



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 13 November 2008

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**, on **THURSDAY 13 NOVEMBER, 2008, 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

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 13 November 2008

Place

The Council Chamber, South Street, Farnham

1 Apologies

Apologies received from Councillor C Cockburn, G Hargreaves and A Lovell.

2 Minutes

To sign as correct record the minutes of the Farnham Town Council meetings held on 18 September 2008 (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 12 November 2008. 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 Mayors Announcements

To receive the Town Mayors announcements.

Part 1 – Items for Decision

6 Grants 2009/2010

To consider Revenue and Project Grant Applications 2009/2010 and to receive recommendations from the Grants Working Group.

Report attached at **Appendix B**.

7 Cemeteries Footpaths

To consider the allocation of funds for the improvement of footpaths in Farnham Town Councils cemeteries.

Report attached at **Appendix C**.

8 Code of Conduct

To consider the adoption of a Code of Conduct for officers and staff of the Town Council.

Report attached at **Appendix D**.

Part 2 – Items to Note

9 Project Updates

To receive a report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk.

Report attached at **Appendix E**.

10 Planning Applications

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

11 September 2008 attached at **Appendix F**.

2 October 2008 attached at **Appendix G**.

23 October 2008 attached at **Appendix H**.

As submitted for the information of the Council. The action taken there under is in accordance with delegated authority

11 Reports of Working Groups

Corporate Development and Audit Task Group – attached at **Appendix I**.

Cemeteries Working and Appeals Group – attached at **Appendix J**.

12 Reports from Outside Bodies

To receive the minutes of the Blackwater Valley Countryside Partnership Group.

Report attached at **Appendix K**

13 Items Tabled

None

14 Exclusion of the Public and Press

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 16, of the agenda to receive a confidential report from the Cemeteries Appeals and Working Group.

Part 3 – CONFIDENTIAL ITEMS

- 15** To RECEIVE a confidential report of the Cemeteries Appeals and Working Group – papers attached under separate cover for Members only.

The Town Mayor will close the meeting.

6 November 2008

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

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



FARNHAM TOWN COUNCIL

A

Minutes Full Council

Time and date

7.00pm on Thursday 18 September 2008

Place

The Council Chamber, South Street, Farnham

Members Present

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

- * Present
- o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)
Wendy Coulter (Committee and Members Services Co-ordinator)
Kevin Taitt (Grounds and Services Manager)
Catherine Cooper (Major Projects Co-ordinator)
Ginny Gordon (Receptionist/Farmers' Market Co-ordinator)

C 053/08 QUESTIONS BY THE PUBLIC

There were no questions by the public.

C 054/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors, V Duckett, (Mrs) P Frost, B Frost, D Le Gal, A Lovell, J Maines

C 055/08 MINUTES

The Minutes of the Farnham Town Council meetings held on 19 June 2008 and 26 June 2008 were signed by the Town Mayor as a correct record.

C 056/08 DISCLOSURE OF INTERESTS

There were no disclosures of interest received for any items on the agenda.

C 057/08 STATEMENTS BY THE PUBLIC

Mr Skingle made a statement, congratulating the Town Council, Mr Taitt's Outside Workforce team and the Councillors on achieving a Gold award and being the Regional Winner in the South and South East in Bloom Competition.

C 058/08 TOWN MAYORS ANNOUNCEMENTS

The Town Mayor congratulated Farnham Town Council, its Officers, Outside Workforce Team, Councillors, Volunteers, Businesses and Partners on the success in the South and South East in Bloom Competition.

The Town Mayor attended the Heritage Weekend which was a delight. She expressed her thanks to the Farnham Society and Ms Rayner for the wonderful work that had been done to make it such an enjoyable event.

The Town Mayor reminded Members that the Remembrance Sunday Service would be held on 9 November 2008.

The Town Mayor also reminded Members that there would be a presentation by Farnham Town Council to the Farnham Chamber of Commerce at the Bush Hotel on Thursday 25 September at 6pm.

Part 1 – Items for Decision

C059/08 RESULTS OF SOUTH AND SOUTH EAST IN BLOOM JUDGING

It was reported to Members that Farnham Town Council had achieved a Gold award in South and South East in Bloom and was also Regional Winners.

Councillor Hargreaves, Chairman of the Farnham in Bloom Group congratulated Mr Taitt and Ms Rayner, their team and all the sponsors and partners who had worked so hard to achieve the success.

Councillor Steel congratulated Councillor Hargreaves on her leadership of the group and her determination and enthusiasm which encouraged all involved.

Mr Taitt explained that as Farnham Town had won the Regional category then it may be possible that Farnham would be put forward for entry in to the Britain in Bloom in 2009 competition.

C 060/08 MAJOR EVENTS FOR THE PROMOTION OF FARNHAM

Progress of Events for 2008

Members received a report on the progress of Events in 2008.

Band Concerts

Members noted the success of the Band Concerts in Gostrey Meadow and the results of the questionnaire (attached to record minutes).

Food Festival

It was noted that the Food Festival would be held on Saturday 11 October in the Central Car Park between 10am – 4pm. 34 stalls of regional producers and Farnham retailers would be attending the Festival to sell their products. There would also be a demonstration by local Chef, Steve Drake of Michelin Star establishment; Drake's Restaurant in Ripley. Face painting would be provided for children. Radio Eagle's 'Love Crew' would be attending on the day from 11.00 – 14.00. Entertainment would be provided by Grandpa Spells Jazz Band from 14.00 – 16.00.

Members noted that the Italian Market would be taking place on 24 October 2008 and had originally been arranged to be held in Castle Street, but due to complications with street trading laws the Market would now be held in Central Car Park.

The Farmers' Market which to be held on 26 October 2008 would also be included in the event.

Members noted that the Town Council had attempted to involve the local businesses in the Food Festival, 110 letters had been sent out to local businesses however only thirteen had replied. The Chamber of Commerce had originally shown an interest in being involved in the event but were unable to supply a stall as insufficient numbers of Chamber Members were involved in the Festival.

Christmas

Members noted that planning was underway for Christmas and Young Person of the Year. The 'Christmas Lights Switch On' would be held in East Street on Saturday 22 November 2008. However Members noted that in 2009 the event would be relocated to Gostrey Meadow.

Quotes had been received from Radio Eagle and Delta Radio regarding participation in the festivities for 2008.

Members discussed the quotes from both Radio Stations and requested that Eagle Radio be contacted again the renegotiate the quote as this would be the preferable Radio Station.

RESOLVED:

- ◆ **That the Events planned for the remainder of 2008 be noted**
- ◆ **That Officers renegotiate terms for the inclusion of Radio Eagle in the Town Council's activities for Christmas.**

Proposal for Events for 2009

Members received a report on the proposed list of events for 2009, and the locations of road closures, where required.

Spring

Members noted that 3 Continental Markets have been scheduled for 2009. The first is scheduled for Easter Weekend; this will replace the Council's Easter Extravaganza event.

The Spring Festival Craft Market would be repeated for 2009, taking into account points raised and lessons learnt from the first market held in 2008.

The Spring Festival Craft Market would be again held in Downing Street, subject to permissions from Waverley Borough Council and Surrey County Council.

Summer

11 Band Concerts have been scheduled for 2009. The concerts have been provisionally scheduled for the first 3 weeks in June, July, August and September. With the Farmers' Market this will create an event for local residents every weekend from June to September. Opportunities for sponsorship will be investigated with local businesses.

Members noted that a new event would be planned for Summer 2009, the Gardening festival. This would be a finale to the South and South East in Bloom Competition, Farnham in Bloom and the Secret Gardens. The Festival will be located at the Maltings and will include the Allotment Competition.

Autumn

The Farnham Feast of Food would be developed further in September 2009. The event would be moved forward by two weeks to coincide with British Food fortnight and involve harvest festivals.

Members noted that the location of the Food Festival would require a road closure and would be expected to take place in West Street from the junction of Downing Street along West Street to The Hart.

Winter

Discussions had been held between Officers and the Maltings and it was agreed that the current date for the Christmas Lights Switch on was too early. Most towns schedule their switch on dates for the 1st December.

As the local schools are a vital part of the Switch On and Saturday is the easiest day for children and other partners to participate so the event will be scheduled for the Saturday nearest 1st December. In 2009 that will be Saturday 28 November and the Christmas Switch On will take place in Gostrey Meadow.

RESOLVED: To approve the schedule of events for 2009 – attached to record minutes, with locations.

Farnham Town Guide

Members received a report on the current status of the Town Guide and a proposal for a combined Events Guide from the Farnham Maltings.

2009 Town Guide

Members noted that the company who had printed the 2008 Town Guide had gone out of business and therefore 4 local companies had been consulted for quotes to re-design and print the 2009 Town Guide.

It was noted that there had been concerns by advertisers about the lack of distribution.

The preferred company was Starfish, a Portsmouth based company which had worked on guides for a number of other local authorities.

Starfish produced three designs for the guide which was considered by a panel of Members including Councillors Fleming, Hargreaves, LeGal and Hill. The Councillors raised a number of issues which had been raised with the company.

Members noted that the next stage for the Guide was to provide Starfish with information about specifics for the guide, for example the planned distribution with Take One Media; this would allow a rate card to be designed and distributed to potential advertisers.

Farnham Events Guide

Members noted that the Town Council's Officers had identified a need for a general Farnham Events Guide. Officers had discussed this demand with the Farnham Maltings who suggested that their existing events guide (which is distributed 3 times a year) be redesigned to a Town Events Guide.

Members received the financial information regarding the Maltings proposal and noted that the initial costs had been identified as being between £6k and £12k depending on the circulation.

Members discussed the financial implications and requested that Officers investigate the possibility of the Town Council producing its own Town Events Guide.

RESOLVED:

- ◆ **That the progress of the development of the 2009 Town Guide be noted.**
- ◆ **That negotiations with the Maltings to develop a shared calendar and Events Guide be deferred.**
- ◆ **Officers investigate the possibility of the Town Council producing its own Town Events Guide for 2009.**

C 060/08 **CHRISTMAS DECORATIONS – LIGHT EMITTING DIODE (LED) BULBS**

Members were asked to consider a report on the Christmas Lights and the replacement of traditional tungsten bulbs for Light Emitting Diode (LED) Bulbs.

It was explained that the majority of the current Christmas Decorations are fitted with tungsten bulbs. The tungsten bulbs are costly to run and the retailers of the town provide the power for the Christmas Lights, free of charge.

Energy costs are rising and the LED bulbs run on approximately 80-90% less power than tungsten and will therefore cost less to run.

Currently when the tungsten bulbs fail they are very visible. The LED bulbs are smaller so are less visible when they fail.

Members noted that as a result of the rising cost of power the benefit of exchanging tungsten bulbs with LED bulbs would reduce the cost of providing the power to the retailers and improve the effectiveness of the decorations.

The additional cost of replacing tungsten bulbs with LED bulbs would be £2,278.12 and it was noted that the funds could be identified from potential savings within the current budget or a sum of up to £2,278.12 could be allocated from General Reserves.

RESOLVED:

- 1. That the replacement of tungsten bulbs with LED bulbs for the Christmas Lights be approved.**
- 2. That the cost of the replacement LED bulbs be met either from potential savings within the current budget of a sum of up to £2,278.12 be allocated from reserves.**

C 061/08 CEMETERIES REVIEW

The Town Clerk thanked the Cemeteries Working Group for their help and support during the work on the Cemeteries Project and Review.

The Town Clerk explained the outcomes of the Cemeteries Review and raised the following points.

Farnham Town Council Cemetery Service - The Farnham Town Council Cemeteries Service would be renamed the Farnham Town Council Bereavement Services.

The Institute of Cemetery and Crematorium Management Excellence Criteria would be used as a benchmark to monitor the improvement of the Bereavement Service.

The Town Clerk informed Members that the Bereavement Service would now be operated from 9am to 4.30pm every weekday as apposed to 9am to 1pm as had been previously.

The internal Management had been changed to reflect the needs of the service. All staff in the downstairs office had been trained to deal with enquiries regarding cemeteries. The staff were also able of carryout the full function of the service should any problems arise.

The Management of the service had been restructured to ensure that the Council had a strategy to provide business continuity. The management of the cemeteries would report to a Cemeteries Management Team. The core administrative and legal management behind the service is led by Miss Coulter and Mr Taitt for the delivery of outside services.

Mr Taitt, Miss Coulter and the Town Clerk would complete further more advanced training in Cemeteries functions and services.

From 4 January 2009 undertakers would be able to provisionally book funerals online via computer or 3G mobile phone without having to contact the Town Council Office.

The Town Clerk also informed Members that the new Bereavement Service structure and Management plan would allow the Management Team to operate the Bereavement Service remotely from any location.

Grass Cutting - The Town Clerk reiterated that Farnham Town Council cemeteries cover over 100 acres which require a regular schedule of grass cutting. Only three full time staff are employed to cut the grass. In 2008 they had been supported by two extra staff on a temporary basis. A new grass cutting schedule had been implemented for the next 18 months. The grass cutting programme had been changed and the grass would be cut all year round.

One section of West Street Cemetery (Section C) would be set aside and left as a Wild Garden only being cut twice a year. Members were looking at building a Garden of Remembrance in West Street.

Certain areas of grass in the Cemeteries would be cut to different levels which would give a different look to the cemeteries and there will also be more planting.

Cemetery Buildings – Farnham Town Council had been in discussions with the Listed buildings Officer from Waverley Borough Council, who had given advice on the repair and maintenance of the Cemetery Chapels. Farnham Town Council was looking a programme of repair works for the Chapel at West Street which is a Grade II Listed Building. The correct company was needed to carry out the repair work as the building had suffered from inappropriate repair works in the past.

The use of the chapel buildings was under review and the possibility of bringing them back into use as part of the Cemeteries function was being considered where possible. A number of business plans would be put together to consider the use of the buildings.

Responsible Officer for Cemeteries – The Town Clerk informed Members that a specific Power was delegated to the Town Clerk in order to operate the Cemeteries on a day to day basis. However, when the Town Clerk is away, that power would need to be delegated to someone else.

The Town Clerk asked Members to consider delegating this Power automatically to Mr Taitt and Miss Coulter in the Town Clerks absence. Although it had not happened to date, there would be certain types of funerals which would need to be carried out within twenty four hours.

Customer Service – Surveys would be carried to find out how the Bereavement Service was functioning. As a new structure it would take time to operate fully.

Councillor J Ward (Chairman of Cemeteries Working Group) thanked the Officers for the good work that had been carried out on the Cemeteries to date. He explained that some Councillors had also received training on how the Bereavement Service work and how it had helped their understanding of the function.

Councillor D Attfield wished to thank Mr Taitt and his team for the standard of grass cutting and good appearance of Badshot Lea Cemetery.

Members discussed the Town Clerks request to delegate power and agreed that it should automatically be delegated to Mr Taitt and Miss Coulter.

RESOLVED:

- a. **To note the changes to the Councils Cemeteries Service as outlined above.**
- b. **To approve the delegation of the powers of the Town Clerk to the Cemeteries Management Team when the Town Clerk is not available.**

CEMETERIES HEALTH AND SAFETY UPDATE

Members received an update report on the current progress of the Health and Safety (of Memorials) Project and to seek approval to continue with the next phase of the Project to make the un-repaired memorials safe.

Members noted that under the Health and Safety at Work Act 1974 and Occupiers Liability Act 1957 and the Local Authorities Cemeteries Order 1977, the Town Council as the Burial Authority for the Cemeteries of West Street, Green Lane, Badshot Lea and Hale has a duty and responsibility to carry out Health and Safety Inspections in its Cemeteries including inspections of Memorials.

It was reiterated that Farnham Town Council will carry out its duties under the Health and Safety at Work Act 1974 and will ensure that those who have a legal duty to maintain their memorial do so at no further cost to the Farnham Tax Payer. Members also received a copy of a Press Release issued by the nationally recognised Institute of Cemeteries and Crematorium Management (ICCM) on inspections of Memorials for Health and Safety. It demonstrated why the inspections needed to be carried out and the intention behind the exercise.

Memorial Testing had been carried out, following ICCM guidelines in Badshot Lea Cemetery and Green Lane Cemetery. Notices had been placed on insecure memorials requesting those responsible to contact the Council. Where the Council had a record of the purchaser of the Exclusive Rights of Burial they were written to (twice if necessary) requesting them to contact the Council.

Members were informed that the Council had advertised contact information in the local press for owners or interested parties of untraceable memorials. A notice was placed in the Farnham Herald requesting anyone with information regarding the memorials to make contact with the Council. Complete lists of untraceable memorials were displayed in the notice board at Badshot Lea and on the Town Council's website and are available from the Town Council offices.

There were 136 memorials in Badshot Lea that were unsafe with untraceable contacts. Numbers could not be confirmed for Green Lane Cemetery as the administration process had not been completed but to date 171 memorials in Green Lane had untraceable contacts.

For memorials that had been placed on un-purchased grave plots, the maintenance of the memorial is the Council's responsibility. It was suggested to Members that any unsafe memorial, where the responsibility of the memorial lies with the Council, should be laid down.

For memorials where the owners of the Exclusive Rights of Burial could not be traced it was suggested to members that the unsafe memorials be laid down.

Members noted that officers were concerned that memorials should not be laid down if they were of local, architectural or historical value. Any memorials that were considered to fall in this category following assessment by officers and consultation with local groups such as the Buildings Preservation Trust, local historians and genealogy groups would be referred to the Cemeteries Working and Appeals Group for their inspection and recommendation. Officers suggested that these memorials should be repaired in order to preserve their local, architectural or historical value and merit within the cemeteries.

Article 3 of the Local Authorities Cemeteries Order 1977 expressly empowers burial authorities to do “all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery”, save that they are not thereby authorised to take any action in relation to:

(b) any vault, or any tombstone or other memorial, ***other than action which is necessary to remove a danger which arises by reason of the condition of the vault, or the tombstone or other memorial, itself***”.

Members noted that Farnham Town Council, as the burial authority, has the power to take action necessary to remove or make safe dangerous memorials.

It was agreed that there may be additional costs in the laying down of memorials which would be taken from reserves and with reference to memorials of historical, architectural or local value, it may be necessary to employ the services of a stonemason at a cost to the Town Council.

Members considered a series of proposals to assist with the management of public relations during the period of laying down of memorials:

1. Place ‘laying down’ notices on all memorials to be laid down
2. Place a general ‘laying down’ notice in the cemetery notice board
3. Place a general ‘laying down’ notice on the Town Council website
4. Consider a press release or article based around memorials where permission has been given to lay down from owners of the Exclusive Rights of Burial. A photo would be taken of work done and incorporated into an article.

RESOLVED:

- a. **That a prioritised programme of laying down of memorials in Farnham Town Council’s Cemeteries which have been found to be unsafe and no owners can be traced be approved.**
- b. **That the public relations strategy to inform the public be approved.**

C 063/08 COMMUNITY AND REVENUE GRANTS – THE WAY FORWARD

Members were asked to consider the level of Councillor involvement in the initial review of Grant applications.

It was agreed that a working group of members would be appointed to consider Community and Revenue Grants and make recommendations to Full Council.

RESOLVED: That a Working Group comprising of the following Members be appointed to consider Community and Revenue Grants and to make recommendations to Full Council, Councillors G Hargreaves, S Hill, S O’Grady and C Storey.

C 064/08 BUDGET PLANNING PROCESS

The Town Clerk explained to Members how the Budget Process would commence for 2009/2010.

Officers would produce an analysis book on budget including projections for necessary revenue costs for the following year, what are known project expenditures and capital expenditures.

There would then be a meeting of the Corporate Development and Audit Task Group which would recommend a financial strategy.

There would be at least one Members Workshop on the budget where issues would be discussed, this would be held on 30 October 2008 with an opportunity for a further meeting on 6 November if further issues needed to be discussed or the budget would be passed to the CDATG before recommendations to Full council on 13 November. The meeting to set the Precept would be held on 8 January 2009.

RESOLVED: That the Budget Planning Process be noted.

C 065/08 ANNUAL TOWN ELECTORS MEETING

Members discussed the date of the next Annual Town Electors Meeting.

Resolved: that the next Town Electors Meeting would take place on 5 March 2009.

Part 2 – ITEMS NOTED

C 066/08 PROJECT UPDATES

Members received a report on the current status of the Council Projects and actions taken under Delegated Authority to the Town Clerk.

C 067/08 PLANNING APPLICATIONS

Members received the minutes of the meetings of the Planning Consultative Group held on:

12 June 2008
26 June 2008
10 July 2008
24 July 2008
7 August 2008
21 August 2008

RESOLVED: That the observations made by the Planning Consultative Group held on 12 June, 26 June, 10 July, 24 July, 7 August and 21 August 2008 and dealt with in accordance with delegated authority, be noted.

C 068/08 REPORTS OF WORKING GROUPS

Members received a report of the Farnham in Bloom Working Group – **attached to record minutes.**

Members received a tabled report of the Corporate Development and Audit Task Group – **attached to record minutes** – and presented by Councillor Steel.

Members noted that the report of the Cemeteries Working and Appeals Group had been included in the Agenda.

