	9,318	11,382	9,503	185	
Income- farmers market		-15,386		-15,386	-17,847	-19,176	-3,790	Adverse weather conditions have caused market attendance to fall and at time cancel markets.
NET EXPENDITURE	9,318	-15,386	0	-6,068	-6,465	-9,673	-3,605	
Town Centre Development								
Projects	6848	-2240		4608	6375	25800	21,192	
Christmas Lights	47892		-17,892	30,000	25,336	30,000	86	
Capital Project: Christmas Lights infra structure	34394		-34,394	0	0	25,000	25,000	
GROSS EXPENDITURE	89,134	-2,240	-52,286	34,608	31,711	80,800	46,192	
Rural Development								
Graffiti Management	7056			7056	6506	7250	194	
Projects	7911			7911	1033	12100	86	
GROSS EXPENDITURE	14,967	0	0	14967	7539	19350	4,383	

Farnham Town Council Appendix C									
Consolidated Account for the year ended 31 March 2010									
	2009/10	2009/10	2009/10	2009/10	2009/10	2008/09	2009/10	2009/10	2009/10
	Actual	Income	Transfer	Net	Net	Net	Budget after	Budget after	Variance
	£	£	to/from	Reserves	Net	Net	viring	viring	
			Reserves	Net			£	£	
			Net						
Services									
Central Services									
Corporate Management	50,394	0	-13,726	36,668	38,152	41,482	4,814		
Democratic Representation	6,330	-2,558	3,839	7,611	7,780	8,700	1,089		
Administration Rechargeable	412,986	0	-19,995	392,991	319,952	385,361	-7,630		
Other Services to the Public	4,946	0	4,000	8,946	0	9,000	54		
Non Distributed Costs	4,220	0	0	4,220	4,367	4,350	130		
Other Services									
Grant Aid	78,800	0	-10,000	68,800	95,716	78,902	10,102		
Community centres	1,321	0	0	1,321	10,014	3,500	2,179		
Cultural & Related Services									
External Works	181,315	0	-24,760	156,555	161,677	171,571	15,016		
Parks and Public Spaces	73,393	-4,577	-51,092	17,724	21,431	27,450	9,726		
Gardens & Open Spaces	63	-3,000	0	-2,937	-2,911	-2,000	937		
Allotments	2,209	-6,051	0	-3,842	-2,830	-3,675	167		
Tourism	56,775	-13,538	-5,324	37,913	24,077	36,900	-1,013		
Environment Services									
Cemetery and Burials	81,802	-63,579	-46,740	-28,517	-44,304	7,975	36,492		
Community Safety	41,470	0	-26,534	14,936	4,042	15,000	64		
Public Conveniences	59,538	0	0	59,538	50,535	60,500	962		

Farnham Town Council									
Consolidated Accounts for the year ended 31 March 2010									
	2009/10	2009/10	2009/10	2009/10	2009/10	2008/09	2009/10	2009/10	2009/10
	Actual	Income	Transfer	Net	Net	Net	Budget after	Budget after	Variance
	£	£	to/from	Reserves	Reserves	Reserves	viring	viring	
			Reserves	£	£	£	£	£	
Planning & Development Services									
Farmers Market	9,318	-15,386	0	-6,068	-6,465	-9,673	-3,605		
Development Projects									
Town development	89,133	-2,240	-52,286	34,608	31,711	80,800	46,192		
Rural development	14,967	0	0	14,967	7,539	19,350	4,383		
NET COST OF SERVICES	1,168,980	-110,929	-242,618	815,434	720,483	935,493	120,059		
Interest and Investment Income	0	-2,911	0	-2,911	-44,103	-22,000	-19,089		
Loan Charges	10,227	0	0	10,227	10,227	10,230	3		
Other Income		-9,154		-9,154	-26,758	-6,500	2,654		
NET OPERATING COST	1,179,207	-122,994	-242,618	813,596	659,849	917,223	103,627		
Town Precept	0	-866,976	0	-866,976	-841,725				
	1,179,207	-989,970	-242,618	-53,380	-181,876				

Farnham Town Council - Projected Reserves at 31/03/10						ANNEX C
Description	Balance @ 01/04/09	Transfer from General Fund	Transfer to General Fund	Approved Expenditure 2009/10	Projected balance @ 31/03/10	Explanation of Approved Expenditure in 2009/2010
Election Fund	22,962	4,000			26,962	The Council sets aside an annual sum for election costs
Legal Expense Fund	10,000				10,000	
New Equipment	60,000	20,000		-32,300	47,700	Cost of mower and trailer and new telephone system (£20,000)
Wrecclesham Community Centre Funds	26,000				26,000	
Traffic & Highways Fund	50,000				50,000	
Bus shelters	31,816				31,816	
CCTV provision	52,388	45,470		-63,470	34,388	New CCTV cameras in Gostrey Meadow, new relays to allow monitoring of all cameras and £20k to new memory at Guildford Control Room
Cemetery Building enhancements	139,407			-35,000	104,407	Repairs to walls and roof at West Street Chapel
Cemetery enhancements	17,807			-10,000	7,807	Garden of Reflection
Cemeteries Memorial Health and Safety Project	0	25,500		-25,500	0	Provisional funding for additional works for inspection and repair of memorials
Christmas Lights infra structure	25,000	5,000		-30,000	0	Cost of providing new independent electrical infrastructure for Christmas Lights
Farmers' Market	2,000				2,000	
Gostrey Meadow lighting	15,000			-15,000	0	Cost of additional lighting around War Memorial
Bandstand Gostrey Meadow	35,103			-35,103	0	Cost of providing new Band Stand in Gostrey Meadow
Public Conveniences	10,000				10,000	
The Bungalow - Sandy Hill	12,000			-12,000	0	Council contribution to cost of new bungalow
Farnham Design Statement	4,580			-4,580	0	
Tourism development	20,000				20,000	
Office enhancements	20,000			-20,000	0	Cost of providing new reception area
Mayors Charity	10,152			-10,152	0	
Project Sky Walker	25,956			-25,956	0	Earmarked costs for due diligence exercise regarding the purchase of assets
Total Ear Marked Reserves	590,171	99,970	0	-319,061	371,080	
General Fund	544,638	-99,970	0		444,668	
Total reserves	1,134,809				815,748	



Mr R Potter
Farnham Town Council
Town Council Office
South Street
Farnham
Surrey
GU9 7RN

Our ref: DS/F802

18 June 2010

Dear *Mr Potter*

**Farnham Town Council
Internal Audit 2009/10**

The Town Council's Internal Audit has been completed in accordance with the requirements of the audit regime and we have completed the Annual Report by the Internal Auditor for the financial year ended 31 March 2010. The Annual Return and supporting paperwork can now 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 2009/10.

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



Grants

The application process was considered and would benefit from revision in order to segregate the small, revenue and capital grants, particularly as less detail could be requested for the first of these without impairing the decision making process. As the application form is available online, albeit in a Word document format, consideration could be given to enhancing this with online guidance for completion of specific boxes. Fields of mandatory information could also be established to avoid staff having to return application where this information is missing.

The current system appears to place no monetary limit on the value of revenue grants that can be applied for or will be awarded. This could place an open ended commitment upon the Council or result in an unfair distribution of funds.

Rather than the exposure to grant payments being demand led the Council could set a limit within it's Budget for the following year. The deadline for submitting applications could then be extended to end after the Budget had been set, although it would be advisable to indicate the change in procedure to applicants, given that there could be a reduction in the grants awarded in specific cases.

Audio & Video recording

Since the introduction of the new telephone system people have been made aware that all telephone calls are recorded, with a further reminder during calls being instigated by staff if the circumstances dictate. Although Council meetings are also recorded, it would be good practice to make it clear at the outset of all meetings that this is the case, together with details of how the recordings will be used.

There appear to be no warnings to the general public that CCTV is in use around the town and this could breach the CCTV code of practice, as well as making any captured images inadmissible as evidence. Consideration should be given to how best to overcome this situation, since signage may not be required at every individual camera location.

Telephone call costs

Although costs arising from the use of mobile telephones has been monitored this is not the case with the landlines. The increase in expenditure may have arisen due to several different changes in circumstances, but it would be advisable to review the call records in order to ensure the system is not being abused.



Valuables

Original documents and the official regalia are not currently kept in a fireproof cabinet and although the latter is fully insured it would be of great embarrassment if damage from fire occurred. Although relatively minimal levels of cash may be held on the Council premises, this is not covered by insurance when all staff have left the offices. A safe and/or locking fireproof cabinets would be recommended.

Financial Regulations

These still require to be updated (this was identified last year), but it is understood this should occur within the next few months.

Mayor's Charity

Given that only a couple of thousand pounds are held for the Mayor's Charity it does not seem appropriate to consider registering a separate charity with the Charity Commissioners. A separate bank account would, however, assist in identifying the funds held as a separate entity.

Accounting software

A weakness within the current software has been identified that has given rise to an error in the VAT returns. Claims have subsequently been restricted to ensure that VAT has not been over claimed and the analysis of the position has been completed after the year under review showing further VAT can be reclaimed.

If consideration is to be given to changing to say Sage, this should be done so that the new software can be fully functional by 1 April 2011.

FRSSE Accounting

For 2010/11 it appears the Council will be a "larger local council" and will therefore need to prepare accounts in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE). It would be advisable to obtain further guidance on the full implications of the consequences of this with specific reference to the Council's circumstances.

A revaluation of assets may be advisable as a precursor to this adoption of the FRSSE and this would be best associated with a general review of the asset register, as well as the insurance level of cover for those assets.



Internal audit

In view of the above it will be appropriate to have an interim visit in say October and then the final visit arranged for close to 31 March. A detailed review of systems can then be undertaken to ensure that the correct information is being captured and can be utilised for the year end accounts preparation.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Smy', written in a cursive style.

David Smy
Partners Assistant



FARNHAM TOWN COUNCIL

E

Public Report

Report to - Full Council - Thursday 24 June 2010

Report of - The Town Clerk

Title - Action Plan to address points raised by the Internal Auditor

1 Purpose of the Report

To adopt an Action Plan to address the points raised by the Internal Auditor Haines Watts in June 2010.

2 Summary of Key Issues

In June 2010 the Town Council received the Internal Auditors report on points to be considered for action by the Town Council – **Annex A**.

3 Recommendation

- **To receive and adopt the Action Plan to address the points raised by the Internal Auditor, Haines Watts.**
-

21 June 2010

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 post)



FARNHAM TOWN COUNCIL

Annex A

Report

Report to
Full Council

Title
Outcomes of Internal Audit Report 2010

Area	Issue Raised	Yes or No	Action
1. Grants	Revision Of Grants procedure: <ul style="list-style-type: none">• Segregation of Revenue, Community & Small Grants• Development of on line application form with mandatory fields.• Review of monetary limits• Consideration of adopting a set grants budget rather than a demand led budget.	Yes	Review identified in work programme and to be undertaken by W Coulter and presented to Corporate Development & Audit Working Group for consideration by Full Council in September 2010
2. Audio and Video Recording	<ul style="list-style-type: none">• To place a notice on all agendas that Council meetings are recorded.• Warning signs regarding CCTV monitoring in Town centre	Yes Yes	Implemented on 24 June 2010. Town Clerk to obtain costs and permission to place new signs.
3. Telephone Call Costs	<ul style="list-style-type: none">• . Audit of telephone calls	Yes	To be implemented by Town Clerk.

4. Valuables	<ul style="list-style-type: none"> • Original documents to be kept in fire proof cabinet. • Regalia to be kept in fire proof safe 	Yes	Town Clerk to obtain costs and purchase within current budget.
5. Financial Regulations	<ul style="list-style-type: none"> • To review financial regulations. 	Yes	Review identified in work programme and to be undertaken by Town Clerk and presented to Corporate Development & Audit Working Group for consideration by Full Council in September 2010
6. Mayor's Charity	<ul style="list-style-type: none"> • To establish a separate bank account for the Mayor's charity.. 	Yes	Town Clerk to implement.
7. Accounting Software	<ul style="list-style-type: none"> • To evaluate and review current accounting software 	Yes	Town Clerk to review over the year and consider implementing new software in April 2011/
8. FRSEE Accounting	<ul style="list-style-type: none"> • Preparation of account for 2010/11 as per FRSEE accounting standards • Revaluation of assets as per FRSEE accounting standards 	Yes Yes	Review identified in work programme and to be undertaken by Town Clerk. Presented to Corporate Development & Audit Working Group for consideration by Full Council in June 2010

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

Distribution: To all Councillors (by email).



FARNHAM TOWN COUNCIL

F

Report

Report to

Full Council: 24 June 2010

Report of

Roland Potter (Town Clerk) & Corporate Development & Audit Working Group

Title

Delegation of Authority: Additional Delegated Financial and Audit Responsibilities

Delegation of Authority: Additional Delegated Financial and Audit Responsibilities

Author:

*Roland Potter
Town Clerk*

Presented by:

*Roland Potter
Town Clerk*

**Produced for: Full Council
24 June 2010**

**Date of Report:
10 JUNE 2010**

Summary of Key Issues

The external auditors have identified a need for a Committee or Working Group to be able to agree any amendments to annual accounts on the basis of their audit, without the extended process of referring the matter to a Full Council.

The reason for this request is that there has been an introduction of shorter deadlines for the production and audit of accounts.

The following report under Appendix G identifies the introduction of new accounting standards and it would be beneficial for the Town Clerk to produce financial reports direct to the Working Group for approval to avoid the delay in waiting for Full Council.

This would allow the Town Clerk to report back on both monthly budget figures and quarterly accounts.

All Financial reports will also be reported to Full Council.

Recommendations:

The Corporate Development & Audit Working Group requests the Council to consider:

- 1. The delegation to the Working Group the responsibility for the financial monitoring of the Town Council.**
- 2. The delegation to the Working Group the responsibility to formally receive on behalf of the Town Council, the financial reports and to undertake appropriate action as required by the auditors subject to ratification by Full Council.**

10 June 2010

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

Distribution: To all Councillors (by post)



FARNHAM TOWN COUNCIL

G

Report

Report to

Full Council: 24 June 2010

Report of

Roland Potter (Town Clerk) & Corporate Development & Audit Working Group

Title

New Accounting Standards

New Accounting Standards	
Author: <i>Roland Potter</i> <i>Town Clerk</i>	Presented by: <i>Roland Potter</i> <i>Town Clerk</i>
Produced for: Full Council 24 June 2010	Date of Report: 10 June 2010
Summary of Key Issues <p>Town and Parish Councils with income or expenditure less than £1 Million are required to complete an Annual Return. This is supported by additional information to the External Auditor.</p> <p>When a Council exceeds this £1 million threshold over a two year period they are required to produce their accounts in a more detailed format.</p> <p>In the Financial Year 2009/10 the Council has exceeded these thresholds and therefore for the Financial Year 2010/11 will be subject to new accounting standards.</p> <p>These new standards will require the Council to complete a financial statement consisting of:</p> <ul style="list-style-type: none">- An annual report- An annual governance statement- A statement of responsibilities for the statement of accounts- A statement of accounting policies- An income and expenditure account- A statement of movement of reserves- A statement of total recognised gains and losses- A balance sheet- Notes to the accounts including disclosures required by statute; and- The external auditors report	

The external auditors are appointed by the audit commission and there is no free market to choose auditors for town and parish councils.