C 069/08 REPORTS FROM OUTSIDE BODIES

Members received reports from Councillor Storey and Councillor Maines on the Towns and Parishes Meeting – **reports attached to record minutes.**

C 070/08 STAFF RECRUITMENT

Members noted that the recruitment of a Rural Development Co-ordinator (full time) and an Accounts and Asset Co-ordinator (part time) would commence in September/October 2008.

C 071/08 ITEMS TABLED

None.

The Town Mayor closed the meeting at 8.55pm. .

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 Parish Councils 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: FULL COUNCIL

DATE: 13 November 2008

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	Agenda Item	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.



FARNHAM TOWN COUNCIL

B

Report Grants Group

Report to

Full Council 13 November 2008

Report of

Grants Group

Title

Recommendations of the Grants Group for Revenue and Community Grant Funding 2009/2010

1 Purpose of Report

To Recommend to Full Council suggested Grant allocations for 2009/2010.

2 Summary of Key Issues

A copy of all Grant Applications received by the Council was distributed to the Grants Group for consideration.

It was suggested that following the Resolution of Council in November 2007 to reduce Revenue funding by 20% each year, that this same principal should be applied for all Grant Applications for 2009/2010.

Revenue Grants – Suggested Allocations

The Grants Group suggested that the following grants be awarded with the following conditions:

Farnham Maltings Association

Application: £30,000

Recommended award: £20,000 – Max of £24,000

Having reviewed the level of Reserves held by the Farnham Maltings the Grants Group suggested that funding be reduced to £20,000 up to a maximum £24,000 in line with last years Council Resolution.

The Grants Group also suggested that a percentage of the monies awarded be used to encourage live theatre and that the monies should go towards direct costs.

Farnham Citizens Advice Bureau

Application: £30,000

Recommended award: Max of £24,000

Having reviewed the budgets and costings supplied, there appeared to be a discrepancy between the deficit of the Waverley Wide Citizens Advice Bureau and the Farnham Citizens Advice Bureau. The Grants Group requested a more detailed breakdown of costs.

The Grants Group suggested that in principle the grant award be reduced by 20% to £24,000 but should the Farnham Citizens Advice Bureau require further funding throughout the year for smaller projects such as training they would not be excluded from applying for small grant funding.

40Degreez

£4,800

Application: £6,000

Recommended award: £4,800

The Grants Group were concerned that 40Degreez appeared to receive very little funding from Surrey County Council. However, in line with the suggestion of reducing all grants by 20% the Group suggested that 40Degreez be awarded £4,800 for 2009/2010.

Officers Note: A late application has now been received from HOPPA with a request for grant funding of £20,000. (The application will be circulated under separate cover for consideration by Council)

Community Grants – Suggested Allocations

The Grants Group suggested that the following grants be awarded with the following conditions:

Voluntary Action South West Surrey

Application: £2,000

Recommended award: £1,600

The Grants Group suggested that the Voluntary Action South West Surrey's Grant be reduced by 20% to £1,600, subject to the monies being spent on Farnham only.

New Farnham Repertory Actors' Company

Application: £6,000

Recommended award: £1,750

Having reviewed the New Farnham Repertory Actors' Company application the Grants Group were concerned that there were no detailed accounts. The Grants Group suggested that Farnham Town Council assist with the hire of the marquee and contributes £250 per week to a total of £1,750.

Farnham Festival Management Committee

Application: £1,300

Recommended award: £650

The Grants Group suggested that the Town Council contribute to the cost of the venue hire and the lighting £650. It was noted that one of the schools involved with the Festival was not in the Farnham area and that the Farnham Festival be encouraged to involve more Farnham schools next time.

Vivaldi Singers

Application: £1,000

Recommended award: NIL

The Grants Group noted that the Vivaldi Singers come to Farnham Town Council every year for funding. However, they do not apply to any other organisation for funding. It was suggested that no Grant be awarded for 2009/2010.

Farnham Carnival – Safety and General Facilities

Application: £2,000

Recommended award: £1,630

The Grants Group noted that at Council held in November 2007 it was agreed that monies would be set aside for the Farnham Carnival and Hale Carnival separately from the Community Grants, however the organisations would still be required to apply for a grant in the normal way.

The Grants Group suggested that monies be awarded for the following:

Traffic Lights and Banners - £750
PA Equipment - £700
St Johns Ambulance - £180

Farnham Carnival – Entertainment

Application: £2,000

Recommended award: £1,000

The Grants Group suggested that a contribution of £1,000 be awarded for Entertainment for the Farnham Carnival.

Project 2010

Application: £2,000

Recommended award: NIL

The Grants Group were concerned that this was a project for building works and for a staff room not for the children directly. The Group suggested that the organisation apply for a project which was directly child related. The Group also suggested that officers write to Project 2010 and suggest they apply to the Farnham Institute for funding.

Creative Response

Application: £2,000

Recommended award: NIL

The Grants Group suggested that Creative Response apply for funding from the Farnham South Street Trust and the Farnham Institute.

The meeting closed at 7.45pm.

Officers Note: No application has been received from Hale Carnival. It is anticipated that any application would be for £2,000

3 Financial Implications

Grant applications received considered by the Grants Group total £84,300 in addition a further two applications for £22,000 are expected. The total grant applications received are expected to total £106,300.

Grant Applications Considered £84,300: recommended grants £55,430 -£59,430.

If the Council applies the same principle of 20% reduction with the outstanding applications the financial implications will be:

Grant Applications Considered £106,300 recommended grant £73,430 - £77,030.

The grants budget for 2008/09 was £102,127 (2007/08 £106,121:)

The grant fund also includes an additional sum for small £200 grants and additional emergency grants up to £2,000 (e.g. insurance for Chantry's Community Centre £1,800, museum £2,000)

4 Recommendations

- **To consider the comments and recommendations of the Grants Group**
- **To consider the application by Hoppa for a grant of £20,000.**

3 November 2008

Note: The person to contact about this report is The Committee and Members Services Co-ordinator, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)



[OFFICER]

FARNHAM TOWN COUNCIL

COMMUNITY GRANT FUNDING APPLICATION FORM

Please note: Farnham Town Council will only award a grant if all criteria are met

Please refer to the Grants Policy when completing this application.
The closing date for applications is 12 noon, 30th September

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

Part 1 – Organisation Details

Name of applicant Organisation:	Farnham Maltings Association Ltd
Project Name:	Revenue Funding 2009/10
Project Location:	Farnham
Project Start Date:	1 April 2009
Project Completion Date:	31 March 2010
Total Cost of Project:	£1,200,000
Funding Requested:	£30,000

Criteria

Met?
(for office
use only)

Contact Name:

Position in organisation:

Organisations Constitution attached Yes No

Registered Charity Yes No | Registration No?

If No, state type of organisation:

VAT Registered: Yes No

Registration Number

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address and number

If your application is successful, to whom would you like the cheque payable?

Please provide the following information:

	Please tick
• A location plan or site plan, if applicable	<input type="checkbox"/>
• Copy of organisation's latest certified accounts	<input checked="" type="checkbox"/> 07/08 accounts to follow
• Copy of constitution or set of rules	<input checked="" type="checkbox"/> on file
• Evidence of any permissions or consents	<input type="checkbox"/>

[OFFICER]

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
Charitable activities	590,000	n/a	
Staff Costs	400,000	n/a	
Overheads	210,000	n/a	
TOTAL PROJECT COSTS	1,200,000		

Budget for 2009/10 is still subject to final agreement as part of the business plan which will be available from February 2009

Total amount of grant requested	£ 30,000	Percentage of total cost	2.5 %
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Please provide a breakdown of your accounts at March 2008

Income	
Income from Grants, Donations (excluding Farnham Town Council)	£532,415
Income (other)	£664,772
TOTAL INCOME	£1,197,187
Operational costs	£1,115,505
Net Surplus/Deficit	£81,682
Reserves	
Cash/Bank/debtors	£88,902
Creditors (monies owing)	£189,239 (within one year) £145,000 (after one year)
Earmarked Reserves	£239,821
Available Reserves	£240,000
Please give an explanation for your organisations earmarked reserves:	
Restricted funds allocated to specific projects (eg touring theatre, Old Fire Station)	

[OFFICER]

Have you applied to Farnham Town Council for grant aid before?

If yes when?	Year: 2003	Year: 2004	Year: 2005	Year: 2006	Year: 2007
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If you have applied for grant aid from Farnham Town Council for the same project each year, please provide a plan to demonstrate how you will be less dependent in the future.

n/a as funding from previous years has been for revenue funding

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Surrey County Council	£ n/a	
Waverley Borough Council	£ 42,500	Application due November 2008 and outcome expected March 2009
Town or Parish Council	£ n/a	
(Please state which Town or Parish Council)		
National Lottery	£ n/a	
(Please state which fund)		
Other (please provide details)		
Arts Council (So Surrey project)	£75,000	confirmed
Arts Council (revenue funding)	£200,000	confirmed
Surrey County Arts	£30,000	confirmed
	£	
	£	

If Farnham Town Council does not award your organisation grant aid on this occasion, how will you operate in the future?

Many national and regional funders (eg Arts Council England) judge local investment as a key criterion when making decisions about their funding level.

If Farnham Town Council was unable to continue its investment in Farnham Maltings the organisation would need to find way to recoup this funding. It is likely that it would have to abandon its community rate for voluntary organisations like U3A, NADFAS, FAOS etc in order to increase its earned income.

PART 3 – CONSIDERATIONS FOR AWARD GRANTED

Tell us about your project and your reasons for applying to Farnham Town Council for Grant Aid.

	Score 0-3 (for office use only)
<p>Project Aims – one/two sentences stating overall aim:</p> <p>This application is for revenue funding to support the Maltings' work as an enabler and provider of community, arts and cultural activities and festivals throughout Farnham with a particular focus on increasing participation by families, young people, elders and marginalised communities and supporting voluntary groups.</p>	

Would you be prepared, if required, to provide indicators on how effective the grant is in achieving its aims during the grant year? <i>(please tick)</i>	Yes x	No
---	----------	----

<p>Project Description: provide a clear description of the project</p> <p>Farnham Maltings operates as a community and arts provider for Farnham and its environs. There are four main strands to our work:</p> <ul style="list-style-type: none"> ▪ Increasing participation expanding the range of people that take part in community and creative activities whatever their background and whatever the medium - painting, dancing, gardening or cookery by providing space, expertise and funding ▪ Supporting artists offering studio space, training and development to local artists and companies; providing showcase events for craftmakers (Festival of Crafts and Gift) and supporting theatre companies to make new work in Farnham and tour to the region ▪ Developing the marketplace for community and arts activity offering a mixed programme of community and arts events that attract new visitors (and sometimes residents) and enrich the ecology and economy of the town ▪ Providing Community Space working with a range of community and arts organisations to provide an affordable, improving range of services including space, box office and catering 	
--	--

<p>Please provide any additional information that may assist the Council in reaching its decision.</p> <p>A business plan offering further information on our activities in 2009/10 will be available in Feb 2009.</p>
--

Tell us how your project will benefit the Community of Farnham & achieve the aims of the Council's grant making policy and the general conditions *as per Section 2 of Grants Policy & Guidelines.*

	Score 0-3 (for office use only)
<p>enable local people to participate in voluntary groups and activities</p> <p>The Maltings acts as a hub for over 50 local voluntary groups including knitting groups, FAOS, Farnham and Bourne Choral Society and Bells Piece. We provide a physically and financially accessible and welcoming venue in the heart of Farnham with our users ranging from 0 - 93 years of age. We particularly want to encourage creativity and nurture a wider range of users and communities participating in a broader range of creative endeavour whether as actor, writer, painter, dancer, cook or singer. This has required us to explore new ways and places to engage and increasingly work with local people in their communities whether at the Chantry, Sandy Hill, Roman Way or local village halls. We were particularly pleased to fund and present a youth theatre festival for Farnham. We also work with over 40 volunteers from the Farnham Community who help us to deliver our activities at the same time as improving their skills and confidence.</p> <p>help the Town's voluntary groups to improve effectiveness</p> <p>The Maltings is an enabling organisation and we are increasingly working in partnership with voluntary groups who either use the building or who work in the town. Examples of successful partnerships include working with Farnham Creates to promote and enhance Farnham's reputation as a craft town and working with A Cry of Players who presented a short run at the Maltings to raise money for the revival of the hugely popular New Farnham Repertory Company 'Events in Tents' season next year.</p> <p>ensure the provision of services, needed by the Town's residents, via the voluntary sector</p> <p>We provide subsidised space for many of the town's voluntary groups fulfilling a vital role. These range from toddler groups, through exercise classes, to the Farnham U3A. We provide resources to local creative businesses by providing advice, rehearsal space, networking and meeting space. We provide a place for the local community to meet, have a cup of tea and find out what is happening in the town. We provide studio space for 25 creative businesses as well as business support for all local artists, makers and creative businesses to enable them to thrive and enrich the town's economy. We run a successful workshop programme which benefits the local community as well as supporting Farnham's artists.</p> <p>support organisations which meet the needs of people experiencing social and economic difficulties</p> <p>The Maltings' community development work continues to thrive. We are particularly focussed on working within communities experiencing social and economic difficulties including the Chantry, Sandy Hill and now Roman Way. We will be working with these communities to contribute to the Spring Festival, being developed in partnership with the Town Council. We are represented on and work with the social inclusion sub-group of the LSP and on the older people's working group coordinated by the Town Council.</p> <p>ensure that there is equality of access and opportunity for all Farnham Town residents to the services it provides and funds</p> <p>We believe that true equality of access and opportunity can only be achieved if all barriers to participation are tackled. By working in community venues as well as at the Maltings we</p>	

overcome transport issues and also ensure that activities happen in a non-threatening environment. We lever additional investment from a range of funders to ensure subsidised access to many of our activities (eg youth theatre at the Maltings and technical youth theatre at Frensham Heights) so that cost is not a barrier.	
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Who will benefit?	
Each year the building has a footfall of over 350,000. The vast majority of our regular users and visitors come from the Farnham community but the Maltings also plays a role in attracting visitors from further afield. For example, many of our music events provide a national draw; the monthly market pulls in people from the region and festivals such as Sugarcraft attract visitors from Japan, America and the Caribbean.	

Approximately how many local residents will benefit?	30,000 (approx)	
---	-----------------	--

How many members are there in your organisation?	500	
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What percentage lives in Farnham?	75	
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If your organisation assists other people , what percentage lives in Farnham?	Audiences and participants approximately 70%	
--	--	--

How do you know there is a need for this project?	
demonstrated by <ul style="list-style-type: none"> ▪ increasing number of users ▪ growing numbers of community organisations hiring the venue ▪ 30 creative businesses hosted by and a further 500 advised by the Maltings ▪ increased number of approaches to the Maltings to provide advice or practical assistance to other organisations and venues in Farnham and Waverley ▪ increased confidence of funders (eg leading the Creative Communities Project for the Surrey Arts Partnership, coordinating a cultural leadership programme for creative organisations in Farnham) ▪ positive feedback from promoters and hirers of the building 	

Please state what consultation there has been.	
n/a	

How many 'partners' are you working with for this project?

List the project partners and their roles:

Partner	Role
Arts Council of England (SE)	We continue to work with ACE to develop an infrastructure for touring theatre throughout the region. We have retained our status as a Regularly Funded Organisation and our revenue funding has remained at the same level - a real achievement in the current climate.
Farnham Town Council	We are delighted with the synergy which has emerged from our relationship with the Town Council. A supportive relationship and regular meetings at officer level have led to joint working on a number of projects and we are particularly excited to be working with the Council on a series of seasonal festivals.
Waverley Borough Council	Waverley's community development officer now works from the Maltings two days a week and we have been delighted with the success of this new model of working. Not only has this arrangement enabled us to form stronger links with other sections of the authority but it has also directly led to new collaborations. One such project is interwoven, a rural dance project between Andalucia, Spain, Bulgaria and Waverley.
Surrey Arts Partnership	Farnham Maltings is managing the Surrey Arts Partnerships Creative Communities Programme. 'So Surrey' is a two year programme of community-based arts projects happening in nine communities across Surrey. Professional artists from a range of backgrounds - print makers, map makers, choral leaders and fine artists are working with each community to develop an art project that will be realised by those communities which says something about each place. The nine projects start this September and will hopefully result in a shared exhibition and event in late 2009.

How will you implement your project?

Which organisation will be responsible for implementing the project?

Farnham Maltings

* Who owns the land/property

Farnham Maltings

* Has permission been obtained from the land owner?

Yes No

if No, when will it be obtained?

* Are there any current contracts/leases of the land/property? State how they will be affected by the project

n/a

* What other consents/permissions are required? State when these will be obtained

n/a

* if applicable

PART 4 – ACCOUNTABILITY

All applicants will need to demonstrate, in writing and with an interview and presentation, what services they will deliver and how those services will benefit the Town Council and its Criteria.

What specific services will your organisation deliver with the aid of this grant?	
<ol style="list-style-type: none"> 1. Three programmes - spring, autumn and winter - of mixed community and arts activities promoting key town events as well as the Maltings' programme 2. Four keynote festivals in partnership with the Town Council (spring, summer, autumn and winter) 3. Development work in the town's marginalised communities to attract new project funding and activity. 4. The provision of affordable community space to a range of organisations within an improving infrastructure. 5. Continue to work to raise funds to improve the building and its facilities - for example the Great Hall 	
How will your organisation deliver these specific services?	
<ol style="list-style-type: none"> 1. By curating a programme and working with a range of promoters and community partners to ensure an expanding range of cultural opportunities for the town (staff team: Operations Manager, Assistant Operations Manager, Administrator) 2. By establishing festival steering groups in partnership with the Town Council and engaging with local partners and community (staff team: Deputy Director, Operations Manager, Events and Exhibitions Coordinator) 3. By dedicating staff time and resources to work with a range of community organisations, including the Town Council, to identify priorities and opportunities for increasing engagement by the whole community (staff team: Deputy Director, Participation Coordinator, Youth Theatre Coordinator) 4. By retaining and promoting a community rate for using the building and sustaining and expanding the range of local and regional partnerships that allow the expansion of the programme (staff team: Director, Administrator) 5. By using the expertise within the Maltings team to shape development projects and lever in additional funding and resources (staff team: Director, Deputy Director, Operations Manager) 	
What is the time-scale for the delivery of these specific services?	
1 April 2009 - 31 March 2010	

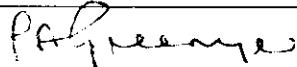
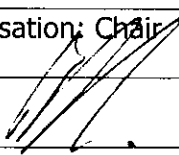
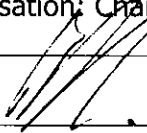
<p>How will your organisation measure the effectiveness and implementation of these services?</p>	
<p>Each project is measured against an agreed set of proposed outcomes including number of attendees, returners, new participants and feedback from users. These will be articulated in our business plan which will be available in February 2009.</p> <p>Monitoring users of community space at the Maltings by number of organisation and volume of participants.</p> <p>Monitor % increase in partnership funding levered in to support community engagement programme.</p> <p>Monitor % increase in operational and funding partnerships formed and sustained.</p>	
<p>What mechanisms does your organisation have in place to measure its achievements?</p>	
<p>Feedback forms for project work.</p> <p>Box office returns for users.</p> <p>Users' feedback through members' forum.</p> <p>Annual review with major funders</p> <p>Regular Council of Management Meetings - which monitor business plan and accounts</p>	
<p>How will your organisation report its achievements back to Farnham Town Council?</p>	
<p>Regular partnership meetings with Lead Officer from FTC.</p> <p>Business plan and review of activity annually.</p> <p>Board reports provided to Town Clerk five times a year.</p> <p>Quarterly management accounts.</p>	

If your organisation is successful with the initial application process you will be invited to make a presentation to the Farnham Town Council's Grants Group.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: 	Date: 30 September 2008
Position in organisation: Chair  PETER GREENYER	
Signed: 	Date: 30 September 2008
Position in organisation: Treasurer BRIAN COX	

Please return the form to:
Grants Co-ordinator
Farnham Town Council, Town Council Office, South Street, Farnham Surrey. GU9 7RN
Telephone No: 01252 823191

OR

Electronic copies to: wendy.coulter@farnham.gov.uk

farnham **maltings**

Company Limited by guarantee Registered No. 954753



FARNHAM MALTINGS ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

REGISTERED CHARITY NUMBER 305034

FARNHAM MALTINGS ASSOCIATION LIMITED

YEAR ENDED 31 MARCH 2008

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YEAR ENDED 31 MARCH 2008

CHARITY INFORMATION

Trustees

Mr P A Greenyer	(Chairman)	
Ms R Adenle		Retired 10 November 2007
Mr A H Baxter		Retired 10 November 2007
Mr B A Cox FCA	(Treasurer)	
Mrs K Gerrard	(Vice Chair)	
Mrs J Hadfield		
Ms T Holland		Appointed 10 November 2007
Mr L Heward-Mills		
Ms P Lillywhite		
Mr S Markwell		
Ms D McMinn		Appointed 10 November 2007
Mr J Montes		
Professor E Thomas		

Nominee members of the Council of Management

Mr R Frost	(Nominee, Farnham Town Council)
Ms D Le Gal	(Nominee, Waverley Borough Council)
Ms J Maskery	(Observer, Waverley Borough Council)
Mr R Steel	(Nominee, Waverley Borough Council)

Principal office

The Maltings
Bridge Square
Farnham
Surrey
GU9 7QR

Registered charity number

305034

Registered company number

954753

Chief executive

Mr G Stride

Company secretary

Mr B A Cox

Auditors/Accountants

H W Chartered Accountants
HWCA Ltd
Cawley Priory
South Pallant
Chichester
West Sussex
PO19 1SY

Bankers

Barclays Bank Plc
22 The Borough
Farnham
Surrey
GU9 7NH

YEAR ENDED 31 MARCH 2008

REPORT OF THE TRUSTEES

The trustees, who are directors for the purposes of company law, have pleasure in presenting their annual report for the purposes of Section 45 of the Charities Act 1993, together with the accounts for the year ended 31 March 2008. The trustees have adopted the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005, in preparing the annual report and financial statements of the charity.