Under the new standard of accounting which the Council will have to comply with, the auditors will undertake the external audit on the Council's premises. It is estimated that the additional cost of this audit will be between £5-6K per annum in addition to the current £2.5K for this service.

In addition to comply with this new accounting standard the Council are required to have all their assets re-valued for the purpose of the accounting standard. It is estimated that this process will cost an additional £5 to £10K to be repeated every 5 years.

Financial Implications:

Members are asked to note that an additional sum of up to £5K will be required in this financial year to comply with this new accounting standard and there will be an additional £10K required on an annual basis thereafter.

Legal and Policy Implications

All legal, financial and policy implications are identified within the report

Recommendations:

The Corporate Development & Audit Working Group request Full Council:

- **To note the new accounting standards**
- **To release up to an additional £15K from General Reserves to implement this legal requirement.**

10 June 2010

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

Distribution: To all Councillors (by post)

Bank Account Reconciled Statement

Current Account	31141023	40-21-05
Statement Number	130	
Statement Opening Balance	£196,225.25	Opening Date 25/05/10
Statement Closing Balance	£113,295.30	Closing Date 31/05/10
True Closing Balance	£84,997.97	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
21/05/10	BACS May 10	Multiple Suppliers/ Customers	75,741.46	0.00	120,483.75
25/05/10	Siemens	Siemens Financial Services	1,736.70	0.00	118,747.05
25/05/10	Website	Wisetiger	1,380.00	0.00	117,367.05
26/05/10	contra neopost	Neopost Credifon	0.00	0.00	117,367.05
26/05/10	DD Direct fuels	Direct Fuels Limited	49.21	0.00	117,317.84
28/05/10	0223	Pure Delights	0.00	1,271.46	118,589.34
28/05/10	0230	Allotment Holders 2010	0.00	539.70	119,129.04
28/05/10	Altis returned Bacs	Altis Industries Ltd	-47.94	0.00	119,176.98
28/05/10	DD calor	Calor Gas Limited	93.15	0.00	119,083.83
28/05/10	Mediu2 U returned BA	Media2u	-572.81	0.00	119,656.64
28/05/10	Neopost	Neopost Credifon	200.00	0.00	119,456.64
28/05/10	Payroll	Farnham Town Council	6,161.34	0.00	113,295.30
Uncleared and unrepresented effects					
18/12/09	107492		75.00		113,220.30
06/04/10	107650		130.00		113,090.30
27/04/10	107689		21.50		113,068.80
12/05/10	107683		200.00		112,868.80
14/05/10	107684		40.00		112,828.80
19/05/10			-31.96		112,860.76
21/05/10	107685		14,670.00		98,190.76
21/05/10	107685. 1 che, 2 inv		11,200.00		86,990.76
21/05/10	107686		100.00		86,890.76
21/05/10	107687		100.00		86,790.76
21/05/10	107688		1,055.00		85,735.76
27/05/10	107690		91.36		85,644.40
27/05/10	107691		427.89		85,216.51
29/05/10	107692. 1 che, 2 inv		138.54		85,077.97
29/05/10	107693		80.00		84,997.97
		Total	28297.33		

Bank Accounts - Details and Current Balances

Start of year 01/04/10

Account Type : Ordinary

Account Name	Account Type	Account Number	Sort Code	Last Reconciled Date	Last Reconciled Balance £	Current Balance £
Current Account	Ordinary	31141023	40-21-05	31/05/10	113,295.30	192,665.35
Lloyds TSB Staff Gratuity	Ordinary	7346410	30-93-20	31/03/10	12,444.87	12,444.87
Petty cash	Ordinary			31/03/10	200.00	200.00

Account Type : Short Term Investment

Account Name	Account Type	Account Number	Sort Code	Last Reconciled Date	Last Reconciled Balance £	Current Balance £
HSBC Capital Fund-3	Short Term Investment			31/05/10	1,100,000.00	1,000,000.00
TOTAL						£1,205,310.22



FARNHAM TOWN COUNCIL

J

Notes

Corporate Development and Audit Working Group

Time and date

10.00am Monday 14 June 2010

Place

Town Clerk's Office, South Street, Farnham

Attendees: Cllr C Cockburn, Cllr L Fleming, Cllr J Hargreaves, Cllr S Hill, Cllr J Maines, Cllr S O'Grady.

Officers present: R Potter (Town Clerk)

1. Apologies

There were no apologies

2. Election of Lead Member of Working Group and Spokesperson for the Town Council

POINTS	ACTION
It was agreed that Councillor L Fleming would be elected Lead Member and Spokesperson for the Town Council for the ensuing Municipal Year 2010/2011.	

3. CCTV System

POINTS	ACTION
<p>The Town Clerk gave a verbal update on the operation of the CCTV System including current CCTV projects.</p> <p>The Town Clerk explained that as part of the agreement with Surrey Police, the Town Council maintained the system and paid for the costs associated with the operation of the system and the police provided the monitoring of the system.</p> <p>The Town Clerk advised members that the CCTV control Room was being redesigned to allow the Farnham</p>	<p>Town Clerk:</p> <ul style="list-style-type: none">• To prioritise the installation of the CCTV camera for Gostrey Meadow• To place the project on the list of priority projects for the Working

<p>cameras to be monitored if required.</p> <p>The Town Clerk explained that the implementation of a CCTV camera in Gostrey Meadow had been delayed due to the lack of Officer resources that had been diverted to work on other priority projects such as the Town Design Statement.</p>	<p>Group over the next 3 to 4 months.</p> <ul style="list-style-type: none"> • To provide a progress report to the next meeting of the Working Group.
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4. Finance

POINTS	ACTION
<p>Annual Accounts:</p> <p>The Town Clerk presented the Draft Annual Return and supporting Accounts and clarified the format for the presentation of the report to Full Council.</p> <p>The Town Clerk informed the Group that the Internal Auditor would complete his Audit on Friday and the report was not expected until the following Monday.</p>	<p>Town Clerk:</p> <ul style="list-style-type: none"> • To report Annual Accounts to Full Council.
<p>New Accounting Standards:</p> <p>The Town Clerk presented a report on the requirement of the Town Council to adopt new accounting standards.</p> <p>The Town Council had exceeded the £1million turnover over two years and was required to adopt FRSEE (Financial Reporting Standard for Smaller Entities) accounting standards.</p> <p>This would require the Council to identify additional funding for the cost of an External Auditor and all the Councils assets would need to be valued for the accounts as fixed assets were dealt with in a different way in the new standard.</p> <p>The valuation would need to be repeated every 5 years.</p>	<p>Town Clerk:</p> <ul style="list-style-type: none"> • To report to Full Council with a request for additional funding up to £15K.
<p>Additional Delegated Responsibilities:</p> <p>The Town Clerk presented a report identifying a request from the External Auditors that, should there be any adjustments to the Annual Return; the responsibility should be delegated to a committee to ensure that this was done as quickly as possible without waiting for a Full Council Meeting.</p> <p>The Town Clerk informed the Working Group that there was an audit time table which identified the legal time limits for the completion of this process.</p> <p>The Town Clerk also informed the group that the new FRSEE accounting standards would require even closer</p>	<p>Town Clerk:</p> <ul style="list-style-type: none"> • To report to Full Council requesting the delegation of responsibilities to the Working Group for financial monitoring and amendments to the Annual Return at the request of the External Auditor.

<p>monitoring of the monthly finances and this was a role which could be undertaken by the Working Group.</p> <p>All these issues would then be ratified by Full Council</p>	
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5. Transfer of South Street Offices

POINTS	ACTION
<p>Transfer of Assets</p> <p>The Town Clerk provided members with a copy of an e-mail from the Town Clerk to Waverley Borough Council with a proposal on how to take the negotiations and the transfer forward.</p>	<p>Town Clerk:</p> <ul style="list-style-type: none"> • To write direct to the CEO of WBC with the proposal already suggested.

6. Current Project for Corporate Development and Audit Working Group

POINTS	ACTION
<p>The Town Clerk presented a report with suggested work priorities for the Working Group over the next 3 to 4 months:</p> <p>The report identified the following projects:</p> <ul style="list-style-type: none"> • Grants Review (W Coulter) • Treasury Management Policy (Town Clerk) • Review of Financial Regulations (Town Clerk) • Organisational Structure Review (Town Clerk) • Transfer of Assets (Town Clerk) • HR Audit of procedures and policies (South East Employers) • Members also added the installation of CCTV in Gostrey Meadow as a priority. (C Sydenham) <p>The longer term projects were:</p> <ul style="list-style-type: none"> • Asset Valuation (Town Clerk) • Review of Twinning (C Sydenham) 	<p>Town Clerk:</p> <ul style="list-style-type: none"> • The priority projects were agreed.

7. Communications

POINTS	ACTION
<p>The Town Clerk presented a report on the work of the Officer communications Group. To develop and improve the Councils Communications and Public Relations.</p> <p>The report identified the goals and work of the Communications Group over the next 12 months:</p> <ul style="list-style-type: none"> • Request management system • Community pages (pilot Farnham Community Task Force) 	<p>Communications Group:</p> <ul style="list-style-type: none"> • To implement the use of Social Media with Farnham in Bloom and Tourism and events over the next 2-4 weeks.

<ul style="list-style-type: none"> • Community pages (pilot Farnham Crime Prevention Panel) • News comments • Face book page for Farnham in Bloom • Face book page for Events • Twitter • Review of Website • Review of Web Site Tools • Review of newsletter <p>The report identified the implementation of social media to support specific areas of the Town Council's work.</p> <p>The implementation of the use of Face Book and Twitter would be used to promote Farnham in Bloom and Tourism Events.</p> <p>Twitter would be used to communicate local issues which impact directly on the life of Farnham. E.g. traffic, road closures, snow etc.</p> <p>The Working Group also received a presentation from WiseTiger Ltd (the Councils web site provider)</p> <p>The management of the content would be undertaken by WiseTiger Ltd and the Officers of the Council.</p> <p>The introduction of social media would be managed under the Council's current budget and service level agreement.</p>	
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8. Date and Time of Next Meeting

POINTS	ACTION
<p>Members agreed that the time and date of the next meeting would be Monday 19 July at 9.00 am</p>	<p>Town Clerk:</p> <ul style="list-style-type: none"> • To circulate agenda



FARNHAM TOWN COUNCIL

K

Notes

Cemeteries and Appeals Working Group

Time and date

10.00am on Tuesday 1 June 2010

Place

Council Chamber, South Street, Farnham

Attendees: Cllr C Cockburn, Cllr Fleming, Cllr Genziani and J Hargreaves.

Also Present: Cllr J Ward (Town Mayor)

Officers present: K Taitt (Grounds and Services Manager), R Potter (Town Clerk) W Coulter (Members and Committee Services Coordinator)

1. Apologies

Apologies for absence were received from Cllr V Duckett.

2. Lead Member of Cemeteries Working and Appeals Group

POINTS	ACTION
It was agreed to appoint Cllr C Cockburn as Lead Member for the Cemeteries Appeals and Working Group for the Municipal Year 2010/2011.	

3. Notes of Meeting

POINTS	ACTION
The notes of the meeting held on 4 March 2010 were received.	

4. Cemetery Development

POINTS	ACTION
Members received a verbal report on the progress of renovation to West Street Chapel. The works had almost	

been completed. The special slates to match the existing slates (different size from ordinary slates) had been sourced and were being installed. It was also reported that the interior of the chapel had been 'waterproof' since January and was drying out well.	
Members discussed possible further uses for the Chapel buildings. It was agreed that investigations into possible uses would be investigated.	WRC to investigate further uses for West Street Chapel.

5. Cemetery Improvements

POINTS	ACTION
<p>Members received a verbal report on planting schemes and general improvements to the Cemeteries.</p> <p>KT reported that grass cutting was in progress throughout the cemeteries and that the 4th cut of the year was in progress.</p> <p>It was agreed that some more trees would be planted along the boundary of West Street Cemetery next to the chapel to improve the screening.</p>	

6. Unauthorised Memorials and Tributes

POINTS	ACTION
<p>Officers updated Members on the recent survey carried out in the Farnham Cemeteries with regard to unauthorised memorials and tributes.</p> <p>Officers reported that two other Burial Authorities had approached the Town Council to set up a meeting to discuss unauthorised memorials and tributes.</p>	

7. Friends of Farnham Cemeteries Update

POINTS	ACTION
<p>Officers reported that the open day in Green Lane Cemetery was being reorganised to take place in September.</p> <p>It was agreed that the dates for events for the Friends of Farnham Cemeteries would be forwarded to the Members of the Working Group.</p>	

8. Communications and PR

POINTS	ACTION
<p>Members considered whether the Town Council should organise another update meeting with local undertakers. It was agreed that another meeting would be organised for</p>	WRC to organise meeting with local undertakers in September/October.

September/October.	
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9. BRAMM Seminar on Safer Cemeteries

POINTS	ACTION
Members were asked whether they wished to attend a seminar organised by BRAMM on 'Safer Cemeteries'. Members agreed that they would wish to attend however, it was requested that Officers contact BRAMM to enquire whether there were any seminars taking place closer to Farnham.	

10. Internal Training Day

POINTS	ACTION
Members were informed that Officer would be conducting an in-house training day for Town Council members of staff. Cranleigh Parish Council had also expressed an interest to attend. Members were asked whether they would wish to attend. Members noted that the training would be taking place.	

11. Date of Next Meeting

POINTS	ACTION
Members noted that the date and time of the next meeting would be 23 September 2010 at 10am.	



FARNHAM TOWN COUNCIL



Notes

Tourism & Events Working Group

Time and date

12:00 on Monday 14 June 2010

Place

Town Clerk's Office, Town Council Offices, South Street, Farnham

Attendees: Cllr Hargreaves, Cllr Hill, Cllr Le Gal and Cllr O' Grady.

Also Present: Cllr J Ward (Town Mayor)

Officers present: R Potter (Town Clerk) and C Turness (Major Projects Co-ordinator).

1. Apologies

Apologies were received from Cllr Storey.

2. Lead Member of Tourism and Events Working Group

POINTS	ACTION
It was agreed to appoint Cllr S O' Grady as Lead Member for the Tourism and Events Working Group for the Municipal Year 2010/2011.	