STRUCTURE GOVERNANCE AND MANAGEMENT

Farnham Maltings Association Limited is a company limited by guarantee, governed by its Memorandum and Articles of Association. The company was incorporated on 22 May 1969. It registered as a charity with the Charity Commission on 13 January 1970.

The Trust is managed by a Council of Management which has not less than seven nor more than fifteen members. Voting members are recommended by a selection panel and elected by the membership at an AGM. Voting members retire in rotation, with one-third retiring each year, and they are not available for re-election after a period of five years service. Up to four non-voting members are appointed by the Council of Management from nominations by the main funders (Arts Council, Waverley Borough Council and Farnham Town Council). Arts Council do not wish to nominate a representative on Farnham Maltings Council of Management, but request copies of minutes and papers.

The Trustees who have served during the year and since the year end are as listed under Charity Information (page 1).

In accordance with the Articles of Association, one third of the elected trustees are subject to retirement by rotation each year.

The Articles of Association provide for non-voting Members of Council who are not trustees of the company – those who have been appointed to the Council in that capacity are as listed under Charity Information (page 1).

New trustees are given a briefing on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the Council of Management and the decision making processes, the business plan and the financial position of the charity. They are given a chance to meet senior employees and other trustees. The Trustees and nominee members of the Council of Management hold a periodic 'away day' to discuss their role, and the aims and objectives of the organisation. Trustees are encouraged to study the range of governance guidance papers we have available.

The Council of Management administers the charity, and meets quarterly. There are sub-groups covering arts and community activities and finance and resources. New sub-groups are formed as necessary to administer key projects such as capital development and fundraising. The Chief Executive is appointed by the Trustees to manage the day to day operations of the charity.

The Trustees of the Maltings have reviewed the risk management policy, and have initiated a risk management strategy which comprises:

- An annual review of the risks the charity may face
- The establishment of systems and procedures to mitigate those risks identified in the plan
- The implementation of those procedures designed to minimise any potential impact on the charity should those risks materialise.

This work has resulted in better emergency procedures and contingency plans, and has given the impetus for better planning for risks arising from fire, health and safety of artists and audiences, and food hygiene.

Related parties

The charity has close working relationships with the Arts Council, Waverley Borough Council and Farnham Town Council who together provide substantial funding to enable the Trust to carry out its charitable activities. Further information regarding transactions with related parties can be found in note 11 of these financial statements.

OBJECTIVES AND ACTIVITIES**Objectives**

Farnham Maltings is a creative organisation that works with artists to enrich the quality of life of the towns and villages of South East England. During the past year we have organised our work around a series of objectives in pursuit of our ambition to ensure that Farnham remains a happy, safe and creative community capable of supporting an organisation that enriches the cultural offer for the region. These objectives are:

- Investing resources and expertise in new theatre;
- Supporting artists with bespoke business advice;
- Increasing participation in the arts;
- Developing the marketplace for art;
- Supporting the range of community users of the buildings;
- Ensuring Farnham Maltings is well resourced and championed by entering into partnerships locally, nationally and internationally.

Activities at the Maltings

To achieve these objectives we have, with support from the Esmée Fairbairn Foundation, delivered a three year programme that offers expert advice to new creative businesses including running a range of training and networking opportunities. Within this work we continue to manage the Old Fire Station in Godalming and established an enabling relationship with Cranleigh Arts Centre. We have also established an international initiative with SEEDA, United Kingdom Trade and Industries and the British Council to develop South East based artists to develop their export potential.

We continue to develop the range of rural communities promoting cultural events in their communities by creating and supporting the creation of new work.

We have established a network of youth theatre groups across Waverley and established new groups where gaps existed so that there are now 8 'clubs' supporting 16 groups. We are also involved with Waverley in the development of a Waverley Theatre forum for amateur theatre makers.

We have delivered three programmes of events and workshops throughout the year, placing particular emphasis on creating new opportunities in targeted communities across the borough for young people to engage in the arts.

We offer a range of community organisations a subsidised user's rate and work towards continued improvement in the quality and range of services offered from the Maltings.

YEAR ENDED 31 MARCH 2008

STATEMENT OF FINANCIAL ACTIVITIES (INCOME AND EXPENDITURE ACCOUNT)

	Note	Unrestricted Funds £	Touring Restricted Funds £	Other Restricted Funds £	2008 Total Funds £	2007 Total Funds £
INCOMING RESOURCES						
Incoming resources from generated funds						
Voluntary Income	1	115,229	-	-	115,229	10,456
Activities for generating funds	2	193,217	-	-	193,217	200,462
Investment income	3	1,127	-	-	1,127	892
Incoming resources from charitable activities	4	496,441	173,352	239,821	909,614	828,499
Total incoming resources		806,014	173,352	239,821	1,219,187	1,040,309
RESOURCES EXPENDED						
Charitable activities costs	5	773,546	133,093	193,844	1,100,483	1,085,767
Governance costs	7	7,022	-	-	7,022	6,000
Total resources expended		780,568	133,093	193,844	1,107,505	1,091,767
Net Incoming/(outgoing) Resources	8	25,446	40,259	45,977	111,682	(51,458)
TRANSFERS						
Gross transfers between funds	18	28,000	(20,000)	(8,000)	-	-
Net movement in funds		53,446	20,259	37,977	111,682	(51,458)
RECONCILIATION OF FUNDS						
Total funds brought forward	18	931,543	71,687	87,929	1,091,159	1,142,617
Total funds carried forward	18	984,989	91,946	125,906	1,202,841	1,091,159

None of the charity's activities were acquired or discontinued during the above two financial years.

The notes on pages 9 to 14 form part of these financial statements.

The charity has no recognised gains or losses other than those dealt with in the statement of financial activities.

YEAR ENDED 31 MARCH 2008

Independent Auditor's Report to the members of Farnham Maltings Association Limited

We have audited the financial statements of Farnham Maltings Association Limited for the year ended 31 March 2008, which comprise the Statement of Financial Activities, Balance Sheet and related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees' (who are also the directors of Farnham Maltings Association Limited for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the statement of trustees' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Trustees' Annual Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom General Accepted Accounting Practice of the state of the charity's affairs as at 31 March 2008, and of its incoming resources and application of resources, including its income and expenditure, in the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' Annual Report is consistent with the financial statements.

HW Chartered Accountants
HWCA Ltd, registered auditors
Cawley Priory
South Pallant
Chichester
West Sussex
PO19 1SY

2008

YEAR ENDED 31 MARCH 2008

FINANCIAL REVIEW

In 2005 the Trustees set up their Finance and Resources Group to monitor and review the charity's finances. The committee meets quarterly to make ongoing recommendations to the Council of Management. Two satisfying trends prevail - income from our range of activities is increasing, whilst our operational costs are increasing but at a lower percentage than income.

Reserves Policy

The level of free reserves, which under Charity Commission criteria exclude restricted funds and amounts represented by fixed assets, was a deficit of £332,433 as at the year end. Within its fixed assets, however, the charity holds the cottage, valued at £240,000, which is not used for operational purposes by the charity and can be used as security for borrowing. This is therefore regarded by the Council of Management as part of the available reserves, leaving a residual reserves deficit of £92,433. This has arisen from a shortfall in fundraising for the South Wing refurbishments and will be corrected by further fundraising activity.

The Council of Management consider that the desired level of residual reserves is currently £140,000, being £40,000 to cover the loss of a major funder for one year and £100,000 to cover retention of key staff and alternative accommodation for six months if the Maltings is required to close because of fire or other major occurrence. The Council recognise that some causes of closure may be covered by insurance but nevertheless regard this as a prudent reserves level.

Fixed assets

In the opinion of the Trustees, the market value of the freehold property owned by the company is considerably in excess of the book value.

Principal Funding Sources

The principal funding of Farnham Maltings operations is sourced from income arising one third from facilities hire and promoted events, one third from Maltings events, and one third from grants (including restricted funds, and grants from Waverley Borough Council and Farnham Town Council).

Detailed figures are given in note 4 to the accounts at the rear of the Annual Report.

PLANS FOR THE FUTURE

We will:

- work with our partners to continually improve the capital infrastructure of the Maltings buildings, particularly the toilets and foyer area
- explore ways of developing our retail offer and expanding our funding base
- explore ways of maximising the potential of digital in every element of our work
- work at strengthening the relationship with Waverley Borough Council and Farnham Town Council

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and its incoming resources and application of resources, including the net income or expenditure, for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

In so far as the trustees are aware:

- there is no relevant audit information of which the companies auditors are unaware: and
- the trustees have taken all steps that they ought to have to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

APPOINTMENT OF AUDITORS

H W Chartered Accountants, HWCA Ltd have expressed their willingness to stand for reappointment and a resolution proposing their reappointment will be put forward at the annual general meeting of the charity.

Approved by the trustees and signed on their behalf.

Brian Cox
Company Secretary

2008

YEAR ENDED 31 MARCH 2008

Volunteers

Volunteers assist in the running of the Maltings in the following areas

Gardening	Stewarding	Membership
Organising exhibitions	Marketing	General Administration

Volunteers are managed by staff members, and are given safety and operational training. New volunteers are welcomed.

ACHIEVEMENTS AND PERFORMANCE***To sustain communities locally, nationally and internationally, we have:***

Delivered 3 programmes of arts and community events to a balanced budget.

Developed the partnership with Farnham Town Council to deliver a seasonal programme of events across the town.

Strengthened Farnham Creates as a network of creative organisations working from Farnham with the ambition of establishing the town as a creative community.

Furthered the work with rural communities to establish a network of cultural activities.

Sustained the after school arts clubs programme running at the Chantryes, Ockford Ridge, North Bourne and Romans Way.

Sustained 8 youth theatre groups, 2 young promoter groups and a technical youth theatre that have collectively mounted the first Waverly Youth theatre festival.

Supported over 240 creative businesses with affordable studio space, advice and training.

Established *Caravan* as an international initiative to network the region's artists with potential collaborative partners worldwide.

Contributed to Trans Halle Europe as the sole British representative of this European network of creation centres.

To develop new resources for the community, we have:

Secured a £100,000 gift for capital development works of what has become the Tindle Studio.

Agreed £95,000 of partnership funding from Surrey Arts Partnership to match fund a major G4A application for a series of artists residencies designed to increase engagement in creative and community activities.

Submitted 3 applications for £330,000 for the development of artistic activities.

Secured £210,000 towards an international export programme.

Successfully raised £22,065 towards a national tour of *The Polish Play*.

Established 1000 square feet of studio space in Godalming that will support 8 new start up businesses.

Awarded £18,000 in small grants to new theatre makers through the No Strings Attached scheme with investment from DCMS.

Supported 5 companies through small G4A awards to Arts Council.

Working in Partnership, we have:

Strengthened the working relationship with Farnham Town Council and Waverley Borough Council.

Established new working relationships with SEEDA, UKTI, British Council, Visiting Arts and Brighton Festival.

Nurtured partnership with the 7 regions touring schemes.

Initiated partnership with Cranleigh Arts Centre to support them in the delivery of their ambitions.

Collaborated with UCCA, Craft Study Centre and Ashgate Gallery on a joint bid for Craft South.

Created opportunities for over fifteen new volunteers.

Successfully delivered a National tour of *The Polish Play* to 70 plus communities across England, Scotland and Wales that has involved establishing over 10 new organisational relationships

Aided 8 professional theatre and dance companies in the production of new touring performance work from the Maltings.

A wide range of activities has been undertaken, as listed above, outperforming our objectives for the year.

Fundraising Activities

The new fundraising strategy is ongoing, targeting specific grant and sponsorship bodies, and actioned by board members, and co-ordinated by the Deputy Director.

Membership

The membership scheme is now being updated and improved and will be managed by the new post of Box Office Manager.

Material Investments

Farnham Maltings invests any surplus generated in the business, improving its core business facilities and programming.

Factors within and outside our control

The primary factors not in our control are the current down turn in the economy and the continuing pressure of Local Authority expenditure. We have sought to mitigate against these threats by increasing our 'value' to Farnham and Waverley and diversifying our funding partnerships.

YEAR ENDED 31 MARCH 2008

BALANCE SHEET AS AT 31 MARCH 2008

	Note	2008		2007	
		£	£	£	£
FIXED ASSETS					
Tangible assets	12	1,317,422		1,346,055	
Total fixed assets		<u>1,317,422</u>	1,317,422	<u>1,346,055</u>	1,346,055
CURRENT ASSETS					
Debtors	13	88,902		137,305	
Cash at hand and in bank		130,756		42,177	
Total current assets		<u>219,658</u>		<u>179,482</u>	
CURRENT LIABILITIES					
Creditors: amount falling due within one year	14	189,239		189,378	
Net current assets/(liabilities)		<u></u>	30,419	<u></u>	(9,896)
Total assets less current liabilities			<u>1,347,841</u>		<u>1,336,159</u>
Creditors: amounts falling due after more than one year	15		(145,000)		(245,000)
Net assets			<u><u>1,202,841</u></u>		<u><u>1,091,159</u></u>
THE FUNDS OF THE CHARITY					
Restricted funds	18		217,852		159,616
Unrestricted funds					
General funds		984,989		931,543	
Total unrestricted funds		<u>984,989</u>		<u>931,543</u>	
Total charity funds			<u><u>1,202,841</u></u>		<u><u>1,091,159</u></u>

The notes on pages 9 to 14 form part of these accounts.

Approved by the trustees and signed on their behalf.

Trustee

2008

YEAR ENDED 31 MARCH 2008

PRINCIPAL ACCOUNTING POLICIES**Basis of Preparation**

The financial statements have been prepared under the historical cost convention, in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities issued in March 2005, applicable UK Accounting Standards and the Companies Act 1985.

Incoming Resources

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when:

- a) The donor specifies that the grant or donation must only be used in future accounting periods; or
- b) The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned as the related services are provided. Grant income included in this category is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred when admission fees or performance related grants are received in advance of the event to which they relate.

Resources Expended Policy Notes

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods and services are supplied. Other grant payments are recognised when a constructive obligation arises which results in the payment being unavoidable.

- Costs of generating funds are those incurred in attracting voluntary income.
- Charitable activities include expenditure associated with the staging of concerts, stage productions, exhibitions and educational programmes and include both the direct costs and support costs relating to these activities.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.
- Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources.

Volunteers and Donated Services & Facilities

The value of services provided by volunteers is not incorporated into these financial statements. Further details of the contribution made by volunteers can be found in the trustees' annual report.

Where services are provided to Farnham Maltings as a donation that would normally be purchased from a third party, this contribution is recognised in the financial statements at an estimate based on the value of the contribution to the charity.

Tangible Fixed Assets with a useful economic life of more than one year.

Assets costing £150 or more are capitalised at cost.

Upon a review of useful economic lives, the trustees have determined that touring assets do not have a useful economic life of more than one year. Any such assets brought forward at the beginning of the year under review or acquired during the year have therefore been fully depreciated at the year end.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

<u>Category</u>	<u>Annual rate</u>
Freehold property	Not depreciated
Bridge	5%
Car park improvements	5%-10%
Furniture, equipment and fittings	10%
Raked seating	5%
Computer equipment	20%

The freehold property is not depreciated since the Directors consider that given the high level of maintenance any depreciation charge would be immaterial. An impairment review confirms this.

Funds Structure

The Trust has a number of restricted funds to account for situations where a donor requires that a donation must be spent for a particular purpose or where grants have been made for a specific purpose. All other funds are unrestricted income funds. The funds held in each of these categories are disclosed in note 18.

A brief description should be given of the different types of fund held by the charity, including the policy for any transfers between funds and allocations to or from designated funds. Transfers may arise, for example, where there is a release of restricted or endowed funds to unrestricted funds or charges are made from the unrestricted to other funds.

The policy for determining each designated fund should be stated.

Operating leases

Costs in respect of operating leases are charged to the Statement of Financial Activities on a straight line basis over the life of the lease.

YEAR ENDED 31 MARCH 2008

NOTES TO THE FINANCIAL STATEMENTS

1. Voluntary income

	Unrestricted Funds £	Touring Restricted Funds £	Other Restricted Funds £	2008 Total Funds £	2007 Total Funds £
Subscriptions	5,764	-	-	5,764	4,640
Legacies and donations	109,465	-	-	109,465	5,816
	<u>115,229</u>	<u>-</u>	<u>-</u>	<u>115,229</u>	<u>10,456</u>

2. Activities for generating funds

	Unrestricted Funds £	Touring Restricted Funds £	Other Restricted Funds £	2008 Total Funds £	2007 Total Funds £
Rental income from tenancies	44,878	-	-	44,878	39,838
Catering franchise income	32,906	-	-	32,906	43,006
Market days	49,221	-	-	49,221	52,987
Car parking	66,212	-	-	66,212	64,631
	<u>193,217</u>	<u>-</u>	<u>-</u>	<u>193,217</u>	<u>200,462</u>

3. Investment income

	Unrestricted Funds £	Touring Restricted Funds £	Other Restricted Funds £	2008 Total Funds £	2007 Total Funds £
Interest bearing deposit accounts	1,127	-	-	1,127	892
	<u>1,127</u>	<u>-</u>	<u>-</u>	<u>1,127</u>	<u>892</u>

4. Incoming resources from charitable activities

	Unrestricted Funds £	Touring Restricted Funds £	Other Restricted Funds £	2008 Total Funds £	2007 Total Funds £
Visual and performing arts promoted by the Maltings	97,726	-	-	97,726	148,192
Venue hire	260,735	-	-	260,735	289,913
Core funding and other grants:					
Waverley Borough Council	40,180	-	-	40,180	49,010
Farnham Town Council	30,000	-	-	30,000	26,525
Arts Council	67,800	153,352	-	221,152	195,760
Arts Partnership Surrey	-	20,000	-	20,000	9,004
Esmee Fairburn Foundation	-	-	25,000	25,000	25,000
Rules and Regulations	-	-	2,150	2,150	-
Phoenix	-	-	-	-	1,000
Chantrys Planning for Real	-	-	(50)	(50)	3,400
Active Communities	-	-	159	159	5,000
Old Fire Station -Godalming	-	-	13,447	13,447	22,814
Chantrys Art Club	-	-	1,650	1,650	1,000
Electric Business Cub	-	-	-	-	1,200
Lifelong Learning	-	-	(5,581)	(5,581)	8,195
Interpretation Project	-	-	10,880	10,880	13,597
B Active	-	-	2,254	2,254	1,020
Supporting Artists	-	-	5,284	5,284	119
Festival of Words	-	-	2,047	2,047	27,750
Caravan	-	-	93,000	93,000	-
Roman Way Arts Club	-	-	4,545	4,545	-
Creative Saturdays Art Club	-	-	790	790	-
Creative Communities Co-ordinator	-	-	33,700	33,700	-
LLOD	-	-	20,646	20,646	-
No Strings Attached	-	-	28,800	28,800	-
Project TITCH	-	-	1,100	1,100	-
	<u>496,441</u>	<u>173,352</u>	<u>239,821</u>	<u>909,614</u>	<u>828,499</u>

YEAR ENDED 31 MARCH 2008

5. Charitable activities costs

	Unrestricted Funds £	Touring Restricted Funds £	Other Restricted Funds £	2008 Total Funds £	2007 Total Funds £
Touring play production	-	48,603	-	48,603	90,010
Touring play sponsorship	-	55,704	-	55,704	49,953
Workshops, courses and exhibitions	61,650	-	193,844	255,494	202,201
Depreciation	25,547	28,786	-	54,333	36,698
Catering and hospitality	72,477	-	-	72,477	101,535
Support costs (see note 6)	613,872	-	-	613,872	605,370
	<u>773,546</u>	<u>133,093</u>	<u>193,844</u>	<u>1,100,483</u>	<u>1,085,767</u>

6. Support costs

	Unrestricted Funds £	Touring Restricted Funds £	Other Restricted Funds £	2008 Total Funds £	2007 Total Funds £
Staff costs	404,064	-	-	404,064	392,618
General office costs	209,808	-	-	209,808	212,752
	<u>613,872</u>	<u>-</u>	<u>-</u>	<u>613,872</u>	<u>605,370</u>

Support costs are allocated on a basis consistent with the use of the resources.

7. Governance costs

	Unrestricted Funds £	Touring Restricted Funds £	Other Restricted Funds £	2008 Total Funds £	2007 Total Funds £
Auditors remuneration - audit services	6,000	-	-	6,000	6,000
Auditors remuneration - non-audit services	1,022	-	-	1,022	-
	<u>7,022</u>	<u>-</u>	<u>-</u>	<u>7,022</u>	<u>6,000</u>

8. Net incoming/(outgoing) resources is stated

	Unrestricted Funds £	Touring Restricted Funds £	Other Restricted Funds £	2008 Total Funds £	2007 Total Funds £
after charging					
Operating leases - equipment	-	-	-	-	4,077
Operating leases - other	-	-	-	-	1,175
Depreciation	25,547	28,786	-	54,333	36,698
Auditors remuneration - audit services	6,000	-	-	6,000	6,000
Auditors remuneration - non-audit services	1,022	-	-	1,022	-
after crediting					
Rents receivable	44,878	-	-	44,878	39,838
	<u>44,878</u>	<u>-</u>	<u>-</u>	<u>44,878</u>	<u>39,838</u>

9. Taxation

Farnham Maltings Association Limited is a registered charity and is eligible for the exemptions from taxation available to charities on their charitable activities. No charge for taxation therefore arises.

YEAR ENDED 31 MARCH 2008

10. Salary Costs

	2008	2007
	Total	Total
	£	£
Gross wages	439,272	421,283
Employer's national insurance costs	37,004	33,617
Pension costs	962	900
	<u>477,238</u>	<u>455,800</u>

The average number of employees, calculated on a full-time equivalent basis, analysed by function was:

	2008	2007
Administration	5	4
Market administration	1	1
Box office and front of house	3	4
Operations	7	11
Workshops and courses	4	4
Touring	5	5
	<u>25</u>	<u>29</u>

There were no employees with emoluments (excluding employer pension costs) above £60,000.

11. Related party transactions

The charity has close working relationships with Waverley Borough Council and Farnham Town Council who together provide substantial funding to enable the Trust to carry out its charitable activities. The following is a summary of transactions with those bodies.

	2008	2007
	£	£
Revenue funding		
Waverley Borough Council	40,180	55,030
Farnham Town Council	30,000	26,525
	<u>70,180</u>	<u>81,555</u>

The revenue funding was mainly received in respect of core funding with subsidiary funding received for specific projects shown in note 18 to the accounts. The revenue funding is disclosed as part of the income from the operation of an arts and community centre, and the capital funding has been disclosed within voluntary income grants and donations in last year's accounts.

The Trust rents a small area of land from Waverley Borough Council at an annual rent of £2,350.

The Trust owes Waverley Borough Council £35,000 (2007 £45,000) in respect of an interest free loan which is repayable in instalments of £10,000 per year, this being the only outstanding balance with related parties.

The Members of Council were not paid or reimbursed expenses during the year and did not receive any emoluments or payment for professional or other services.

YEAR ENDED 31 MARCH 2008

12. Tangible assets

	Freehold Property £	Furniture, Equipment and Fittings £	Motor Vehicles £	Total £
Cost				
Brought forward	1,298,158	345,772	23,680	1,667,610
Additions	19,168	6,532	-	25,700
	<u>1,317,326</u>	<u>352,304</u>	<u>23,680</u>	<u>1,693,310</u>
Depreciation				
Accumulated brought forward	49,228	260,093	12,235	321,556
Charge for the year	5,059	37,828	11,445	54,332
	<u>54,287</u>	<u>297,921</u>	<u>23,680</u>	<u>375,888</u>
Net book value carried forward	<u>1,263,039</u>	<u>54,383</u>	<u>-</u>	<u>1,317,422</u>
Net book value brought forward	<u>1,248,931</u>	<u>85,679</u>	<u>11,445</u>	<u>1,346,055</u>

13. Debtors

	2008 Total Funds £	2007 Total Funds £
Trade debtors		
Other debtors	77,243	88,453
Prepayments	-	32,247
	11,659	16,605
	<u>88,902</u>	<u>137,305</u>

14. Creditors: amounts falling due within one year

	2008 Total Funds £	2007 Total Funds £
Bank overdraft		
Other loans	9,506	28,410
Trade creditors	10,000	10,000
Taxation and social security	46,001	67,783
Other creditors and accruals	37,326	30,341
Deferred income	41,000	6,000
	45,406	46,844
	<u>189,239</u>	<u>189,378</u>

Deferred income comprises advance ticket sales and car parking income

15. Creditors: amounts falling due after more than one year

	2008 Total Funds £	2007 Total Funds £
Secured loan	120,000	220,000
Unsecured loan	25,000	25,000
	<u>145,000</u>	<u>245,000</u>

The secured loan provided by Tindle Newspapers Limited was originally for a two year period to 23 December 2007. The loan is interest free and is secured over a property owned by the company. During the year, £100,000 of the loan was generously converted into a donation and the term for the balance remaining has been extended for the foreseeable future.

The unsecured loan has been provided by Waverley Borough Council. The loan is interest free and is repayable in instalments by 31 March 2011.

YEAR ENDED 31 MARCH 2008

16. Analysis of net assets between funds

	Unrestricted Funds £	Touring Restricted Funds £	Other Restricted Funds £	2008 Total Funds £	2007 Total Funds £
Tangible fixed assets	1,317,422	-	-	1,317,422	1,346,055
Cash at bank and in hand	130,756	-	-	130,756	42,177
Other net current assets	(318,189)	91,946	125,906	(100,337)	(52,073)
Creditors due in more than one year	(145,000)	-	-	(145,000)	(245,000)
	<u>984,989</u>	<u>91,946</u>	<u>125,906</u>	<u>1,202,841</u>	<u>1,091,159</u>

17. Legal status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is £1.

YEAR ENDED 31 MARCH 2008

18. Analysis of restricted funds

	Total funds brought forward £	Total incoming resources £	Total resources expended £	Transfers between funds £	Total funds carried forward £
Restricted funds					
Rules and Regs	-	2,150	(2,398)	-	(248)
Theatre Consultation	8,500	-	(5,000)	-	3,500
Third Space	71,687	173,352	(133,093)	(20,000)	91,946
Phoenix	9,623	-	(9,623)	-	-
Chantry's for Real	1,511	(50)	-	-	1,461
Creative Business Adviser	12,500	25,000	(25,000)	-	12,500
Active Communities	-	159	-	-	159
Old Fire Station	8,269	13,447	(5,320)	-	16,396
Chantry's Art Club	6,354	1,650	(5,379)	-	2,625
Electric Business Club	817	-	(783)	-	34
Interpretation Project	7,247	10,880	(17,969)	-	158
Festival of Words	27,186	2,047	(29,233)	-	-
Lifelong Learning	5,581	(5,581)	-	-	-
B Active	-	2,254	(1,319)	-	935
Supporting Artists	119	5,284	(3,593)	-	1,810
Caravan	-	93,000	(45,291)	(8,000)	39,709
Roman Way Art Club	-	4,545	(340)	-	4,205
Creative Saturdays Art Club	-	790	(180)	-	610
St Marks Art Club	-	-	(618)	-	(618)
Creative Communities Co-ordinator	-	33,700	(16,062)	-	17,638
LLOD	-	20,646	(19,696)	-	950
No Strings Attached	-	28,800	(5,618)	-	23,182
Project TITCH	-	1,100	(200)	-	900
Other	222	-	(222)	-	-
Total restricted funds	159,616	413,173	(326,937)	(28,000)	217,852

Fund name	Funding source and purpose
Theatre Consultation	Funds received from Waverley Borough Council to support a process of consultation regarding theatre activity in the borough
Third Space	Funds received from Arts Council England and Surrey County Council to support the production and distribution of theatre for rural communities across South East England
Phoenix	Funds received from Arts Council England and the Department of Trade and Industry for employment of a creative business consultant
Creative Business Adviser	Funds received from the Esmee Fairbairn Foundation to support the employment of a creative business adviser
Old Fire Station	Funds received from Surrey County Council and Self Start to support the development of artists' work spaces
Interpretation project	Funds received from the Heritage Lottery Fund for a project to preserve a record of the history of the Maltings building
Festival of Words	Funds received from Arts Council England for a young people's literature project
Lifelong Learning	Funds received from Surrey Community Action to support local community groups developing skills
Caravan	Funds received from Arts Council of England for international export programme for performing arts sector.
Creative community coordinator	Funds received from Surrey Arts Partnership for a project to develop social cohesion across the county
LLOD	Funds received from Heritage Lottery Fund for aural history by young people about the Second World War
No Strings Attached	Funds received from DCMS for new theatre makers project
Other restricted funds	Funds received from Farnham Town Council, Surrey County Council and other organisations for various projects



[OFFICER]

FARNHAM TOWN COUNCIL

COMMUNITY GRANT FUNDING APPLICATION FORM

Please note: Farnham Town Council will only award a grant if all criteria are met

Please refer to the Grants Policy when completing this application.
The closing date for applications is 12 noon, 30th September

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

Part 1 – Organisation Details

Name of applicant Organisation:	Farnham Citizens Advice Bureau
Project Name:	Training and Support for volunteer advisers
Project Location:	Montrose House, South Street Farnham GU7 9 RN
Project Start Date:	1 st April 2009
Project Completion Date:	31 st March 2010
Total Cost of Project:	£68,121.00
Funding Requested:	£30,000.00

Criteria
Met?
*(for office
use only)*

Contact Name:

Position in organisation:

Organisations Constitution attached Yes No If not, an explanation please

Registered Charity Yes No | Registration No?

If No, state type of organisation:

VAT Registered: Yes No

Registration Number

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address and number

If your application is successful, to whom would you like the cheque payable?

Please provide the following information:

Please tick

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents

PART 2 – BUDGET DETAILS**Costs**Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
Advertising & Promotion	50.00		50.00
Recruitment & selection	208.00		208.00
Training (cost for up to 10 trainees)			
Salary + on-costs of Training Officer (10hrs per week)	6,315.00	0	6,315.00
External courses – fees and travel	1,080.00		1,080.00
Travel to 4 day certificate course	404.00	0	404.60
Learning materials	280.00	0	280.00
Total Training costs	8,337.00	0	8,337.00
On-going Support & Development			
Salary + on-costs of Advice Manager (22hrs)	26,184.00	0	26,184.00
Value of 10 volunteer advisers	33,600.00		33,600.00
TOTAL PROJECT COSTS	68,121.00	0	68,121.00

Total amount of grant requested (Any grant received will be treated as a restricted income)	£30,000	Percentage of total direct cost	45%
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Please provide a breakdown of your accounts at (Date)...31st March 2008.....

Profit and loss sheet for Farnham CAB	
Income from Grants, Donations (excluding Farnham Town Council)	
Waverley BC Grant (contribution from)	59,617.00
Donations	5,586.00

Income (other) rental	1,108.00
TOTAL INCOME	66,311.00
Operational costs	96,803.00
Surplus / Deficit	30,492.00
Reserves FOR CA Waverley	
Cash/Bank/debtors	129,294
Creditors (monies owing)	24,444
Earmarked Reserves	57,791
Available Reserves	80,543

Please give an explanation for your organisations earmarked reserves:

Farnham Bureau:

£7,608 Funding from Farnham Christian Charitable Trust for the Farnham Over 60s Home Visitor Jan-Dec 2008

£1,000 Surrey Community Foundation to develop outreach at Sandy Hills

Other

£21,152 Mobile Advice Service the project started in October 2004 with funding from Countryside Agency, WBC, SCC Lloyds TSB and a private donation.

£2,114 - Surrey Community Foundation for Volunteer training at Haslemere and Cranleigh

£903 - Surrey Resources for training across the District. Now spent.

£11,267- Demonstration Project a grant of £50,000 from Citizens Advice and £20,000 from WBC in 2006 to set implement and demonstrate new methods of working. The project is now completed and the remaining funds used

£13,746 -Capital Projects Fund these represents donations received for the purchase of capital assets and other improvement expenditure at the Haslemere bureau. This money was spent prior to the merger and is now being depreciated in accordance with our depreciation policy

OFFICER]

Have you applied to Farnham Town Council for grant aid before?

If yes when?	Year: 2008	Year: 2007	Year: 2006	Year: 2005	Year: 2004
--------------	------------	------------	------------	------------	------------

If you have applied for grant aid from Farnham Town Council for the same project each year, please provide a plan to demonstrate how you will be less dependent in the future. Attached Appendix A

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Surrey County Council	£ 1,285	Feb/ March 09 Restricted to

		on-going training of advisers across the District
(Please state which Town or Parish Council)		
National Lottery	£	
(Please state which fund)		
Other (please provide details)		
Farnham Institute Charitable Trust	£5,000	September 2008 Training costs
Surrey Community Foundation	£5,000	November 2008 Training costs across the district

If Farnham Town Council does not award your organisation grant aid on this occasion, how will you operate in the future?

We are mindful of the Town Council's policy to reduce repeat grants by 20%. However, experience shows it will be difficult to make up this shortfall, if not impossible, in the short-term. In addition, the Bureau is already operating on a very tight budget with no slack. Any reduction in Farnham Town Council support could result, therefore, in a reduction in our drop-in advice and face-to-face appointments (Farnham Bureau is open at the moment 5 ½ days/week and one evening). Attached (Appendix A) is a plan to demonstrate how we hope to raise more funds in the future.

[MEMBER]

PART 3 – CONSIDERATIONS FOR AWARD GRANTED

Tell us about your project and your reasons for applying to Farnham Town Council for Grant Aid.

	Score 0-3 (for office use only)
Project Aims – one/two sentences stating overall aim: To ensure that those within Farnham and surrounding villages experiencing social and economic difficulties have access to highly quality information, advice and support, provided in a variety of ways to ensure that all those in need have access to it. In addition, to ensure that all information, advice and support is provided objectively and to a high standard by professionally trained volunteers drawn from within the community.	

Would you be prepared, if required, to provide indicators on how effective the grant is in achieving its aims during the grant year? <i>(please tick)</i>	Yes x	No
---	----------	----

Project Description: provide a clear description of the project

Up to 10 volunteer advisers will be recruited and selected annually from within the Farnham community and will be expected to commit to working for 2 sessions a week (equivalent of either one full day or 2 half-days). This level of recruitment will enable us to develop the service in line with identified need and allow for loss through retirement and employment and family reasons.

Under the supervision of the Training and Development Officer (see budget details for costs) each volunteer will undergo an extensive and vigorous training programme, comprising of an initial 6 months of self study using workbook modules and formal teaching, followed by a further 6 months of dealing with clients under close supervision of the Advice Manager. During this time each adviser has to demonstrate they have acquired knowledge and competences to deal with clients on a one-to-one basis on a wide range of issues such as welfare benefits, employment, debt, family law and housing. They will also have to attend 5 external training courses covering areas such as court appearance for debt or housing arrears, and a four-day training course covering such things as interview techniques. In addition, they will need to learn how to access, use and record all relevant client information on the CA database. This database ensures consistency of advice and is used for monitoring and evaluating our service and must be, therefore, used at all times.

Once the required level of competencies is reached then the trainee adviser receives a certificate from CiTA, (the equivalent to NVQ level 3) and are included on the advice rota.

On-going in-house training and support is provided by the Advice Manager, (see budget detail for costs) whether it be on a daily informal basis or more formally through training workshops/sessions to ensure all advisers are kept up-to-date with regular changes in legislation and regulations, particularly in the areas of welfare benefits, employment and immigration. Each adviser has an annual appraisal undertaken by the Advice Manager through which any individual additional training needs can be identified and followed through.

Very high standards of advice, information and support provided have to be maintained in order for us to ensure we retain our membership of Citizens Advice and our Community Legal Service kitemark.

Please provide any additional information that may assist the Council in reaching its decision.

We are the only voluntary organisation providing objective, confidential advice and information service across all enquiry areas to the residents of Farnham and surrounding areas.

In our recent Quality of Advice Audit the auditor commented that:

“The organisation has secured enormous change both by restructuring and in piloting and showcasing improved methods of service delivery. It has completed this while preserving service quality and stability as well as staff and volunteer satisfaction. This is a considerable achievement and deserves recognition”

This achievement was also recognised by CiTA our national body when Citizens Advice Waverley was runner-up in the prestigious national "Volunteer Team of the Year" Awards for 2008. Our volunteers were highly commended by the judges, who described theirs as an **"outstanding achievement in a field of exceptional candidates."**

Between April 2007 to March 2008, Farnham Bureau

- saw 1,892 different clients (representing 20% of the population if family members are included and a cost £2.00 per head of population)
- dealt with 6,893 different issues:
 - Benefits (25%)
 - Debt (15%)
 - Employment (13%)
 - Housing (11.5 %.)
- helped clients to manage over £3.5 million of debt (£3.2m in 2006/07)
- secured nearly £367,798 for our clients (£250,000 2006/07) in increased benefits or one off payments - money that will be spent locally and represents a 12 fold return on our grant.

Case Study:

An elderly couple was referred to us via local Social Care team as they thought that the husband might be eligible for Attendance Allowance.

A volunteer adviser arranged to do a home visit as the husband had arthritis and severe breathlessness which meant he had difficulties moving about (day and night), dressing, washing and cutting food. The volunteer helped him make an application for Attendance Allowance and he was awarded £3,058pa.

During the visit the adviser identified that his wife also had care needs. She had giddy spells and couldn't stand for any length of time. She helped her, therefore, with a claim for Attendance Allowance which she got at £2,046pa. In addition the adviser realised that they were eligible for Pension Credit so helped them to make a successful application.

Overall we helped the couple increase their income by £10,562 pa.

Over the last 12 months we have expanded our service and are planning to expand it further over the coming 12 months:

- We now run a monthly outreach service at the Bungalow Family Centre Sandy Hill providing advice and information and sessions on financial literacy. Both have proved very successful - we hope to increase this to a twice monthly service (funded by the Hazelhurst Trust).
- We plan to expand our Financial Literacy service in order to help young and old avoid debt and other financial difficulties.
- We continue to run an outreach service to those who over 60 who are immobile and unable to come into the bureau (funded by FCCT).

As we wish to work in partnership with Farnham Town Council, we would welcome the opportunity to discuss with you any other ways in which you would like to see us extend/expand our services.

Tell us how your project will benefit the Community of Farnham & achieve the aims of the Council's grant making policy and the general conditions *as per Section 2 of Grants Policy & Guidelines.*

	Score 0-3 (for office use only)
<p>The project will benefit the Community of Farnham by:</p> <ul style="list-style-type: none"> • Increasing incomes through claiming of benefits and other financial entitlements - money that will be spent in the local community – and by helping to improve social inclusion; • Reducing the number of children in poverty through benefit take up and increased ability and confidence of young parents to deal with financial matters; • Reducing anxiety, stress, depression and associated ill-health for individuals through helping them to resolve issues relating to low income, debt, employment, housing and relationship problems; • Reducing homelessness and improving housing circumstances through intervention in disputes between landlords and tenants and helping clients to manage housing debt and access grants for housing repairs; • Reducing indebtedness to the local authority by helping people apply for housing benefit and council tax benefit; • Helping people to access redress where they have experienced discrimination, unfair dismissal or received faulty goods and services; • Reducing the number of people entering the court system, and so incurring further debt, by negotiating with creditors; • Providing access to the service by phone, drop-in, self-help through a kiosk and our website, appointments and via outreach; • Contributing to the community planning process by using data collected in the course of advice work. <p>In this and that our advisers are volunteers we:</p> <ul style="list-style-type: none"> • Enable local people to participate in a voluntary group and activity • Meet the needs of people experiencing social and economic difficulties • Ensure there is equality of access and opportunity for Farnham Town residents <p>and so help to meet the Council's stated aims within its grant making policy:</p>	

Who will benefit?	
<p>Anyone experiencing social or economic difficulties will benefit, in particular:</p> <ul style="list-style-type: none"> ○ the elderly ○ the disabled, ○ the unemployed ○ those who are carers ○ those experiencing housing difficulties ○ those on low incomes ○ single parent households ○ those who are in debt 	

o victims of domestic abuse	
-----------------------------	--

Approximately how many local residents will benefit?	2,000 directly and if clients' families are included up to 20% of the Farnham population	
---	--	--

How many members are there in your organisation?	Our nine volunteer Trustees are members	
---	---	--

What percentage lives in Farnham?	45%	
-----------------------------------	-----	--

If your organisation assists other people , what percentage lives in Farnham?	90%	
--	-----	--

<p>How do you know there is a need for this project?</p> <ul style="list-style-type: none"> o Evidence collected via our work suggest there is a significant lack of knowledge and understanding of; <ul style="list-style-type: none"> o Rights and responsibilities relating to employment, debt, housing, consumer, domestic and personal issues; o welfare benefits system; o how to manage financial affairs, and easily accessible information and advice on the above. o As part of our business and development plan we carried out an Advice Needs Audit which confirmed that we are the only organisation in Farnham offering access to free advice and information across all the main enquiry areas and across all the age groups. o Access to social justice in the area is made more difficult in that there are no Legal Aid solicitors in the town. o In a recent survey carried out by Farnham Christian CT in the Wrecchlesham area over 78% of residents said they would go to the CAB when they wanted help with a problem. o The Bungalow in Sandy Hill has asked us to increase our outreach service there. o Consultation with a number of other agencies has indicated a strong desire for us to provide similar outreach or to develop financial literacy programmes with them. o The 2001 census figures show that nearly 25% of the population of Farnham is over 60 and the demographic predictions are that as life expectancy increases this percentage will be even higher. Last year a third of our clients were over 65. o Demand for the services remains high, last year there were nearly 5,000 visits to the Farnham bureau (10% increases on the previous year) and the advisers at the bureau dealt with 1,680 phone calls. o Current levels of take-up for welfare benefits and pension credits, combined with complexity of the welfare benefit system suggest strong continuing demand for effective, accurate and authoritative non-governmental welfare rights advice for all age groups. 	
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o We are already seeing evidence that the current financial climate has resulted in an increased demand for our service, particularly queries relating to redundancy, other employment issues and debt. Given the 'credit crunch' we anticipate that the situation will get worse and demand increase further.