3. Spring Festival 2010

POINTS	ACTION
Members discussed the outcome of the Spring Festival held on 8 th May 2010. It was noted that the inclement weather largely affected visitor numbers to the event and it was agreed that options of providing extra cover for the arts and crafts stalls should be researched.	CT to research buying a second hand marquee from local companies.
It was agreed that a better link is needed between the Duck Race at Borelli Walk and the activities taking place in Gostrey Meadow.	CT to organise joint signage with the Rotary Club for next year's event.
Members discussed the provision of food and it was	Cllr Hargreaves to send

<p>agreed more options should be researched.</p> <p>It was agreed that the information tent should have a semi-rigid 'Farnham Town Council Information' sign attached to the front of the gazebo.</p> <p>At the event, members were asked if there was anywhere in the town to hire a wheelchair. It was agreed that information should be sought from St John Ambulance for future enquiries.</p>	<p>Paella contact to CT.</p> <p>CT to research quotes.</p> <p>CT to speak to St John Ambulance.</p>
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4. Music in the Meadow

POINTS	ACTION
<p>Members received a verbal update on the progress of the project. 600 visitors, the most yet, had attended yesterday's concert.</p> <p>Members were asked if they could help at any of the future concerts.</p> <p>Members were asked to e-mail CT with their available dates.</p>	<p>Members to e-mail CT with availability.</p>

5. Picnic in the Park

POINTS	ACTION
<p>Members received a verbal update on the progress of the project. The event received lots of interest at yesterday's Music in the Meadow concert and if the weather is good, it is anticipated 1,000 visitors will attend.</p> <p>Members discussed the option of hiring portable toilets for the event.</p> <p>Members were asked to note that the budget for the project is near to its limit.</p>	<p>CT to research quotes for hiring portable toilets.</p>

6. Farnham Grows

POINTS	ACTION
<p>Members received a verbal update on the progress of the project. A copy of the Farnham Grows brochure was distributed to members.</p> <p>Members were asked to note all of the activities and events arranged for the project.</p>	

7. Farnham Feast of Food

POINTS	ACTION
<p>a. Members received a verbal update on the progress of the project.</p> <p>A list was distributed to the members with information of; the stallholders booked so far for the Food Festival, the sponsorship agreed so far for the project, the chefs who have agreed to perform a demonstration at the Food</p>	

<p>Festival and the venues who have agreed to take part in The Great British Food Crawl.</p> <p>Members discussed the stallholders booked so far. It was agreed that companies selling kitchen utensils and cookery books should be invited to the Festival to meet the requests of visitors last year.</p> <p>Members discussed the venues booked so far for the Great British Food Crawl. Members suggested speaking to Andersons in East Street about taking part.</p>	<p>CT to speak to Magimix, Alison Townsend and Selnews.</p> <p>CT to speak to Andersons.</p>
<p>b. Members were asked to consider 2 quotes from Eagle Radio for buying an advert to promote the Food Festival. It was agreed that the cost of the advert was too expensive and the members discussed cheaper methods to promote the Festival.</p> <p>It was agreed that BBC Surrey Radio should be approached to promote the Festival.</p> <p>Members suggested promoting the Festival through; adverts in free newspapers and magazines, distributing flyers outside Sainsbury's at Water Lane and Waitrose in the Lion & Lamb Yard and creating a banner, which could be placed above the toilets in Central car park.</p>	<p>Cllr O' Grady to send CT BBC Surrey contact.</p>
<p>c. Members discussed the best method of communicating the road closure for the Food Festival with retailers and residents.</p> <p>It was agreed a letter should be written to residents in Castle Street, Park Row, Long Garden Walk and West Street.</p> <p>It was agreed a separate letter should be written to retailers and the Chamber of Commerce asking to contact the Council with ideas and suggestions of how they could get involved during the Food Festival.</p> <p>It was noted that Lime Blue jewellers and Image hairdressers, both situated in Castle Street, distributed discount flyers and gift bags at last year's Food Festival.</p> <p>It was agreed that both letters should be delivered at the same time.</p> <p>Officers discussed the best method of distributing the letters. It was agreed that the Outside Workforce should be approached.</p>	<p>CT and RP to discuss content for the letter.</p> <p>CT and RP to discuss content for the letter.</p> <p>CT to speak to the Grounds & Services Manager.</p>

8. Christmas Lights Switch-on

POINTS	ACTION
<p>a. Members discussed the operational times for the event. It was agreed that the event will operate from 2pm – 6pm,</p>	

<p>with the lights switching on at around 5.30pm.</p> <p>Members discussed who should host the event. It was decided that Eagle Radio's proposal of hosting the event for £1,000 was too expensive.</p> <p>Members suggested approaching BBC Surrey Radio or getting a compare to host the event. Members suggested approaching Peter Greenyer.</p>	
<p>b. Members received a list of quotes to hire an ice rink. It was agreed that last year's rink was not as expected and posed a health and safety risk, due to the ground being uneven.</p> <p>Members were asked to note that the rink cost £3700 last year and only £1100 was collected back.</p> <p>It was agreed that this year's event should not include an ice rink and instead more children's rides should be provided.</p>	
<p>c. Members were asked to consider a proposal from Donna Smith to attend the event with a children's bungee trampoline.</p> <p>It was agreed that a site visit should be made to consider the location of the trampoline before proceeding.</p>	<p>CT to arrange a site visit with Donna Smith</p>
<p>d. Members were asked to consider a proposal from The Packhouse to attend the event offering short tethered flights in a hot air balloon.</p> <p>Due to the space needed to operate the flights, it was agreed that a site visit should be made before proceeding.</p>	<p>CT to arrange a site visit with The Packhouse.</p>
<p>e. Members were asked to consider a proposal from the Farnham Rock Choir to attend the event to perform.</p> <p>It was agreed that the Rock Choir should be reminded of the conditions of being able to perform at the event and these conditions should be agreed before a formal arrangement is made.</p>	<p>CT to speak to Tom at the Rock Choir.</p>

9. Farnham Calendar 2011

POINTS	ACTION
<p>A draft copy of the calendar was distributed to the group.</p> <p>Members suggested amendments to some of the photographs currently used in the draft.</p>	<p>CT to e-mail the company with the suggestions.</p>

10. Website and Communications

POINTS	ACTION
<p>Members and officers were informed that Corporate Development had agreed to proceed with setting up Facebook and Twitter accounts for the Council.</p>	

It was agreed by Corporate Development that the first Facebook page to be created is to promote Picnic in the Park on 4th July.

Members discussed that a number of tourism leaflets need updating with the new brand.

Members were asked to note that only £1400 remains in the publications budget. It was agreed that 10 mins, 10 miles should be updated first.

Members discussed the option of introducing an information pack to be given out at events and at the Town Council's reception.

Members were asked to note that a 'Welcome Pack' had been produced previously by Cath Sydenham but it was stopped in 2006, possibly due to staff resources and financial implications.

Members discussed the implication of officer time being taken up by organising events and therefore not being able to focus much time on tourism based projects.

It was agreed that the group should discuss setting up a 12 – 18 month tourism target plan at the next working group meeting. This can then be discussed by the Major Projects Co-ordinator and the Town Clerk as to what is achievable against current workloads.

CT to obtain quotes for redesign and printing of 10 mins, 10 miles.

CT to speak to Cath and find out more information on the 'Welcome Pack'.

CT to add item to the agenda for the next Working Group meeting.