Please state what consultation there has been.

We have established an Advisory Group, the purpose of which is to act as a resource to the Board of Trustees on planning, implementation and evaluation of the bureau's services and activities and to serve as a formal mechanism to exchange information, ideas and concerns relating to the identified needs of the community. Members of this group have recently undertaken a consultation exercise with voluntary and statutory agencies in the area to establish what are seen as major social problems facing the community in Farnham and how we can best address them.

Initial analysis of the consultation exercise suggests that agencies similarly identify vulnerability within the young and elderly and the critical areas facing our community as concentrated within debt, benefit uptake, housing problems, disability.

We carefully monitor our clients' satisfaction with the service. The feedback we receive is vital to our planning process. A client survey carried out last October recorded over 90% satisfaction with the service.

How many 'partners' are you working with for this project?

List the project partners and their roles:

Partner	Role
WBC	Although none of the following partners fund the training they all fund different aspects of our work helping us to achieve our strategic aims A partner in meeting stated strategic aims for the District and provider of revenue funding across the District
Hazelhurst Trust via the Surrey Community Foundation	A funder of outreach at Sandy Hill
Farnham Christian Charitable Trust	A funder for the Over 60s home visitor
Friends of Farnham	A group of volunteers raising money for the Farnham Bureau

How will you implement your project?

Which organisation will be responsible for implementing the project?

Citizens Advice Waverley

* Who owns the land/property

Waverley Borough Council

* Has permission been obtained from the land owner?

Yes No
if No, when will it be obtained?

* Are there any current contracts/leases of the land/property? State how they will be affected by the project

N/A

* What other consents/permissions are required? State when these will be obtained

No

* if applicable

PART 4 – ACCOUNTABILITY

All applicants will need to demonstrate, in writing and with an interview and presentation, what services they will deliver and how those services will benefit the Town Council and its Criteria.

What specific services will your organisation deliver with the aid of this grant?	
Bureau-based provision of advice, information and support through: <ul style="list-style-type: none"> o Drop-in o Appointments o Self-help, with support, using touch screen computer o Telephone, and o Outreach services: <ul style="list-style-type: none"> o The Family and Childrens' Centres at the Bungalow, Sandy Hill Farnham o Financial Literacy o Over 60's 	
How will your organisation deliver these specific services?	
Through the use of highly trained and skilled volunteer advisers recruited and selected from residents within the Farnham and outlying areas. These advisers will in some cases provide services from within the bureau, in others cases in people's home and outreach venues. In all cases the volunteer advisers will be supported by the Training Officer and the Advice Manager	
What is the time-scale for the delivery of these specific services?	
The financial year 1 st April 2009 – 31 st March 2010	
How will your organisation measure the effectiveness and implementation of these services?	
We will measure the effectiveness and the implementation of the support, training and development of our volunteer advisers through :	

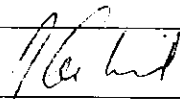
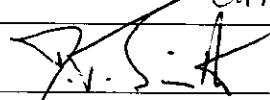
<ul style="list-style-type: none"> • Number of volunteers recruited and trained; • Monitoring of volunteer advisers training and development needs; • Ongoing monitoring of the quality of the advice; • Ongoing monitoring of number clients using the service within the Bureau; • Ongoing monitoring of number of clients using the telephone advice line; • Ongoing monitoring of number of clients using the outreach services; • Ongoing monitoring of the issues that clients present; • Feedback from clients via face to face and telephone surveys; • Ongoing monitoring of gains in benefits and managed debt; • Feedback from the Advisory Group; 	
<p>What mechanisms does your organisation have in place to measure its achievements?</p>	
<ul style="list-style-type: none"> • Milestones and outcomes are incorporated into the Business and Development Plan, which is monitored as a whole by the Trustee Board on a quarterly basis and more frequently within the management structure; • Our Client database enables us to monitor: <ul style="list-style-type: none"> ○ number of clients helped; ○ how they contacted the bureau; ○ financial and other outcomes; ○ client profile in terms of age, gender disability, locality; ○ areas of enquirey both as broad categories and as sub-categories within each enquiry area; • Monitoring of telephone advice line answering rate; • Monitoring of the number of clients using the telephone advice line; • Audit of Quality of Advice by Citizens Advice our national body every three years; • Quarterly client satisfaction surveys; • Annual volunteer and staff satisfaction surveys. 	
<p>How will your organisation report its achievements back to Farnham Town Council?</p>	
<p>We will provide the Council with at least, six monthly written and /or verbal reports and appropriate statistical information as may be requested, regarding the bureau, types of enquiry or client profiles.</p>	

If your organisation is successful with the initial application process you will be invited to make a presentation to the Farnham Town Council's Grants Group.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: 	Date: 30 th September 2008
Position in organisation: CHAIR	
Signed: 	Date: 30 th September 2008
Position in organisation: TREASURER	

Please return the form to:
Grants Co-ordinator
Farnham Town Council, Town Council Office, South Street, Farnham Surrey. GU9 7RN
Telephone No: 01252 823191

OR

Electronic copies to: wendy.coulter@farnham.gov.uk

**Appendix A Citizens Advice Waverley:
Farnham CAB Funding Application 2009/10**

Supplementary Information Income Generation Plan

CA Waverley has a Fundraising Strategy as part of its business plan. Within this strategy it is recognized that in order to be able to plan effectively for the future and successfully implement CA Waverley's stated strategic aims and therefore meet the needs of local residents, the organisation needs not only to increase its income but also to have confidence that it can sustain it. It is further recognised that in order to do this, there is a need to strengthen our funding and income generation capacity and to diversify income sources both as a district and for the individual offices.

However, it has also to be recognised that Surrey does not feature at all high on national deprivation indices which means we do not readily qualify for a number of grants from national grant givers and central government. In addition Advice Services are not as attractive to grant makers as some other types of voluntary activities. Further, all of this is in the context of increasing pressure for funds from grant makers from within the voluntary sector.

We believe, therefore, that it is likely to take us longer than might have been hoped to succeed in increasing and diversifying our income.

Specific steps taken to increase our capacity in fundraising include:

- Creation of Friends Groups
- Creation of a strategic fundraising committee comprising of trustees and others with experience of fundraising
- More staff time allocated to this function

Within the strategy it is recognised that fundraising will take place in a number of different ways and on a number of different levels, as below:

Local/Bureau Level

Charitable Bodies

All possible sources of funds from charitable bodies within the Farnham area are in the process of being identified and where appropriate approached. Over time, a good working relationship has been developed with the Farnham Christian Charitable Trust who has for a number of years funded the Over 60s Home Visit Adviser. Similarly there has been regular contact with such bodies as Farnham Lions and Rotary who have been able to provide funding for specific items, such as computers.

We hope to develop similar working relationships with other local funders, such as the Hale Cottage Trust who has recently provided funding to continue the outreach work at Sandy Hills, and the Farnham Institute Charitable Trust who have provided funding in the past.

Farnham Friends

This group is vitally important in helping to retain and strengthen a local identity and a link with the Farnham community through its fundraising activities. It is as yet an embryonic group, comprising of a small, but very committed number of volunteer fundraisers, who at

the moment are able to raise something like £5-8,000 per annum through collections, events and a small direct mail campaign. Our aim is to increase the capacity of this group so that it can more effectively encourage local residents to support the bureau.

Companies

To date support from companies has been minimal. This to a large extent reflects the fact that most companies in the Borough are relatively small. However, we are in the process of identifying those local companies who might provide sponsorship (of leaflets and other printed materials), direct financial support through one-off grants or become involved in joint projects.

With this in mind we are members of Farnham Chambers of Commerce and through this attend their informal lunches and will be giving a talk to members in the near future.

In addition, we are exploring possibilities for persuading companies to provide support through Give as Your Earn.

District Level

National/Regional Charitable Bodies - Trusts and Foundations

We continue to identify those national and regional charitable bodies whose criteria for funding we meet and apply to them as and when appropriate. Feedback to date from many has been that advice services in Surrey are not seen as a priority in the face of applications for limited funds from more deprived areas.

Partnerships

Every opportunity will be taken to develop joint projects and partnerships to further our stated aims and to meet the identified needs of the community and where possible to prevent problems arising.

We are at the moment in the process of exploring partnerships, in particular, with other CABx within Surrey (with a view to forming a Consortium), with the mental health teams, Housing Associations and the Borough Housing Department, and Children's Centres within Waverley. Our Advisory Group plays a role here.

Earned Income

We are in the process of exploring the potential both at a local and district level, with regard to selling services to companies – seminars on employment and related issues, on debt – and individuals, and developing contracts with Housing Associations to help tenants resolve debt/rent arrears issues.

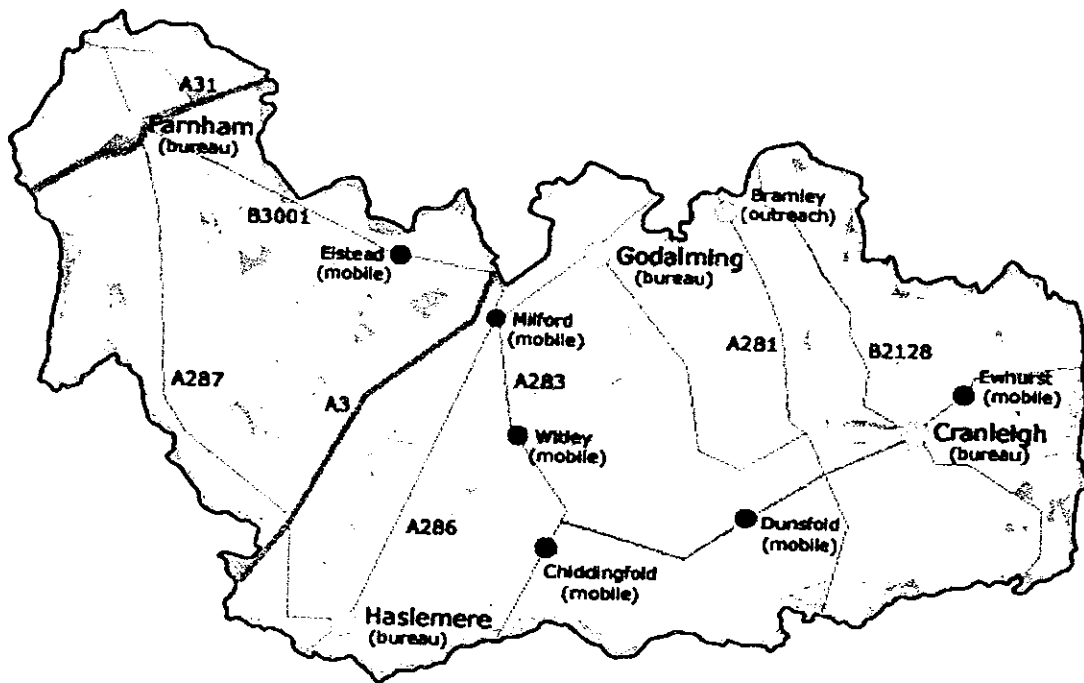
A guiding principle of Citizens Advice is that it provides **free** advice to all those that come to it, along with that advice being independent, confidential and impartial. For as long as our national body remains committed to this principle we must sign up to it. In addition, it is of fundamental importance in attracting volunteers to the service to act as advisers and in the volunteer adviser:client relationship.

13th September 2008

Citizens Advice Waverley

Report and Financial Statements

For the year ended 31 March 2008



Company no: 4823693
Registered Charity no: 1098859

Index to the Trustee Report and Financial Statements

For the year ending 31st March 2008

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Trustees Report	3
Reporting Accountants' Report	11
Statement of Financial Activities	12
Balance Sheet	13
Notes to the Financial Statements	14

Chair's Report

Citizens Advice Waverley (CA Waverley) has made a significant contribution to the lives of those within the Borough through providing support, information and advice to 6,600 individuals and their families. Welfare gains for clients amounted to £917,000 - helping to reduce poverty and contributing to the local economy – financially this represents good value for money, with a return of £2.65 on every £1 invested. £9.5m debt was managed, without which lives would be blighted, in many cases resulting in ill health, with major impacts not just on individuals but on their families and the wider community.

Though Waverley is a relatively affluent Borough there are within it serious pockets of deprivation. However, our affluence denies us (and our local authorities) access to many resources available in other parts of the country to support the disadvantaged and vulnerable. They are further denied the infrastructure support found in more generally deprived areas. It is, therefore, all the more important we continue to work in partnership with our councils, working together to meet common goals. Their continued financial support continues to be essential for our survival. I thank them on behalf of the people of Waverley. I thank all those others who have contributed financially to our work, through Farnham Friends and local events, in support of individual bureaux, and Councillor Victor Duckett, who helped us to secure the generous support of Sir Ray Tindle for our Mobile outreach service.

The contribution of our volunteers, 133 in number, is also a vital resource. They not only bring skills and experiences, but 100% commitment to helping those who come to us for help.

The results of our central examination and an independent Health Check have shown that over the last 12 months we have succeeded in laying a firm foundation for the years ahead, as illustrated by this quote 'The organisation has secured enormous change both by restructuring and in piloting and showcasing improved methods of service delivery. It has completed this while broadly preserving service quality and stability as well as staff and volunteer satisfaction. This is a considerable achievement and deserves recognition.' . This is the result of strong team efforts – internally, staff and volunteers, including Trustees and those on our Advisory Group and externally, our many supporters. We are fortunate to have a strong and active Trustee Board and I am very grateful for their support, wisdom, expertise and skills.

There are no shortages of challenges ahead to keep us on our toes. Here, our firm foundation and strong teams will help us to ensure we are 'fit for purpose'.

N Corkish
Chair

Trustees Report

The Trustees of the Citizens Advice Waverley (C A Waverley) have pleasure in presenting their Annual Report and Financial Accounts for the year 1st April 2007 to 31st March 2008.

CA Waverley was established on 1st April 2006 from the amalgamation of Farnham and Godalming Citizens Advice Bureaux with Haslemere and Cranleigh District Citizens Advice Bureau.

The charity is registered with the Charity Commission with the number 1098859.

Registered Office

Montrose House
South Street
Farnham
Surrey GU9 7RN

Reporting Accountants'

Roffe Swayne
Ashcombe Court
Woolsack Way
Godalming
Surrey GU7 1LQ

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4JQ

The Board of Directors/Trustees at the date of this report and who served through the year were:

Norma Corkish	(Chair appointed 27/03/2006)
David Travers Smith	(Treasurer appointed 10/05/2006)
Kenneth Faircloth OBE	(resigned 14/09/2007)
Barbara Nurse	(appointed 10/05/2006)
Stuart Spencer	(appointed 27/03/2006)
Andrew Higgs	(appointed 07/04/07)
John Vardon	(appointed 14/09/07)
Dr Chris Tibbott	(appointed 13/11/07)
Dr Helen Bowcock	(appointed 14/02/08)

Berenice Rance is the paid District Manager of the charity.

Structure, Governance and Management

CA Waverley Ltd is a company limited by guarantee with the company registration number 04823693.

The Company is governed by its Directors, who are also the Charity Trustees for the purpose of Charity Law. The Board of Trustees/Directors meets at least four times a year. The Company is governed by a Memorandum and Articles of Association adopted on 27th March 2006.

The maximum permitted number of Trustees is twelve and the minimum four, being either elected at the Annual General Meeting or nominated by member organisations or co-opted by the Trustee Board, provided that the total number of co-opted and nominated Trustees does not exceed one third of the total number of Trustees.

Trustees are required to retire at the third Annual General meeting following their election or appointment, but are eligible for re-election or re-appointment.

CA Waverley is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate

responsibility for the conduct of CA Waverley and for ensuring that the charity satisfies its legal and contractual obligations. A register of members' interests is maintained at the Farnham office, and is available for inspection by the public.

The Trustees have delegated the day-to-day operation of the company to a paid manager, who is assisted by 17 part-time employees and a team of approximately 133 volunteers.

The Trustee Board, through an Operations Committee, a sub-committee of the Board, periodically reviews the risks to which the Charity is exposed and is satisfied that systems are in place to mitigate the Charity's exposure to those risks.

The Trustees have no beneficial interest in the company and do not receive any remuneration.

Related Parties

CA Waverley is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board of CA Waverley in order to fulfil its charitable objects and comply with the national membership requirements.

Aims

The charity's aims are to promote any charitable purpose for the benefit of the community in Waverley by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Objectives

CA Waverley principal objectives are to provide free, confidential, impartial and independent advice and information for the benefit of the local community, together with exercising a responsible influence on the development of social policies and services so as to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

The Charity achieves these objectives by offering an advice, information and practical help, principally from four bureaux - Cranleigh, Farnham, Godalming and Haslemere. Outreach services are provided from Bramley Village Hall and at the Bungalow in Sandy Hill Farnham and through our Mobile Unit visiting six rural locations each week. Home visits are also available for clients who are unable to get to the offices because of age or disability.

The Charity is largely comprised of volunteers with paid staff for management and supervision. Most of the advice and help is provided by volunteers, who receive a stringent eighteen month training. The community benefits from the significant and varied experience and skills of the volunteers and they, in turn, are able to continue to use their considerable experience and skills beyond retirement and in some cases, to gain new skills which enable them to find paid employment at a later date. Over the course of a year the volunteers donate over nine hundred hours to C A Waverley, based on the pay scales of equivalent paid positions this would cost the Charity over £720,000. No charge is made to clients for using the service.

Our overall strategic aim is:

"By April 2010, working in partnership with neighbouring and local organisations, C A Waverley will be recognised and valued as a highly professional entity that provides pro-active, innovative, quality assured, fully accessible services that meet the changing needs of the district and its distinct communities. It will be seen as an inclusive organisation that is approachable and friendly.

C A Waverley will be securely funded from a number of different sources adequately resourced and recognised as a significant influencer of local and national policies and practices. Services, for the most part, will be provided by a volunteer workforce managed and supported by a paid staff structure. It will be seen as being responsive and as the first choice for those seeking advice."

Achievements and Performance.

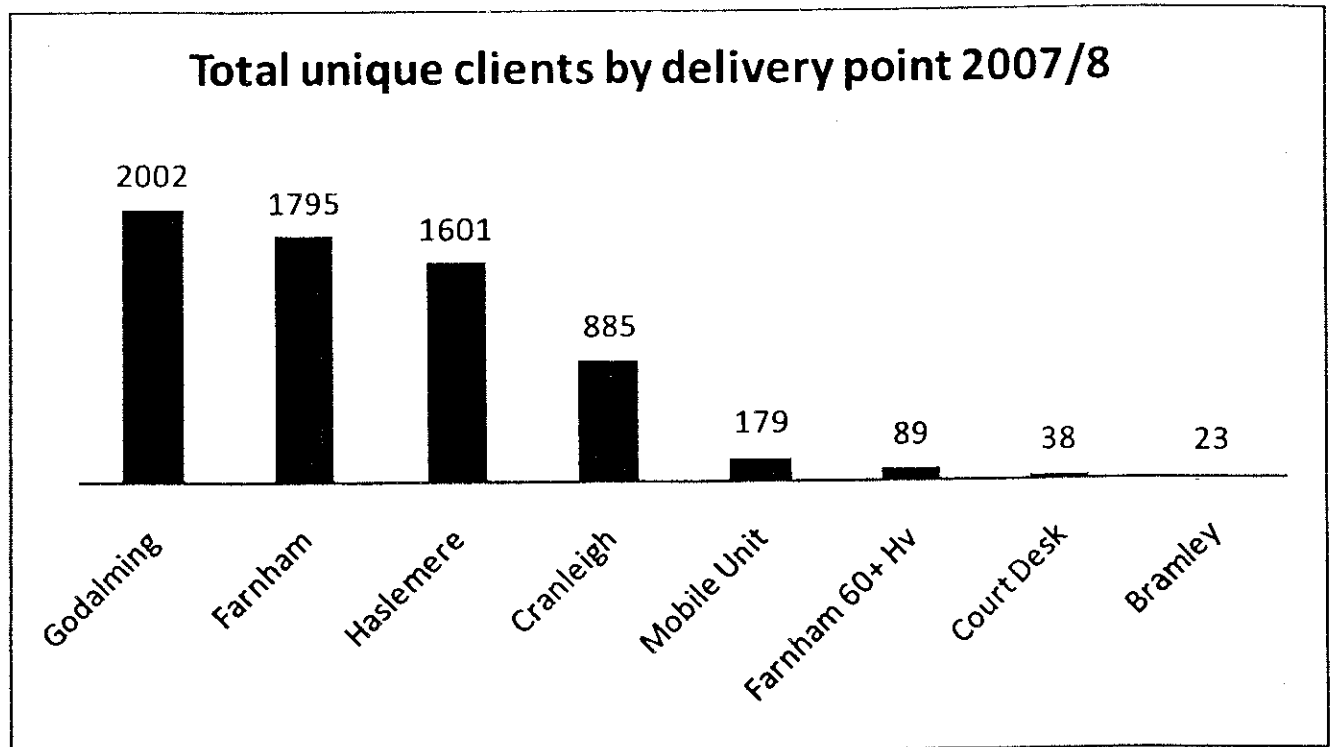
During the year CA Waverley continued to bed down the new methods of service delivery. We are one of the lead bureaux in the country to implement this new service delivery model, designed to enable more people to access the service in different ways.