11. Date of Next Meeting

POINTS	ACTION
Members noted that the date and time of the next scheduled meeting is 30 September 2010.	CT to email Members Agenda and papers nearer the time.



FARNHAM TOWN COUNCIL

M

Notes

Farnham in Bloom Working Group

Time and date

10.00 am on Thursday 27 May 2010

Place

Council Chamber, South Street, Farnham

Attendees: Cllr David Atfield, Cllr Pat Frost , Cllr Jill Hargreaves (Chairman) Cllr Janet Maines, Cllr John Ward, Kevin Taitt and Sheila Rayner

1. Apologies

Apologies were received from Cllr O'Grady and Cllr Duckett

2. Election of Chairman

Cllr Jill Hargreaves was elected as Chairman of the Working Group for the year 2010/2011

3. Farnham in Bloom 2010- Entry into SSEIB 2010

POINTS	ACTION
The Working Group considered the proposed text for inclusion in the portfolio to be submitted to SSEIB by 19 June 2010. Members were generally pleased with the content and suggested some additions and amendments for inclusion. As the document was quite lengthy it was agreed that members of the group would make any further comments direct to the officers. Up to date photographs would now be incorporated and the portfolio would be submitted by the due date. A copy would be available for the group members to view at the next meeting.	Sheila to finalise and submit the portfolio

4. Sponsorship

POINTS	ACTION
Battle of Britain-70th Anniversary	

West Street-pink, white, lilac Castle Street-orange, yellow The Borough-red,white	
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6. Presentation of Awards arrangements

POINTS	ACTION
<p>The Working Group noted the following</p> <ul style="list-style-type: none"> • The Launch-27 May 2010 at 6.15pm • Schools Presentation event to be hosted by Squires Garden Centre on 28 September 2010 • FIB awards , SSEIB awards, allotments etc be held in the Council Chamber on Weds 13 October 2010 at 6pm 	<p>Kevin to confirm with schools</p> <p>Sheila to arrange</p>

7. Wall of famous Farnham people

POINTS	ACTION
<p>The Group considered a request for Harold Falkner's name to be added to the wall in South Street which the members agreed.</p> <p>Existing names include:</p> <p>William Cobbett(writer) Graham Thorpe(cricketer) William Beldham (cricketer) The carpenters of the Great Roof of Westminster Hall Mike Hawthorn(racing driver) Rachel Morris(athlete) Sir Peter Pears(tenor) Augustus Toplady(clergyman) George Sturt(author) Jonny Wilkinson(rugby player) John Henry Knight (inventor) William Willett(builder)</p>	

8. Chairman's items

POINTS	ACTION
<p>Litter pick The Chairman suggested a litter pick when the FTC leaf blowers would be used to collect cigarette ends on Thursday 1 July 2-4pm</p> <p>Wall ash trays</p>	<p>Sheila to email all members Kevin to arrange the necessary equipment</p>

<p>Installation of wall ashtrays to be completed as soon as time permitted</p> <p>Facebook and twitter Noted that a facebook and twitter facility for Farnham in Bloom would be provided by the Council's web site providers</p>	<p>Kevin to arrange</p>
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9. Date of next meeting

POINTS	ACTION
<p>The next meeting will be held on Thursday 24 June 2010 at 10am</p>	<p>Sheila to prepare agenda</p>



FARNHAM TOWN COUNCIL

N

Minutes

Planning Consultative Group

Time and date

5.00pm on Thursday 27 May 2010

Place

Town Clerks Office, South Street, Farnham

Members Present

- * Cllr C G Genziani (Lead Member)
- * Cllr D J Attfield (Deputy Lead Member)
- * Cllr R D Frost
- o Cllr G Hargreaves
- * Cllr J E Maines
- o Cllr S Hill
- o Cllr O'Grady
- o Cllr C Storey
- * Present
- o Apologies for absence.

PCG 014/10

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.

1. **Apologies for Absence**

Apologies for absence were received from Cllrs G Hargreaves, S Hill, S O'Grady and C Storey.

2. Disclosures of Interest

<u>Name of Councillor</u>	<u>Planning Application No</u>	<u>Subject</u>	<u>Personal/Prejudicial</u>	<u>Reason</u>
L Fleming	WA 10/0693	Farnham Park, Folly Hill	Personal	Member of Friends of Farnham Park and Waverley Borough Councillor
R Frost	WA 10/0693	Farnham Park, Folly Hill	Personal	Waverley Borough Councillor

3 To Appoint a Lead Member for Municipal Year 2010/2011

It was agreed that Councillor C Genziani be appointed Lead Member of the Planning Consultative Group for the Municipal Year 2010/2011.

4 Appointment of Deputy Lead Member for Municipal Year 2010/2011

It was agreed that Cllr D Attfield be appointed Deputy Lead Member of the Planning Consultative Group for the Municipal Year 2010/2011.

5 Update on Future Planning Consultative Group Meetings

Members received a verbal report from the Town Clerk on the proposals from the Planning Authority, Waverley Borough Council to submit Planning Application Observations by 'e-planning'.

The Town Clerk explained that more and more planning applications were being submitted to the Borough Council electronically and therefore the Borough Council was bearing the brunt of the cost of printing the copies of plans. The Borough Council in order to address this problem was asking Town and Parish Council to trial the 'e-planning' process which would mean that planning applications would be viewed on-line and observations would also be made on-line. This would also be in line with Central Governments objectives of making all planning application observations electronically.

The Town Clerk explained that this process would take place gradually and the Members agreed that they would access the paper plans and decide which ones would be acceptable to be viewed on-line and which ones would require paper plans. It was agreed that the Town Clerk would then write to Matthew Evans, Head of Planning at Waverley Borough Council, to explain the Planning Consultative Group's findings.

6 Planning Applications Considered

NMA 10/0071

Amendment to WA 09/1647 to change the octagonal shape of the rear extensions to a Square Shape.
26 St Johns Road, Farnham.

No objections.

NMA 10/0072

Amendment to WA 09/1726 to provide change to roof pitch.
35-37 Weydon Lane, Farnham.

No objections.

NMA 10/0074

Amendment to WA 09/0852 to provide relocation of front extension windows and change ground floor extension patio doors to window, and changes to internal layout.
26 The Chantrys, Farnham.

No objections.

TM 10/0050

Application for works to a tree subject to Tree Preservation Order WA17.
Holly Cottage, 9 Old Frensham Road, Lower Bourne, Farnham.

No objection provided Waverley Borough Council's Arboricultural Officer is satisfied.

TM 10/0055

Application for works to a tree subject to Tree Preservation Order WA294.
51 Hale Road, Farnham.

No objection provided Waverley Borough Council's Arboricultural Officer is satisfied.

TM 10/0056

Application for works to a tree subject to Tree Preservation order Far1.
North Lodge, Waverley Lane, Farnham.

No objection provided Waverley Borough Council's Arboricultural Officer is satisfied.

WA 10/00619

Alterations, construction of new roof incorporating first floor accommodation, erection of porch and relocation of garage (revision of WA 09/1652).
Old Compton Dene, Old Compton Lane, Farnham.

No objections.

WA 10/0620

Erection of extensions and alterations (variation of WA 05/2367) involving size of extension, location of bay window and locations of door and window.
31 Aveley Lane, Farnham.

No objections.

WA 10/0621

Provision of velux window to existing roof and additional window to first floor rear elevation.
New dwelling adjacent to 3, Longdown Close, Farnham.

Concerned about overdevelopment of property.

WA 10/0622

Erection of educational classroom/treehouse and associated works.
Frensham Heights School, Frensham Heights Road, Rowledge, Farnham.

Object, this proposal is in an open area which has not been developed. It is in the Area Beyond the Green Belt and is in the Area of Great Landscape Value. The Town Council is concerned that it does not provide fully accessible facilities for wheelchair users.

WA 10/0628

Two storey and single storey extensions.
22 St Johns Road, Farnham.

Concerned about the impact on the residential amenities of the neighbouring properties.

WA 10/0629

Erection of single storey extensions and replacement conservatory.
38 Shortheath Crest, Farnham.

Concerned about the adverse impact on the residential amenities of the neighbouring properties, would suggest obscure glazing.

WA 10/0633

Erection of two storey extension, single storey extension, dormer windows, skylights, photovoltaic panel and alterations.
13 Old Frensham Road, Lower Bourne, Farnham.

No objections.

WA 10/0634

Construction of first floor.
23 Brambleton Avenue, Farnham.

No objections.

WA 10/0640

Erection of single storey extension.
43 Whitmore Green, Farnham.

No objections.

WA 10/0641

Erection of extensions and alterations (revision of WA 10/0126).
8 Chapel Road, Farnham.

Previous comments of the Planning Consultative Group held on 11 February 2010 were as follows: Concerned about the availability of parking due to traffic movement on the road and proximity to junction.

Previous comments still stand: Concerned about the availability of parking due to

traffic movement on the road and proximity to junction. It would also be helpful to have a note of the changes proposed.

WA 10/0642

Erection of single storey extension following demolition of existing extension.
11 Farnham Park Close, Farnham.

Concerned about proximity of extension to boundary.

WA 10/0643

Erection of extensions and alterations following demolition of conservatory.
Little Hopton, 7 Beech Avenue, Lower Bourne, Farnham.

No objections.

WA 10/0645

Erection of dwelling and garage.
13 Gardeners Hill Road, Wrecclisham, Farnham.

Previous comments of the Planning Consultative Group for planning application WA 05/1039, were as follows: Object, new building will be materially larger than the dwelling it replaces and this is contrary to Local Plan BE3.

Previous comments still stand: Object, new building will be materially larger than the dwelling it replaces and this is contrary to Local Plan BE3. Also concerned about the additional separate dwelling.

WA 10/0648

Erection of two storey extension and change of use from B1 (offices) to mixed A1 (retail) and A3 (restaurant) (revision of WA 09/1677).
31-32 East Street, Farnham.

Previous comments of the Planning Consultative Group held on 17 December 2009 were as follows: Concerned that the proposed shop fronts are not in keeping with the design and character of the market town of Farnham. Concerned about the parking relative to the size of the proposed restaurant.

Previous comments still stand: Concerned that the proposed shop fronts are not in keeping with the design and character of the market town of Farnham. Concerned about the parking relative to the size of the proposed restaurant. Also, when an opportunity to redesign, it is an opportunity to improve.

WA 10/0652

Erection of single storey rear extension.
19 Victoria Road, Farnham.

Concerned about the impact on the residential amenities of the neighbouring properties.

WA 10/0656

Relocation of vehicle entrance gate within site and extension of boundary wall into site.
Territorial Army Centre, Guildford Road, Farnham.

No objections.

WA 10/0657

Erection of single storey extension and demolition of garage.
10 Arthur Road, Farnham.

Concerned about loss of parking on site on a road with difficult parking.

WA 10/0660

Erection of two storey side extension (revision of WA 10/0102).
17 Cobbetts Way, Farnham.

Previous comments of the Planning Consultative Group held on 11 February 2010 were as follows: Concerned about the size of the development and quality of plans and drawings.

No objection, however, the quality of the plans and drawings is still sub-standard.

WA 10/0661

Erection of single storey garage extension, demolition of existing garage.
8 Boundstone Road, Farnham.

No objections.

WA 10/0663

Change of use from A1 retail and A2 letting agent.
12 East Street, Farnham.

Object to the loss of retail unit. This is to become a prime retail location in the near future.

This proposal is adjacent to Listed Buildings and the extra glazing above the fenestration is an attractive feature which should be retained.

WA 10/0664

Application for advertisement consent to display illuminated fascia sign and projecting sign.

12 East Street, Farnham.

This proposal is adjacent to Listed Buildings and the extra glazing above the fenestration is an attractive feature which should be retained.

Any materials used must be natural.

WA 10/0670

Erection of single storey extension following demolition of existing extensions.
34 Woodside Road, Farnham.

No objections.

WA 10/0672

Erection of extensions and alterations.
4 The Avenue, Rowledge, Farnham.

Would suggest a hipped end rather than a gable end with an addition of this height.

WA 10/0689

Erection of extensions.
17 Oakland Avenue, Farnham.

Concerned about effect on the residential amenities of the neighbouring properties and the proximity of the proposed garage to the property boundary.

WA 10/0693

Application under Regulation 3 for the construction of two ponds.
Farnham Park, Folly Hill, Farnham.

No objections.

WA 10/0694

Siting of a statue and plinth.
Gostrey Meadow, Union Road, Farnham.

Concerned about loss of public open space. Would suggest site visit, including Farnham Town Councillors. A more appropriate site is required bearing in mind that the statue would be over 15 ft high.

The meeting closed at 6.15pm

Date

Chairman



FARNHAM TOWN COUNCIL

O

Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 10 June 2010

Place

Town Clerks Office, South Street, Farnham

Members Present

- * Cllr C G Genziani (Lead Member)
- * Cllr D J Attfield (Deputy Lead Member)
- o Cllr V Duckett
- * Cllr L Fleming
- o Cllr R D Frost
- * Cllr G Hargreaves
- o Cllr J E Maines
- o Cllr O'Grady
- o Cllr C Storey

* Present

o Apologies for absence.

PCG 025/10

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.

1. **Apologies for Absence**

Apologies for absence were received from Councillors V Duckett, B Frost, J Maines, S O'Grady and C Storey.

2. Disclosures of Interest

<u>Name of Councillor</u>	<u>Planning Application No</u>	<u>Subject</u>	<u>Personal/Prejudicial</u>	<u>Reason</u>
L Fleming	WA 10/0705	Change of use of single room from Class A1 retail to residential accommodation.	Personal	Knows architect.
L Fleming	NMA 10//0079	Amendment to WA 09/1085 to provide new door opening for emergency access to new viewing area. Farnham Leisure Centre.	Personal	Waverley Borough Councillor.
G Hargreaves	NMA 10//0079	Amendment to WA 09/1085 to provide new door opening for emergency access to new viewing area. Farnham Leisure Centre.	Personal	Waverley Borough Councillor.

3 Planning Applications Considered

NMA 10/0079 – Amendment to WA 09/1085 to provide new door opening for emergency access to new viewing area.
Farnham Leisure Centre, Dogflud Way, Farnham.

No objections.

NMA 10/0080 – Amendment to WA 09/1227; see application form for details.
Apple Tree Cottage, 5 Firfield Road, Farnham.

Previous comments of 13 August 2009 were as follows: No objections.

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

NMA 10/0081 – Amendment to WA 08/1543 to remove chimneys from the proposed dwellings.
Lowlands Bungalow, Folly Lane South, Farnham.

No objections.

TM 10/0060
Application for works to a trees the subject of Tree Preservation Order 4/99.
3 Longhope Drive, Farnham.

No objection provided Waverley Borough Council's Arboricultural Officer is satisfied.