We have one telephone number for advice which enables us to optimise resources across the district and provide a personal telephone advice service for thirty-seven hours a week. The new electronic appointment system means that appointments can now be made at the time and locations most convenient to the client, either over the telephone or at their local bureaux. During the year of over 3,800 of our clients used the telephone advice line as their first means of contact. Interest in these new methods has continued to be high and we continued to act as a demonstration centre with visits from other bureaux across the country interested in introducing similar practices.

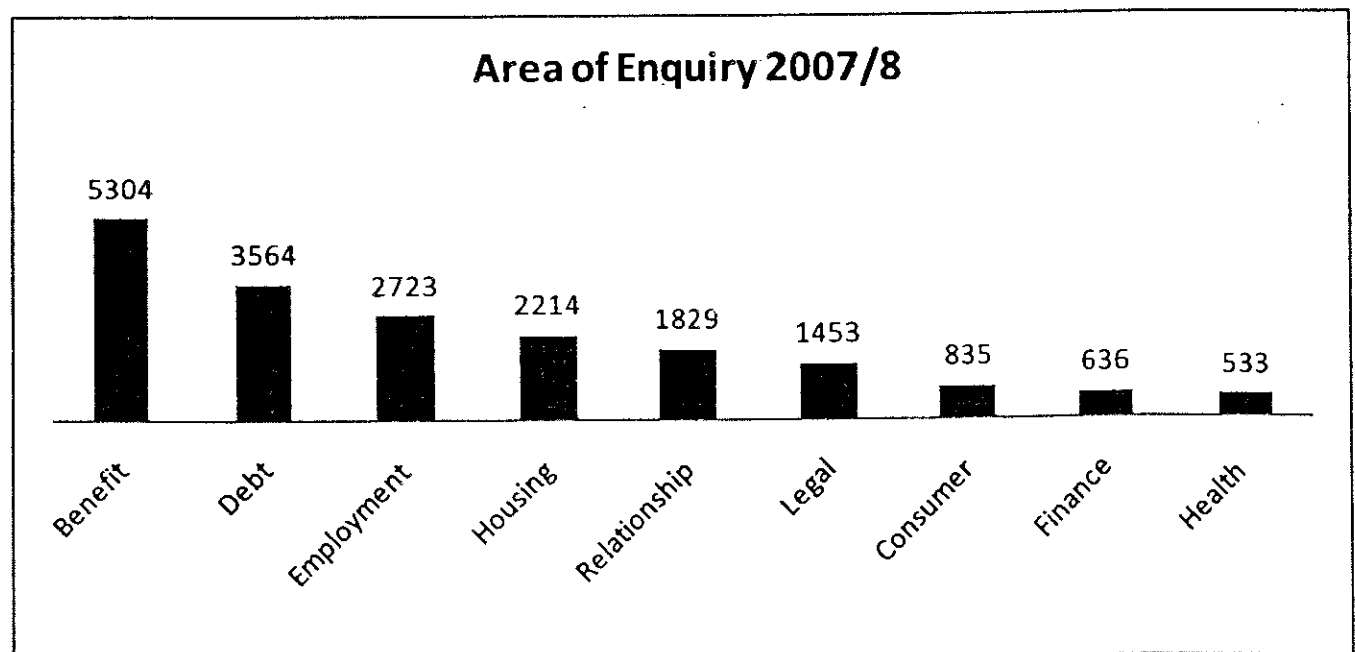
Visits to our outreach service have increased from 270 to 442. This is due mainly to us now being able to offer a regular mobile advice service at six rural locations. We have also started a new outreach service at the Family Centre in the Sandy Hill area of Farnham. We hope to obtain funding for similar outreach services in the other parts of the district in 2008. There has also been a substantial increase in the number of people who either through age or ill health have needed a home visit.

During the year CA Waverley has provided specialist advice in debt and employment case work as well as general advice and case work across all the main enquiry areas, utilising personal interviews, telephone, home visits, and by correspondence including email.

The table below shows clients starting one or more enquiries in 2007/08 split by the point of delivery.



Over the year the CA Waverley has dealt with 22,286 client contacts (21,515 in 2006/07) and 21,021 new issues (22,259 new issues in 2006/07). Details of the area of enquiry are shown below. Benefit and Debt remain the largest areas together making nearly 50% of the work load. Enquiries around Education, Immigration, Travel, Utilities and Taxation together accounted for the remaining 8.4% of our workload.



Age distribution across the client group is also broadly in line with the census figures, although the under 24 age group (14%) remain under represented. Monitoring of client profile shows that the ethnic background of our clients is broadly in line and in some groups higher than the figures for the Borough.

During the year we have established an Advisory Group Steering Committee. The purpose of this group is to enable CA Waverley to maximise the effectiveness of its service in meeting community needs.

Over the next year the this Committee, will on behalf of CA Waverley, establish contact with other organisations involved in addressing social problems and citizen's rights in order to increase the range of agencies that clients can be signposted to. It will also work alongside selected agencies to monitor and seek resolutions to a range of social problems within Waverley.

Social policy

As well as providing information and advice, Citizens Advice Bureaux are equally committed to using the evidence provided by clients to campaign for change in social policies and services, both locally and nationally. The Bureau Evidence Forms (BEFs) that the advisers raise, detailing any unfair treatment that our clients might have experienced on any issue, are compiled by our national body and used to influence politicians, government departments, financial and other organisations including the utility providers. Over the year our advisers raised 343 BEFs on behalf of our clients

Financial Review

General

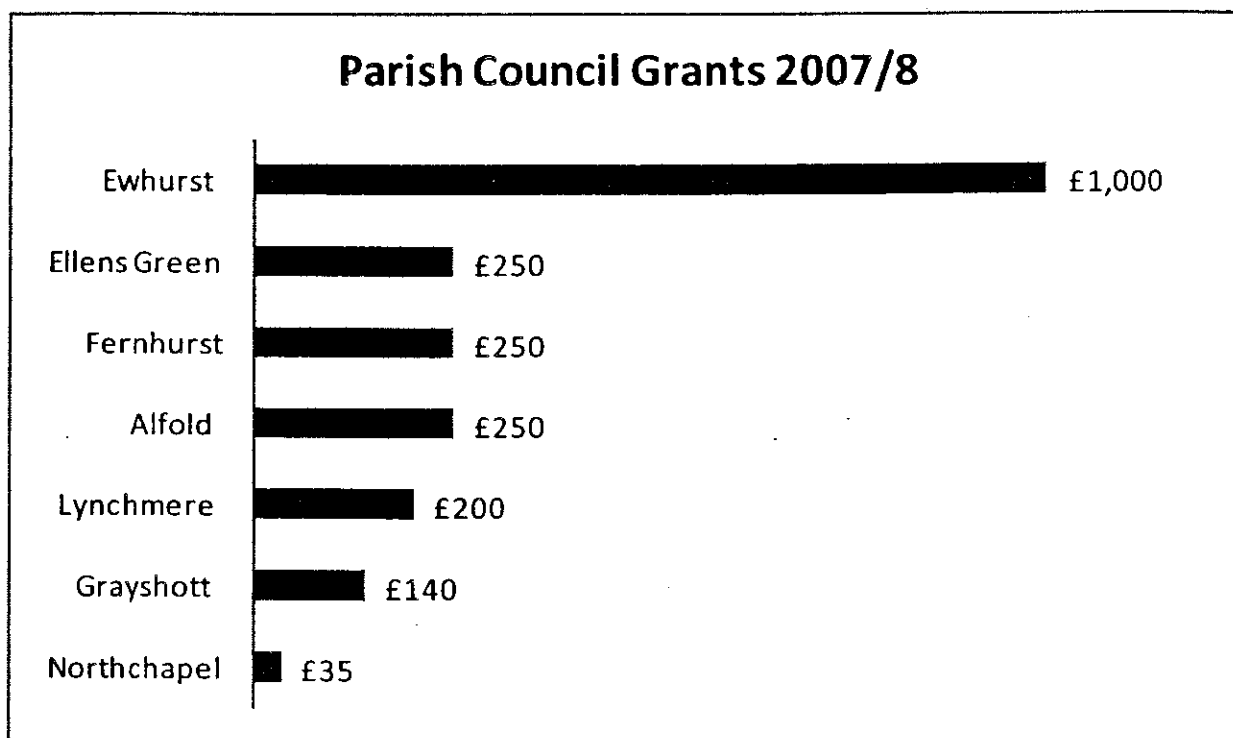
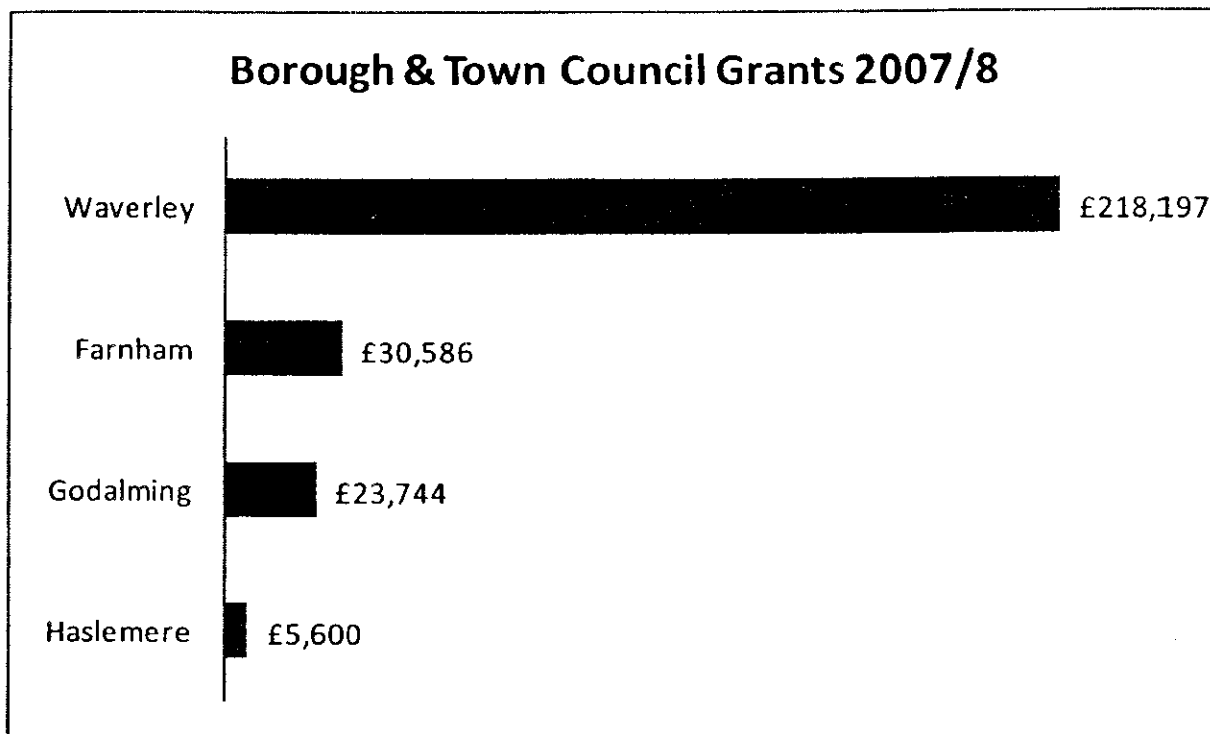
The attached financial statements show the financial results for the year. In summary, there was an excess of expenditure over income of £14005 for the year, resulting in reserves ending the year at £142747. This deficit was caused by the expenditure of Restricted (or Project) funds in this financial year that had been received in previous financial years. The controllable funds showed an excess of income over expenditure of £12442 in the year.

Reserves

It is the Trustees view that the Charity should endeavour to maintain a minimum net current asset balance on Unrestricted Funds equivalent to three months normal operating expenditure. At 31 March 2008 free reserves stood at £80543 whereas three months running costs would be approximately £75623. (2006-07 reserves £21505, costs £77379)

Funding

Thanks go to our local councils for their continuing financial support. During the year total incoming general funds were £314935 (£359651 2006/07). The Waverley Borough Council grant includes an allowance for parking and Cranleigh Parish Council provides the Cranleigh office free of charge (Note 14).

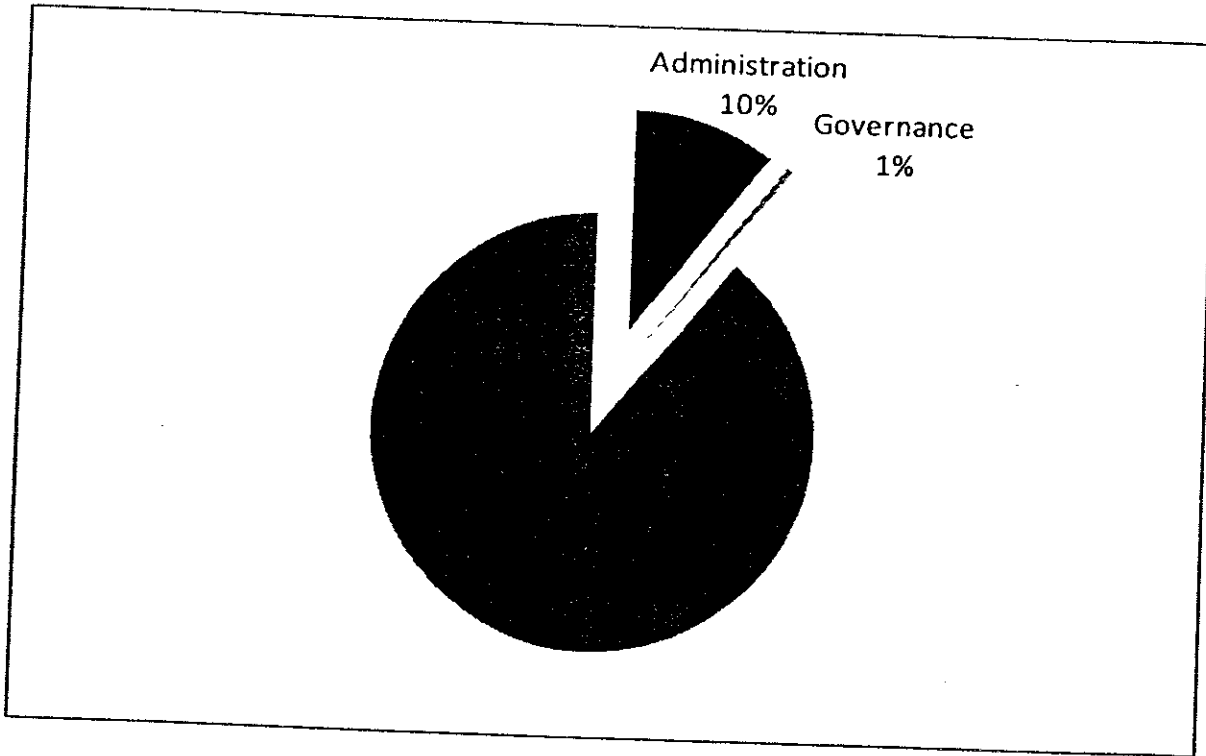


The charity gratefully received numerous private donations and was indebted to the rejuvenated Friends of Farnham for collecting over £5,800 in the year.

Funding was also received for specific projects from Surrey County Council, the Farnham Institute Charity, the Farnham Christian Community Charity, the Tindle Family Charity and the Hazlehurst Trust. Details of these projects are shown in Note 12.

Charitable Expenditure

The charity achieves its objectives by the operation of four permanent bureaux in Cranleigh, Farnham, Godalming and Haslemere plus the outreach services. Apart from £39,122 (11% of expenditure) spent on the administration and governance of the charity, the whole of the general and project funds were expended on the operation of the four bureaux and the outreach services.



Future Plans

The aims and objectives of CA Waverley for the years 2007 to 2010 are outlined in the Business and Development Plan (2007-2010). It is anticipated that as a new district structure we will be able to achieve:

- Broader and better service to our clients
- Increased/improved accessibility
- Greater strategic role within the Borough
- Higher profile
- Increased income
- Cost-effective service
- Increased community involvement

We will look to work in partnership with neighbouring and local organisations and with them and alongside them to continue to develop our service delivery to provide fully accessible services that meet the changing needs of the district and its distinct communities. We wish to be seen as an inclusive organisation that is approachable and friendly.

Specific plans include:

- launch of our website
- increased promotion of the service and the many ways of accessing it
- extension of our outreach services
- increased diversity within our volunteer workforce
- development of the preventative side of our work through the delivery of Financial Capability Training and working in partnership with Children's Centres
- Support of the local community strategy through working in partnership with our local councils and local organisations, via, amongst other things, the work of our Advisory Group Steering Committee
- further development of our Social Policy work

We anticipate that the majority of our funding will continue to come from our District, Town and Parish Councils. We recognise, however, that to ensure a strong infrastructure and sustainability we need to diversify our income. All possible sources of income will, therefore, continue to be explored, along with the further development of local fundraising through the establishment of a Friends Fundraising Group based at each bureau.

At the same time our services, for the most part, will continue to be provided by a volunteer workforce managed and supported through a paid staff structure.

Trustees Responsibilities in respect of these Accounts

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company at the year-end and of the net incoming resources of the charitable company for the year then ending. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare financial statements on a going-concern basis unless it is inappropriate to assume that the company will continue on that basis

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company, and to enable it to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on *4th June '08* and signed on their behalf



N Corkish
Chair

C A Waverley Annual Report for the year ending 31st March 2008
Accountants' report to the Trustees on the unaudited accounts of Citizens Advice Waverley

We report on the accounts for the year ended 31 March 2008 set out on pages 12 to 24.

Respective responsibilities of directors and reporting accountants

As described on page ten the trustees, who are also the directors of Citizens Advice Waverley for the purposes of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

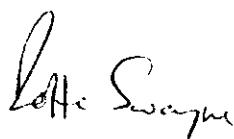
Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- a the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- b having regard only to, and on the basis of, the information contained in those accounting records:
 - i the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act and
 - ii the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

Roffe Swayne Chartered Accountants
Ashcombe court
Woolsack Way
Godalming
Surrey
GU7 1LQ



Date 6/6/2008

C A Waverley Annual Report for the year ending 31st March 2008
Consolidated statement of financial activities for the year ending 31st March 2008

	Notes	Restricted Funds	General Funds	Total 2008	Total 2007
		£	£	£	£
Incoming Resources					
Incoming resources from charitable activities					
Grants	4	30620	287752	318372	298613
Donations & similar incoming resources	4	0	15309	15309	3933
Interest Income	4	0	5991	5991	5621
Funds received from Farnham CAB					74315
Funds received from Godalming CAB					-309
Other Incoming Resources	4	0	5882	5882	11862
Total Other Income		30620	314935	345554	394035
Total charitable income					
Resources expended					
Direct Charitable Activity	5	57067	263370	320438	357548
Support Costs	6		37400	37400	34987
Governance	7		1723	1723	2412
Exceptional Costs	8		0	0	10350
Total charitable expenditure		57067	302493	359560	405296
Net (Outgoing)/Incoming resources before transfers		-26448	12442	-14005	-11261
Transfers between funds	12	894	-894	0	0
Net incoming/(outgoing) resources in funds for the year		-25554	11548	-14005	-11261
Funds brought forward from previous year		83345	73407	156752	168013
Funds Carried Forward		57791	84955	142747	156752

All the company's recognised gains or losses are shown above. The movement on reserves is shown above.

Waverley Annual Report for the year ending 31st March 2008
Consolidated Balance Sheet as at 31st March 2008

	Note	Restricted Funds 2008 £	General Funds 2008 £	Total this year 2008 £	Total last Year 2007 £
Fixed Assets					
Tangible assets	9	23801	4412	28212	51902
Current Assets					
Debtors	10	0	12477	12477	19558
Cash at bank and in hand		33990	85247	119237	109736
		33990	97725	131715	129294
Creditors falling due within one year	10	0	17180	17180	24444
Net Current Assets		33990	80545	114535	104850
Net Assets		57791	84955	142747	156752
Funds					
				2008	2007
				£	£
Restricted	12			57791	83345
Unrestricted	12			84955	73407
Total				142747	156752

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 March 2008.

The directors have not required the company to obtain an audit of its financial statements for the year ended 31 March 2008 in accordance with Section 249B(2) of the Companies Act 1985.

The directors' responsibilities are set out on page 9 of the accounts.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the directors on 4/06/08 and were signed on their behalf by:



N- Corkish , Chair

1 Share capital and members' liability

The charitable company is limited by guarantee and does not have a share capital. In the event of the charitable company being wound up every member, whilst he or she is a member, or within one year after he or she ceases to be a member, undertakes to contribute to the assets of the company such amount as may be required not exceeding one pound.

2. Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements.

(a) Basis of preparation

- (i) The financial statements have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practice "Accounting by charities" (SORP 2005).
- (ii) Under Financial Reporting Standard 1 (Revised), the charitable company is exempt from the requirement to prepare a cash flow statement on the grounds of its size.
- (iii) The financial statements include the charities that were merged on the 1st April 2006. The assets of the other offices have been donated to the company and are included under income.

(b) Incoming resources

Donations, Bank Interest and Other Income are accounted for when received. Other incoming resources (grants) are accounted for when receivable.

(c) Fund accounting

- (i) The unrestricted funds consist of funds which the charitable company may use for its purpose at its discretion in furtherance of the general charitable objectives of the company.
- (ii) The restricted funds are those where the donor has imposed specific conditions.

(d) Expenditure

All expenditure is stated inclusive of any relevant VAT, which cannot be recovered and is accounted for on an accruals basis.

(e) Fixed assets and depreciation

Individual fixed assets costing more than £400 are capitalised at cost.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its expected useful life, as follows.

Leasehold Buildings	6.66% straight line basis
Office Equipment	33.33% straight line basis
Mobile Project Vehicle	33.33% straight line basis
Demonstration Centre Project	33.33% straight line basis

Assets taken over from Farnham and Godalming Citizens Advice Offices at 1 April 2006 have been included in the accounts at their original cost less accumulated depreciation.

(f) Leases

Where the company enters into leases that entail taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a "finance lease". There were no finance leases in force during the year. All other leases are treated as "operating leases" and the rental charges are charged to the income and expenditure account as they are incurred.

(g) Intangible Income

The company enjoys considerable support of volunteers in all areas of its activities and no monetary value is placed on this benefit in these accounts.

(h) Taxation

Being a registered charity, the charity is exempt from Corporation Tax on any surplus or gain arising, but not from VAT.

(i) Trustee Remuneration & Expenses

No trustee received any remuneration in the year (2007/8).

3. Operating Deficit

	Total 2008 £	Total 2007 £
The operating deficit/(surplus) is stated after charging:		
Auditors' remuneration		1763
Reporting Accountants'	1410	
Depreciation	24190	33826
	<hr/>	<hr/>

4. Incoming Resources

	Restricted £	General £	Total 2008 £	Total 2007 £
Grants	30620	287752	318372	298613
Local Government	1566	280252	281818	293519
Waverley - Grant		208397	208397	201350
Waverley - DCP				20000
Waverly - Parking		9800	9800	10142
Farnham Town Council		30586	30586	29840
Godalming Town Council		23744	23744	23052
Haslemere Town Council		5600	5600	5400
Parish Council Grants		2125	2125	2235
Surrey County Council Training	1566		1566	1500
Other	29054	7500	36554	5094
Farnham Christ Community Trust	14054		14054	1094
Mobile Grant	10000		10000	0
CAB 2007 Grant		7500	7500	0
Hazlehurst Trust - H&C GT	4000		4000	0
Hazlehurst Trust - Sandy Hill	1000		1000	0
The Chalice Trust				2000
Farnham Institute Charity				2000
Donations & similar incoming resources	0	15309	15309	3933
Donations - Unrestricted		13565	13565	1962
Petty Cash Donations		1745	1745	1971
Other Incoming Resources		5882	5882	11862
Premises Hire		3532	3532	3778
Other Ordinary Income		2350	2350	8084
			0	
Interest Income		5991	5991	5621
Total Income	30620	314935	345554	320029

Resources Expended

	Restricted £	General £	Total 2008 £	Total 2007 £
5 Direct Charitable Activity	57067	263370	320438	357548
Salaries & IR - Bureau		116313	116313	135189
Rent & Service Charge		61288	61288	59261
Utilities,Cleaning,Maintenance		11486	11486	12770
Telephone, Fax & Internet		7595	7595	10134
CAB & Other Info Services		11325	11325	7660
Office Supplies & Printing		6613	6613	6036
Travel		10085	10085	13269
Training costs		4111	4111	2387
Parking		9766	9766	8951
Insurance - Building,Contents		2286	2286	2263
Marketing & Publicity		871	871	67
Salary Preperation		770	770	1565
Bank Service Charges		159	159	203
Depreciation	19780	4410	24190	33826
Recruitment Costs		1625	1625	931
CAB 2007 Grant Out		6302	6302	0
Sundries - Other		8366	8366	9221
Mobile Advice	20997		20997	9710
Lloyds TSB Foundation			0	1908
Volunteer Training - H & C (HT)	1886		1886	0
Volunteer Training H & C (CT)	2032		2032	0
Farnham Over 60 Home Visits	6446		6446	6166
Volunteer Training - Farnham	3286		3286	576
Demonstration Centre Project	1757		1757	34178
Training - District	884		884	1279
6 Support Costs	0	37400	37400	34987
Salaries & IR - Central		37400	37400	34073
Sundries			0	914
7 Governance		1723	1723	2412
Professional Fees		1673	1673	412
Trustee costs		50	50	0
Auditors Remuneration				2000
8 Exceptional Costs		0	0	10350
Reserves - ex Gratia Payments			0	
Total	57067	302493	359560	405296

Details of "Parish Council Grants "

	Total 2008	Total 2007
Ewhurst Parish Council	1000	1000
Alfold Parish Council	250	500
Dunsfold Parish Council		250
Shere Parish Council		250
Fernhurst Parish Council	250	250
Ellens Green	250	
Lynchmere Parish Council	200	200
Grayshott Parish Council	140	
Northchapel Parish Council	35	35
Total	2125	2485

9. Tangible Fixed Assets – as at 31st March 2008

	Total	Restricted			General
		Capital Projects Fund	Mobile Advice	DCP	
		Leasehold Buildings Haslemere	Vehicle	Office Equipment & Furniture Famham	Office Equipment & Furniture Famham
	£	£	£	£	£
Cost					
As at beginning of year	121463	34310	44763	29158	13232
Additions	500			500	
Disposals					
As at end of year	121963	34310	44763	29658	13232
Depreciation					
As at beginning of year	69560	18279	37153	9718	4410
Depreciation 2006/7	24190	2285	7610	9885	4410
Disposals					
Depreciation Rates SL		6.66%	33.33%	33.33%	33.33%
As at end of year	93751	20564	44763	19603	8820
Net Book Value					
As at 31 March 2008	28212	13746	0	10055	4412
As at 31st March 2007	51,903	16,031	7,610	19,440	8,822

10. Creditors & Debtors Summary for 31st March 2008

Debtors	Restricted	General	Total 2008	Total 2007
	£	£	£	£
Sundry Debtors		51	51	12534
Prepayments		12427	12427	7024
Total	0	12477	12477	19558
Creditors	Restricted	General	Total 2008	Total 2007
	£	£	£	£
Social Security & other taxes		3957	3957	2901
Sundry Creditors		11546	11546	18308
Accruals		1676	1676	3235
Total	0	17180	17180	24444

11. Analysis of Net Assets between funds as at 31st March 2008

	Fixed Assets			Current Assets £	Total £
	Leasehold Property £	Vehicles, Equipment & Furniture £	Total Fixed Assets £		
Restricted			23801	33989	57791
Outreach Projects					
Mobile Advice				21152	21152
Farnham Over 60 Home Visits				7608	7608
Outreach - Sandy Hill				1000	1000
Volunteer Training					
Volunteer Training - Farnham				0	0
Volunteer Training - H & C (HT)				2114	2114
Training - District				903	903
Volunteer Training H & C (CT)				0	0
Other Projects					
Demonstration Centre Project		10055	10055	1212	11267
Capital Projects Fund	13746		13746	0	13746
Unrestricted			4412	80544	84955
General Fund		4412	4412	80544	84955
Total	13746	14467	28212	114533	142747

12. Funds

	Balance c/f at 31/3/07	Income in the period	Expenditure in the period	Depreciation in the period	Transfers from General Fund	Balance c/f at 31/3/2008
	£	£	£	£	£	£
Restricted Funds						
Outreach Projects						
Mobile Advice	39759	10000	20997	7610		21152
Farnham Over 60 Home Visits		14054	6446			7608
Outreach - Sandy Hill		1000	0			1000
Volunteer Training						
Volunteer Training - Farnham	2424		3286		862	0
Volunteer Training - H & C (HT)		4000	1886			2114
Volunteer Training H & C (CT)	2000		2032		32	0
Training - District	221	1566	884			903
Other Projects						
Demonstration Centre Project	22909		1757	9885		11267
Capital Projects Fund	16031			2285		13746
Restricted Funds	83345	30620	37287	19780	894	57791
General Funds						
	73407	314935	298082	4410	-894	84955
Exceptional Costs						
Reserves - ex Gratia Payments						
General Funds	73407	314935	298082	4410	-894	84955

Notes on Restricted Funds:

The Mobile Rural Advice Project

This is a three year pilot project, commencing in October 2004, for the purchase and operation of a vehicle to provide advice in rural areas. Funding of £117,355 has been received from the Countryside Agency, Waverley Borough Council, Surrey County Council, the parishes of Witley, Wonersh & Shamley Green, Elstead and Ewhurst, the Lloyds Foundation and a private donor.

Farnham over 60's Home Visits

This is the third year of a three year grant from the Farnham Christian Community Trust for the provision of an Over 60's Adviser for the Farnham office.

Outreach - Sandy Hill

A grant has been provided by the Hazlehurst Trust for the provision of advice to Sandy Hill.

Volunteer Training - Farnham

This is provided by a grant from the Farnham Institute Charity for the provision of a Guidance Tutor for the Farnham office.

Volunteer Training – Haslemere & Cranleigh (HT)

A sum of £4000 has been provided by the Hazlehurst Trust (HT) for the provision of training in the Haslemere and Cranleigh bureaux.

Volunteer Training – Haslemere & Cranleigh (CT)

A sum of £2000 has been donated by the Chalice Trust (CT) for the provision of a Guidance Tutor for the Haslemere & Cranleigh bureaux.

Demonstration Centre Project (DCP)

The DCP, part of the Citizens Advice Access Strategy Demonstration Centre Project had an initial budget of £70000, of which £50000 was contributed by Citizens Advice and £20,000 by Waverley Borough Council. The bulk of the work was achieved in 2006/7. This year has seen the project fully completed and remaining funds used.

Capital Projects Fund

These funds represent donations received for the purchase of capital assets and other upgrading or improvement expenditure for Haslemere. This money was spent prior to the merger and is currently being depreciated.

Surrey County Council

A grant has been provided by the Surrey County Council for provision of training across the district.

13. Employment Costs

	2008	2007
	£	£
Salaries	120254	161663
Social Security costs	22428	12219
Pension Costs	11031	7556
Total	153713	181438
of which		
Central Staff	37400	54976
Bureau Operations from General Funds	116313	126462
Total	153713	181438

There was an average of sixteen employees during the year. No Director received any remuneration. There was no highly paid staff.

Pension Policy

New employees get 6% pension on completion of 6 months service, accrued back to commencement of employment.

14. Operating Lease Commitments

As at 31st March 2008 the company had annual commitments under non-cancellable operating leases as set out below

	Land & Buildings	
	2008	2007
	£	£
Haslemere	13000	13000
Godalming	20000	20000
Total	33000	33000

Cranleigh

The office in Village Way, Cranleigh is built upon land belonging to Cranleigh Parish Council and leased long-term to Waverley Borough Council at a peppercorn rent, who charge a rent of £4940 per annum. The original building was provided by Waverley Borough Council and in 1995/96 an extension was added with £27363 of the cost provided by a Citizens Advice public appeal and the balance by Waverley Borough Council.

Farnham

The office is leased from Waverley Borough Council for five years starting in 2005, for £18400 per annum

Godalming

The office is leased from a private landlord for a term of 10 years from 31 January 2006. The rent is reviewed after 5 years, at which point there is a termination option.

Haslemere

The office is leased from a private landlord for a term of 15 years from 15 June 1999. The rent is reviewed every 4 years, at which point there is a termination option. We completed the second review on 15 June 2007.



[OFFICER]

FARNHAM TOWN COUNCIL

COMMUNITY GRANT FUNDING APPLICATION FORM

Please note: Farnham Town Council will only award a grant if all criteria are met

Please refer to the Grants Policy when completing this application.
The closing date for applications is 12 noon, 26th September, 2008.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

Part 1 – Organisation Details

Name of applicant Organisation:	40Degreez (formally Farnham Youth Project)
Project Name:	Administrative and Youth Worker Support
Project Location:	40Degreez, Dogflud Way, Farnham, GU9 7UD
Project Start Date:	1 April 2009
Project Completion Date:	31 March 2010
Total Cost of Project:	£27500
Funding Requested:	£6000

Criteria Met?
(for office use only)

Contact Name: Janet Maines

Position in organisation: Chairman of Trustees

Organisations Constitution attached Yes No If not, an explanation please

Registered Charity Yes No | Registration No? 1000823

If No, state type of organisation:

VAT Registered: Yes No

Registration Number

Organisation Address: 40Degreez
Dogflud Way
Farnham
Postcode:GU9 7UD

Email Address: info@40degreez.org.uk

Telephone Number: 01252 727087

Organisation's bank account address and account no & sort code. Caf Bank Ltd 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
00009187 40-52-40

If your application is successful, to whom would you like the cheque payable? 40Degreez/Farnham Youth Project

Please provide the following information:

	Please tick
• A location plan or site plan, if applicable	<input type="checkbox"/>
• Copy of organisation's latest certified accounts	<input checked="" type="checkbox"/>
• Copy of constitution or set of rules	<input checked="" type="checkbox"/>
• Evidence of any permissions or consents	<input type="checkbox"/>

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
Administrator	12500		12500
Assistant Administrator	6000		6000
Youth Worker	9000		9000
TOTAL PROJECT COSTS	£27500	£	£27500

Total amount of grant requested	£6000	Percentage of total cost	21.8%
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Please provide a breakdown of your accounts at (Date)...31.03.08....

Income	
Income from Grants, Donations (excluding Farnham Town Council)	£9700
Income (other)	£15875
TOTAL INCOME	£25575
Operational costs	£35917
Net Surplus/Deficit	£10342
Reserves	
Cash/Bank/debtors	£38191
Creditors (monies owing)	£3010
Earmarked Reserves	£34124*
Available Reserves	£4067

Please give an explanation for your organisations earmarked reserves:

The aim of the project is to provide advice, drop-in and activities for young people of all ages in Farnham. In order to do this we need to ensure the long term viability both in terms of staffing and facilities. To this end we need to have reserves to maintain both the building and salaries. We are constantly improving both the building and the services that we provide both for other organisations and for ourselves to fulfil a need which is both required and demonstrated to us by other organisations involved with young people.

* Monies received in arrears from SCC that now allows us to allocate funding to Phase 3 of the building regeneration, principally upgrading those parts of the building not covered in phases 1 and 2 and also allows us to increase our staffing. This comprises £28981 for Phase 3 building regeneration and £5143 for building maintenance.

[OFFICER]

Have you applied to Farnham Town Council for grant aid before?

If yes when?	Year: 05/06	Year: 06/07	Year: 07/08	Year: 08/09	Year:
--------------	-------------	-------------	-------------	-------------	-------

If you have applied for grant aid from Farnham Town Council for the same project each year, please provide a plan to demonstrate how you will be less dependent in the future.

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Surrey County Council	£2,150	
Waverley Borough Council	£6000	
Town or Parish Council	£	
(Please state which Town or Parish Council)		
National Lottery	£	
(Please state which fund)		
Other (please provide details)		
Round Table	£2,500	
Safer Waverley Partnership	£4,000	
	£	
	£	
	£	
	£	
	£	
	£	
	£	

If Farnham Town Council does not award your organisation grant aid on this occasion, how will you operate in the future?

Nearly 50% of our income is from room hire. We are continually trying to reduce the amount that we receive from grant funding and to broaden our grant sources. Without grant support we would simply be a building available for use by other organisations and unable to fill the demonstrated needs of young people in Farnham. Our application is for the same amount as last year but is a much smaller percentage of our overall budget.

[MEMBER]

PART 3 – CONSIDERATIONS FOR AWARD GRANTED

Tell us about your project and your reasons for applying to Farnham Town Council for Grant Aid.

	Score 0-3 (for office use only)
<p>Project Aims – one/two sentences stating overall aim: 40Degreeez is aimed at meeting the need for the provision of youth services in Farnham. Its need has been recognised for some years by schools, youth workers, the police, FTC and WBC. As well as providing effective administrative support for the day to day running of the organisation we are buying in from CYI our own youth worker for 17hours per week to increase the activities for young people and assist in reducing social exclusion.</p>	

Would you be prepared, if required, to provide indicators on how effective the grant is in achieving its aims during the grant year? <i>(please tick)</i>	Yes	No
	√	

<p>Project Description: provide a clear description of the project</p> <p>40Degreeez was developed out of what was Farnham Youth Project as a holistic venue for young people. We work in partnership with Surrey Youth Development Service and provide facilities for other organisations to use the building. We have recognised that in order to fulfil our original aims we need to buy in for 17hours per week, the services of a youth worker as well in order to fulfil the needs of young people in Farnham. Our total salary bill will now be in the region of £27,500 including on costs</p>	
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<p>Please provide any additional information that may assist the Council in reaching its decision.</p> <p>The aim of 40Degreeez is eventually to be a facility for young people that would be open seven days a week. In order to do this we have many organisations providing advice, help or activities for young people of all ages. This ranges from Talking Tots for children pre play group age who have difficulty communicating, to three secondary schools (Farnham Heath End, Weydon and The Abbey Special School) providing Outreach for young people who would be excluded either short term or long term and those youngsters who are finding school difficult. The age range stretches to 25 with the young parents groups where a lot of the work is on parenting and confidence building. The age range that has a need which currently is not being filled is for youngsters from 10 to 13 who are too young to be covered by the statutory youth service. We have therefore decided to try to fill this gap and to catch young people before they can go astray by providing drop-in and weekend activities for them ourselves. This is stretching our finances to the limit and will involve applying for grants from many other organisations for specific projects, in order for this to be a long-term commitment. We are also in the process of improving our marketing to increase our room hire by other organisations. We do however have to be very flexible on our charging policy as some organisations are either charities themselves or have very tight budgets such as the PCT.</p>
--

Tell us how your project will benefit the Community of Farnham & achieve the aims of the Council's grant making policy and the general conditions *as per Section 2 of Grants Policy & Guidelines.*

	Score 0-3 (for office use only)
Targeted work with young people of all ages at risk of social or educational exclusion, for which a range of agencies are used as well as ourselves. These include Surrey Youth Development Service, Surrey Children's Service, the Youth Justice Team, Options Pregnancy Advice, Talking Tots, Farnham Secondary Schools, Connexions, the Police and others. 40Degreeez will now provide opportunities for 10 to 13 year olds, again to help inclusion. 40Degreeez is doing exactly what the Health Check undertaken by Farnham Town Council indicated what was needed for the young people of Farnham.	

Who will benefit?	
We are now able to benefit more than the 5000 young people in Farnham, previously estimated as we have widened the age and ability range that we cater for at 40Degreeez.	

Approximately how many local residents will benefit?	5000+	
How many members are there in your organisation?	10 Trustees, 2 Council Observers and 3 Paid Staff	
What percentage lives in Farnham?	100%	
If your organisation assists other people , what percentage lives in Farnham?	100% live or are at school in Farnham	

How do you know there is a need for this project?	
The project falls within a number of Waverley BC priorities, including particularly Objective 7, improving opportunities for the disable, Objective 8, social inclusion and Objective 1, improving cultural and leisure facilities. It falls within the scope of the Farnham Health Check which identified youth facilities as a high priority item.	

Please state what consultation there has been.	
--	--

Waverley BC, Surrey Youth Development Service, Surrey Schools, Connexions, Social Work Teams, Youth Justice Service, Surrey Children's Service, the Police.

How many 'partners' are you working with for this project?

List the project partners and their roles:

Partner	Role
FCCT	Funder and provider of youth worker
Farnham Secondary Schools and Connexions	Provide Outreach
Social Services	Provide Outreach and Family Liaison
Vineyard Church	Provide Club
SYDS	Provide Youth Workers
Youth Justice Team	Provides Outreach

How will you implement your project?

Which organisation will be responsible for implementing the project?

The Board of Trustees. The Trustees comprise a group of Farnham citizens who have the necessary financial and business management skills. They include councillors with experience at Surrey County, Waverley Borough and Farnham Town, a past Chairman of the CAB, a senior educationalist and Trustees of the Bourne Youth Initiative. A number of the Trustees have, or continue to be involved in the management of successful business ventures. We also have observers from Waverley BC and Farnham TC.

* Who owns the land/property

WBC own the land, Trustees own the property

* Has permission been obtained from the land owner?

Yes No
if No, when will it be obtained?

* Are there any current contracts/leases of the land/property? State how they will be affected by the project

No

* What other consents/permissions are required? State when these will be obtained

None

* if applicable

PART 4 – ACCOUNTABILITY

All applicants will need to demonstrate, in writing and with an interview and presentation, what services they will deliver and how those services will benefit the Town Council and its Criteria.