TM 10/0061
Application for works to trees subject to Tree Preservation Order WA118.
2 Wellesley Garden, Farnham.

No objection provided Waverley Borough Council's Arboricultural Officer is

satisfied.

WA 10/00698

Erection of single storey extension (revision of WA 10/0202).
33 West Street, Farnham.

No objection subject to the approval of the Listed Buildings Officer.

WA 10/0699

Application for Listed Building Consent for the erection of single storey extension (revision of WA 10/0203).
33 West Street, Farnham.

No objection subject to the approval of the Listed Buildings Officer.

WA 10/0705

Change of use of single room from Class A1 retail to residential accommodation.
4 Upper Church Lane, Farnham.

No objection subject to the approval of the Listed Buildings Officer.

WA 10/0710

Application for Listed Building Consent for removal of existing signs, external lighting and projecting sign and display of internally illuminated fascia signs and externally illuminated signs.
Town Hall Buildings, 4-5 The Borough, Farnham

Object. As per the Farnham Design Statement: Design Guidelines for the Town Centre: Internally illuminated signs should continue to be resisted within the Conservation Area.

WA 10/0711

Application for a new planning permission to replace extant planning permission WA 05/2609, allowed on appeal 25/05/2007, for dwelling and garage together with garage to serve existing dwelling following demolition of outbuildings.
Land at Canford House, Westfield Lane, Wrecclesham, Farnham.

As this site is within the Wrecclesham Conservation Area it should not impinge on the Green Area, as this is a precursor to infill development and infringes on current Government Policy.

WA 10/0717

Consultation under Regulation 3 for the construction of a single storey classroom block comprising six classrooms and ancillary office, store and breakout space following demolition of existing classroom block.
Land at Weydon School, Weydon Lane, Farnham.

No objections however, concerned about the increase of traffic movements to and from the school.

WA 10/0719

Display of two internally illuminated fascia signs and one non-internally illuminated hanging sign.

Town Hall Buildings, 4-5 The Borough, Farnham.

Object. As per the Farnham Design Statement: Design Guidelines for the Town Centre: Internally illuminated signs should continue to be resisted within the Conservation Area.

WA 10/0721

Application for new planning permission to replace extant permission WA 07/1238 for the erection of a first floor extension.

9 Bridgefield, Farnham.

No objections.

WA 10/0722

Erection of a conservatory.

Alba, South Avenue, Farnham.

No objections.

WA 10/0723

Consultation on a County Matter under Section 96A of the Town and Country Planning Act 1990 for a non-material amendment to planning permission ref:

APP/B3600/A95/257618/P5- granted on appeal 27 August 1996, comprising subsequent alteration to the engineering design and phasing of the landfilling of Area A.

Land at Runfold South Quarry, Guildford Road, Farnham.

Farnham Town Council is concerned about the monitoring of waste. There must be careful monitoring of materials being buried to ensure that only inert waste is buried.

WA 10/0724

Application for a new planning permission to replace extant permission WA 05/0350 (construction of a mansard roof to provide additional floor space).

St James House, East Street, Farnham.

No objections.

WA 10/0733

Construction of replacement shop front.

28b Downing Street, Farnham.

No objections in principle subject to the 'Shopfronts in Waverley Guidelines'. Concerned that the work has already been carried out. As per the Farnham Design Statement: Design Guidelines for the Town Centre; Restrictions on inappropriate shop frontages, with regard to colour, lighting and size, must be strengthened. Waverley Borough Council is urged to revisit its guidelines on shop frontages and strengthen these, to prevent further harm.

WA 10/0734

Erection of a single storey dwelling and garage following demolition of existing dwelling (revision of WA 09/1518).
Cedar Croft, Tilford Road, Farnham.

No objections.

WA 10/0738

Erection of first floor extension, roof over bay window and alterations to dormer windows.
15 Vale Close, Lower Bourne, Farnham.

No objections.

WA 10/0741

Erection of a conservatory.
34 White Cottage Close, Farnham.

Concerned about the possible adverse impact on the residential amenities of the neighbouring properties.

WA 10/0743

Construction of a dormer window.
8 Osborn Road, Farnham.

No objections.

WA 10/0745

Replacement of existing rear extension roof with roof tiles.
34 St Johns Road, Farnham.

No objections.

WA 10/0748

Erection of two storey extension, new pitched roof and alterations and demolition of existing conservatory.
87 Shortheath Road, Wrecclesham, Farnham.

No objections subject to materials used being in keeping with original building.

WA 10/0751

Erection of single storey side and rear extensions following partial demolition of garage and conservatory; extension to roof and conversion of roof space to habitable accommodation; erection of brick pier and timber fencing together with alterations.
Kasmira, Orchard Road, Badshot Lea, Farnham.

No objection however, concerned about possible adverse impact on the residential amenities of the neighbouring properties.

WA 10/0752

Application for a new planning permission to replace extant permission WA 05/0719 (Conversion of outbuilding to self-contained annexe).
Wings House, 30 Fernhill Lane, Farnham.

No objections.

WA 10/0755

Application for a new planning permission to replace extant permission WA 07/0935 (dated 18/06/07) erection of extensions.
14 Coleson Hill Road, Farnham.

No objections.

WA 10/0756

Application for the removal of conditions 13 and 14 of planning permission WA 09/0783 (conditions relate to provision of ground source heat pumps) to allow for installation of air source heat pumps.
66 Middlebourne Lane, Farnham.

Object – conditions should not be changed.

WA 10/0760

Application for advertisement consent to display illuminated front elevation sign panel.
174 Farnborough Road, Farnham.

Object to sign being illuminated – poor design, out of keeping with area.

WA 10/0762

Erection of single storey extension.
Paddock Wood, Summerfield Lane, Frensham, Farnham.

No objections.

WA 10/0763

Application for variance of condition 2 of planning permission WA 08/1358 to provide for the retention of shed.
12 Greenhill Road, Farnham.

Previous comments of 21.08.08 were as follows: No objection, but would require that should permission be given, it be conditioned for private use only and for the purpose of a games room only.

Objection – condition should not be removed.

WA 10/0768

Application for a Certificate of Lawfulness under Section 192 of the Town and Country

Planning Act 1990 for the proposed conversion of loft to bedroom and construction of dormer window.
10 Tor Road, Farnham.

Concerned about the impact on the residential amenities of the neighbouring properties.

WA 10/0769

Application for a Certificate of Lawfulness under Section 192 of the Town and Country planning Act 1990 for the proposed conversion of loft into bedrooms and construction of dormer windows.
Paddock Wood, Summerfield Lane, Frensham, Farnham.

No comment.

WA 10/0784

Erection of porch and single storey extension, roof extension, provision of dormer windows and alterations (demolition of existing porch).
10 Shortheath Crest. Farnham.

Concerned about the intrusion upon neighbours amenities. As per the Farnham Design Statement, Design Guidelines for Shortheath and Boundstone: Extensions should be in keeping with the original dwelling and roofs should not be dominated by unsuitable dormer windows.

WA 10/0785

Erection of a dwelling, formation of access and parking area, alterations to existing dwelling.
20 Lickfolds Road, Rowledge, Farnham.

As per Farnham Design Statement: Design Guidelines for Rowledge; The essential rural character of the village should be preserved by respecting the low density of development prevalent in the village. Inappropriate infill should be avoided, to retain the distinctive mature gardens.

As Farnham Town Council has observed previously for development in Lickfolds Road, this infill development is an encroachment on the rural fringe.

The meeting closed at 7.30pm.

Date

Chairman