What specific services will your organisation deliver with the aid of this grant?	
<p>With the aid of this grant, 40Degreeez will be able to improve the opportunities for young people in Farnham and to widen the age group that can participate in the activities and advice that are offered. In order to do this we are buying the services of a youth worker part time in conjunction with a part time Connexions funded post at the Bourne Children and Youth Initiative. She will be working for 40Degreeez for 17 hours per week and the work will involve reaching out to young people in the wider Farnham area. We also need to continue to employ two part time administrative staff, one for 25 hours and the other for 15 hours per week to cover the full day and to also cover holidays and illness. This is essential for the safety of other users as we never allow someone to be alone in the building with youngsters who could prove to be difficult. This is part of our risk management policy. One of the aims of 40Degreeez is to be totally inclusive, both physically and emotionally, hence to reduce the problems that some young people experience and help them to be comfortable within society as a whole. The age range covered is from birth to 25. 40Degreeez also provides drop in and leisure facilities for the young people of Farnham by working in partnership with Surrey Youth Development Service and is an outreach base for Farnham Heath End, Weydon and The Abbey Special School. With the aid of this grant we shall be able more easily to cover the cost of the youth worker that will broaden the scope of the work of 40Degreeez with young people</p>	
How will your organisation deliver these specific services?	
Our administrative staff ensure that 40degreeez is welcoming and well run so that organisations such as Surrey Children’s Service,	

<p>Connexions, Options are happy to use the building as a base in Farnham. The many different sized rooms are used for family liaison meetings, one to one discussions with young people by the Youth Justice Team, careers advice with Connexions and the youth work provided by Surrey Youth Development Service. 40Degreeez is a fully accessible building and youngsters no longer have to travel to Guildford, Camberley or Aldershot for appointments with different help organisations. 40Degreeez is equipped with broadband and telephones in every room with direct number connections to help organisations.</p> <p>The administration staff deal with bookings, the day to day finance, ordering of materials, checking the safety of the building and dealing with any problems. Working with the Treasurer on the annual accounts and generally caring for the welfare of the users taking space at 40Degreeez. 40Degreeez is now considered to be an example of excellent partnership working between the statutory and voluntary sector in providing a holistic facility for young people and by having the services of our own youth worker we are adding to this partnership. Our aim is to increase and widen the activities at 40Degreeez and not to duplicate what is provided by other organisations.</p>	
<p>What is the time-scale for the delivery of these specific services?</p>	
<p>The grant application is for the year 1 April 2009 to 31 March 2010. The aim however is for 40Degreeez to continue, extend and improve the services for young people in Farnham over the foreseeable future.</p>	
<p>How will your organisation measure the effectiveness and implementation of these services?</p>	
<p>A measure of effectiveness is the number and variety of organisations wishing to hire space at 40Degreeez and their continued usage. Also the number of young people coming to 40Degreeez for the different opportunities offered. Feedback from the Police on the general behaviour of young people that now have a place to meet and the general behaviour of the young people using 40Degreeez. The outcomes of the improvement both in terms of behaviour and reduction in exclusions from school was given as a presentation to the 40Degreeez AGM in June. We shall be looking at the outcomes of the work that will be undertaken by our own youth</p>	

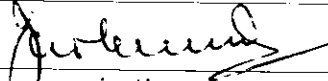

<p>worker to ensure that continued funding of this post is warranted.</p>	
<p>What mechanisms does your organisation have in place to measure its achievements?</p>	
<p>Our partner SYDS has targets to achieve that are used as a measure of success. The schools have now been able to measure the outcomes of just over one year of the Outreach programme and all three schools are highly delighted with the results. The Trustees have been running a club for youngsters who attend special schools one evening per week and shall continue to do so as part of the work of our youth worker. We have done this as we are aware of the loneliness and isolation of these youngsters who have great difficulty in meeting their friends out of school. The measure of our achievement is the success of the club. (It is this club that helped with litter clearance for Farnham in Bloom). We anticipate that this club will expand with the new youth worker and we shall need to investigate transport issues. At present parents or carers can stay as a self-help group for coffee and biscuits in another part of 40Degreez. They also welcome meeting other carers with similar problems. We shall expect a monthly report from our youth worker. We also receive feedback from the many organisations using 40Degreez and it is always extremely positive.</p>	
<p>How will your organisation report its achievements back to Farnham Town Council?</p>	
<p>Farnham Town Council has an observer that attends Trustee meetings and the Chairman of Trustees or a representative is very willing to give a presentation to the grants panel. Our Vice Chairman now has the responsibility of the youth side of the business and the Chairman the ongoing running of the organisation. I enclose a leaflet outlining the activities at 40Degreez up to July 08 and we are in the process of updating both that and the website. Please can any communication be sent to the Chairman at home to avoid missing dates that may need short notice. Janet Maines, 19 Hale Place, Farnham, GU9 9BJ. Tel. 01252 711271 Email, janetvictor@hale19.wanadoo.co.uk</p>	

If your organisation is successful with the initial application process you will be invited to make a presentation to the Farnham Town Council's Grants Group.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: 	Date: 30.9.08
Position in organisation: CHAIRMAN OF TRUSTEES	
Signed: 	Date: 30.9.08
Position in organisation: Secretary	

Please return the form to:
Grants Co-ordinator
Farnham Town Council, Town Council Office, South Street, Farnham Surrey. GU9 7RN
Telephone No: 01252 823191

OR

Electronic copies to: wendy.coulter@farnham.gov.uk

17 OCT 2008

FARNHAM YOUTH PROJECT, 40 DEGREEZ

ANNUAL REPORT AND ACCOUNTS

For the Year End

31 March 2008

FARNHAM YOUTH PROJECT, 40 DEGREEZ

ANNUAL REPORT AND ACCOUNTS

For the Year End 31 March 2008

Name and Registered Number of Charity

The charity is registered as Farnham Youth Project, 40 Degreez. The registered number is 1000823.

Administration and Management of Charity

The charity is administered and managed by a management committee that is elected annually at the Annual General Meeting.

Scope of Report and Accounts

The report and annexed accounts relate to the operations of the charity only.

Governing Document

The charity operates under a Trust Deed dated 24 September 1990.

Names of Trustees

Mr D Adams, Mr P Duffy, Mr M Ellis, Mr C Secker, Mrs L James, Dr P Lambert, Mrs J Maines, Dr P Marriott, Mr D Munro & Dr R Thomas.

Independent Examiner

Mr S G Pritchard, FCA, Victoria House, Victoria Road, Farnborough. GU14 7PG.

Objects and Powers of the Charity

To help young people living in the Farnham area particularly those aged between 15 and 25 to develop their physical, mental and spiritual capacities. To be non-party in politics and non-sectarian and support the principle of equal opportunity.

To further the objects it may affiliate to the National Association of Youth Clubs or other similar charitable organisations and do all such other lawful things necessary to attain the objects of the charity.

Review of the Year's Activities

Following on from a year of consolidation 40Degreez has continued to progress. Although we had a deficit on the year, the budget is still healthy. We are now putting funds into the general maintenance budget every year to ensure that the building remains in good condition. We recently employed an 'Odd Job Man' for a day that successfully finished all that we asked him to do, the annoying little jobs that take a lot of time had become quite a long list! As this report is being written we are employing a decorator to paint the external windows, sills, doors and guttering – all are in urgent need, we then intend to move onto to internal finishing. We are about to change our cleaning contractor in line with the change at the Sports Centre.

The Schools Outreach Project is now well installed and extremely successful, Surrey Youth Development Service has increased its part-time staffing and is running the young parents group and developing the evening clubs, although currently there are no drop-in evenings. We are now developing closer working between the Surrey youth workers, 40Degreez and youth workers from the voluntary sector.

40Degreez is still used regularly for family meetings, the Youth Justice Service, Options, the Vineyard Church, Talking Tots and others on an ad hoc basis. We have had two exhibitions in the Milky Way that have added to our income. We also took part in the JAR (the review of SCC partnership working) this year and we await the full report.

Ken joined our administrative staff in May 07 so that we now have office staff cover for the whole day and 40Degreez runs the Monday Club for youngsters at Special Schools for which we employ two workers for two hours in term time.

We are currently in the middle of an interview process, in partnership with the Bourne Youth Initiative for a full time youth worker, part Connexions funded and part funded by 40Degreez. We feel that we should be able to do this on a two year contract basis. This person will be independent from SYDS but will liaise with SYDS and other youth workers in the town. The cost over two years is probably about £30,000 and we shall be looking for grants to help fund this.

We are still reliant on grant funding from both Farnham Town Council and Waverley Borough Council, this year we received a grant from the Farnham Institute Charity for equipment for the young people and SCC continue to give us support. We are improving our marketing but it will be very difficult to be totally independent, simply from room hire. We do however provide a valuable service to the community that is fulfilling many of the targets of the statutory authorities and anticipate that they will continue to give us their support.

FARNHAM YOUTH PROJECT, 40 DEGREEZ

ANNUAL REPORT AND ACCOUNTS

For the Year End 31 March 2008 (continued)

Financial Information

Form and Content of Accounts

Part VI of the Charities Act 1993 and the Charities (Accounts and Reports) Regulations 1995 (SI 1995 No. 2724), in addition to requiring all registered charities to prepare annual reports commencing on or after 1 March 1996, also prescribe the statutory framework for the accounts of Charities.

Charities with income of less than £100,000 may prepare accounts on the "receipts and payments" basis for which there are no regulations for the form or contents of the accounts. The Trustees have used this basis for the Charity's accounts in the past, although they continue to recognise an accrual of £3,010 which is still due on the building work.

Receipts and Payments Accounts

In broad terms the Charity started the year with net funds of £44,469 (£10,409 – Revenue Fund and £34,060 – Regeneration Fund). Receipts were £29,699 (£29,575 – Revenue Fund and £124 – Reserve Fund). The expenses were £35,977 (£35,917 – Revenue Fund and £60 – Regeneration Fund).

The end of year balance is £38,191 which includes an allocation of £5,000 plus interest into a new reserve fund to cover maintenance work.

The annual report was approved by the committee including the Trustees on the 25 June 2008.

Dr P Marriott:

Dr R Thomas:

Trustee

Trustee

**FARNHAM YOUTH PROJECT, 40 DEGREEZ
ANNUAL REPORT AND ACCOUNTS**

For the Year End 31 March 2008 (continued)

**STATEMENT OF TRUSTEES' RESPONSIBILITIES in respect of the
ACCOUNTS**

The Trustees are responsible for preparing accounts for each financial year, which gives a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for the period. In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- prepare the accounts on an ongoing basis unless it is inappropriate to presume that the charity will continue.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
FARNHAM YOUTH PROJECT, 40 DEGREEZ**

I report on the accounts of the Charity for the year ended 31 March 2008, which are set out on the following pages.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7)(b) of the Act, whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S G Pritchard FCA

Victoria House
Victoria Road
Farnborough
Hants

FARNHAM YOUTH PROJECT

INCOME AND EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2008

Notes	2007	2007	2007	2008	2008	2008
	Revenue Funds £	Regen Funds Phase 1 & 2 £	Regen Funds Phase 3 £	Revenue Funds £	Regen Funds Phase 3 £	Reserve Funds £
INCOMING RESOURCES						
Grants & Donations	20480	41980		13700		
Rental Income	7925			14881		
Subscriptions	0					
Coffee Bar	449			433		
Interest	446			561		124
Sundries	2291	19				
Other income	2500		28986			
Total incoming resources	34091	41999	28986	29575	0	124
RESOURCES EXPENDED						
Building Maintenance	1897	40933		2727		
Equipment Maintenance	5377			4159		
Light and Heat	2297			2554		
Insurance	3364			3388		
Cleaning of premises	2820			2806		
Coffee Bar	497			547		
Payroll	9681			18820		
Helpers				183	60	
Sundries	864			733		
Zodiac project		9000				
Total Resources Expended	26797	49933	0	35917	60	0
Net Incoming/(Outgoing)						
Resources before Transfers						
for the Year	7294	-7934	28986	-6342	-60	124
Transfers between funds	0	-5074	5074		-5019	5019
Net Incoming/(Outgoing)						
Resources for the Year	7294	-13008	34060	-6342	-5079	5143
Funds brought forward at 1 April 2007	3115	13008	0	10409	34060	0
Funds carried forward at 31 March 2008	10409	0	34060	4067	28981	5143

All the Charity's activities are classed as continuing.
There are no gains or losses in either year other than those shown.

FARNHAM
YOUTH
PROJECT

BALANCE SHEET

as at 31 March 2008

Notes	General Funds	Regeneration Funds	Regeneration Funds Phase 3	Reserve Funds	2008 Total Funds	2007 Total Funds
Current Assets						
Debtors	0					
Cash at bank	4067	3010	28981	5143	41201	47479
	<hr/> 4067	<hr/> 3010	<hr/> 28981	<hr/> 5143	<hr/> 41201	<hr/> 47479
Creditors						
Amount falling due within one year	0	3010	0	0	3010	3010
Net Assets	<hr/> 4067	<hr/> 0	<hr/> 28981	<hr/> 5143	<hr/> 38191	<hr/> 44469
Represented by:						
General Funds	4067				4067	10409
Regeneration Funds		0	28981	5143	34124	34060
	<hr/> 4067	<hr/> 0	<hr/> 28981	<hr/> 5143	<hr/> 38191	<hr/> 44469

Approved by Committee on 25 June 2008.

Signed: Mrs J Maines

Signed: Dr R Thomas

Signed: Dr P Marriott

FARNHAM YOUTH PROJECT, 40 DEGREEZ

NOTES TO THE ACCOUNTS

for the year ended 31 March 2008

1 Accounting Policies

Scope and basis of the Financial Statements.

The accounts have been prepared under the historical cost convention and in accordance with accounting standards and the Statement of Recommended Practice on Accounting for Charities.

2 Status

Farnham Youth Project, 40 DEGREEZ is a recognised charity registered with the Charity Commissioners under Registration Number 1000823.

3 The final retention figure of the Regeneration Project is estimated to be £3010

4 The value of the building is not shown on the accounts, Waverley Borough Council own the land whilst the Trustees own the building on a leasehold basis



[OFFICER]

FARNHAM TOWN COUNCIL

COMMUNITY GRANT FUNDING APPLICATION FORM

*Please note: Farnham Town Council will only grant a maximum of **£2,000** if all criteria
are met*

Please refer to the Grants Policy when completing this application.
The closing date for applications is 12 noon, 26th September, 2008.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

Part 1 – Organisation Details

Name of applicant Organisation:	Voluntary Action South West surrey
Project Name:	Farnham Volunteer Centre: Manager's salary
Project Location:	Vernon House,
Project Start Date:	Ongoing
Project Completion Date:	ongoing
Total Cost of Project:	£ 24,175
Funding Requested:	£2,000

Criteria
Met?
(for office
use only)

Contact Name:

Position in organisation:

Organisations Constitution attached Yes No If not, an explanation please

Registered Charity Yes No | Registration No?

If No, state type of organisation:

VAT Registered: Yes No

Registration Number

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address and number

If your application is successful, to whom would you like the cheque payable?

Please provide the following information:

Please tick

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents

PART 2 – BUDGET DETAILS**Costs**Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
Volunteer Centre Manager's salary	12,666		12,666
Premises costs, inc. heating & lighting	5,860		5,860
Office costs inc. stationery, phone, postage, publicity, monitoring, etc	5,449		5,449
Volunteer expenses	200		200
TOTAL PROJECT COSTS	£ 24,175	£	£ 24,175

Total amount of grant requested	£ 2,000	Percentage of total cost	8%
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Please provide a breakdown of your accounts at (Date)...31/03/08....

Income	
Income from Grants, Donations (excluding Farnham Town Council)	£10,089
Income (other)	£2,500
TOTAL INCOME	12,589
Operational costs	£20,857
Net Surplus/Deficit	-£6,858
Reserves	
Cash/Bank/debtors	£ 8,649
Creditors (monies owing)	£ 514
Earmarked Reserves	£
Available Reserves	£ 8,135
Please give an explanation for your organisations earmarked reserves:	

[OFFICER]

Have you applied to Farnham Town Council for grant aid before?

If yes when?	Year: 2008/9	Year: 2007/8	Year: 2006/7	Year:	Year:
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If you have applied for grant aid from Farnham Town Council for the same project each year, please provide a plan to demonstrate how you will be less dependent in the future.

There are very limited funding opportunities for volunteer centres: in the rest of Surrey volunteer centres are funded through a tripartite agreement with the borough council, the PCT and Surrey CC, because there has not been a Council for Voluntary Service in Waverley the volunteer centre in Farnham has not been able to benefit from this type of funding. Our aim is to seek a similar funding agreement for the volunteer centres in Waverley. We do fundraise and we have been involved in a Local Public Service Agreement which should bring in some extra funds.

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Surrey County Council	£	
Waverley Borough Council	£	
Town or Parish Council	£	
(Please state which Town or Parish Council)		
National Lottery	£	
(Please state which fund)		
Other (please provide details)		
Waverley Voluntary Grants Panel	£ 19,075	Early next year
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	

If Farnham Town Council does not award your organisation grant aid on this occasion, how will you operate in the future?

It is likely that opening hours will have to be reduced as we will have to cut the number of paid hours to for the Volunteer Centre Manager

[MEMBER]

PART 3 – CONSIDERATIONS FOR AWARD GRANTED

Tell us about your project and your reasons for applying to Farnham Town Council for Grant Aid.

	Score 0-3 (for office use only)
<p>Project Aims – one/two sentences stating overall aim: Farnham Volunteer Centre aims to provide a volunteer brokerage service finding volunteers for local voluntary organisations, developing a wide range of volunteering opportunities to enable local people to become more actively involved in their community and to provide good practice advice and guidance to organisations who use volunteers.</p> <p>The grant we have applied for is specifically to help fund the salary of the centre Manager.</p>	

Would you be prepared, if required, to provide indicators on how effective the grant is in achieving its aims during the grant year? <i>(please tick)</i>	Yes X	No
---	----------	----

<p>Project Description: provide a clear description of the project</p> <p>The Volunteer Centre recruits volunteers for 161 local voluntary organisations and actively promotes good practice in volunteering within volunteer using organisations. We advertise and promote a wide range of volunteering opportunities through the centre, and, through holding & taking part in events, we help increase the numbers of people taking up volunteering. We help potential volunteers find suitable placements and help organisations develop a wide range of volunteering opportunities.</p> <p>The service is open 4 days per week. Potential volunteers can contact us in person, via telephone, email or through our website. Confidential interviews and extra support are offered where necessary. We visit local organisations to advise on volunteering strategies.</p>	
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Please provide any additional information that may assist the Council in reaching its decision.

The Volunteer Centre in Farnham merged with Voluntary Action South West Surrey on 1st April 2008. The centre continues with the same work as previously but because it is now part of the larger organisation it is now more efficient, much of the administrative functions that previously were done by the manager at Farnham can now be done centrally freeing up more time to actually deliver the service. For instance, writing a business plan, producing a regular newsletter, updating the website, customer satisfaction surveys no longer have to be done by the manager in Farnham. Being part of a larger organisation means that holiday cover can be arranged whereas previously the office always had to shut when the manager was on leave. Because the centre manager now has the support of the larger organisation she has more access to training and to more resources generally. This will all lead to an increased level in the quality of the service. Therefore, any grant from Farnham Town Council will be going directly towards delivering the frontline service and not to supporting any administrative tasks providing you with much better value for money.

You maybe aware that Voluntary Action SWS was awarded a four year lottery grant, unfortunately none of this can go directly into funding the volunteer centre as the lottery will only fund new work. The grant is specifically for providing a CVS service to Waverley and Guildford organisations and to set up new volunteer centres in the towns which do not already benefit from this service.

The Big Lottery recognised that each of the towns in Waverley and Guildford deserved the help of a volunteer centre. They could see the benefits in Farnham, Haslemere and Guildford to the local communities from their Volunteer Centress and so have provided funds for starting up in Cranleigh, Godalming & Ash.

The Farnham volunteer centre will get some indirect benefit from this grant in terms of being able to access the increased resources of the larger organisation but we do still need to find funding so we can continue the marvellous work done by the centre.

Tell us how your project will benefit the Community of Farnham & achieve the aims of the Council's grant making policy and the general conditions *as per Section 2 of Grants Policy & Guidelines.*

	Score 0-3 (for office use only)
<p>The Volunteer Centre benefits the community of Farnham by:</p> <ul style="list-style-type: none"> • Enabling people who would like to volunteer find out about suitable volunteering opportunities. • By increasing the take up of volunteering by promoting volunteering through advertising and through taking part in, and holding local events. • Voluntary groups are able to improve their effectiveness through having more volunteers to help them deliver their services • Organisations are freed up from the time consuming and continual search for new volunteers so they can concentrate on service delivery. • By providing opportunities for people who are disadvantaged or socially excluded to volunteer. People who have had long spells out of work often find volunteering a way of re-entering the job market. People unable to work through long term illness both physical and mental can find volunteering therapeutic and we work with local voluntary organisations to find suitable volunteering placements for people who have extra support needs. People suffering from isolation can find friends and gain confidence through helping others. • Organisations are helped to develop best practice policies around volunteering helping with the retention of volunteers. • We have a quality accreditation from Volunteering England to show that our service meets the standards set for operating a Volunteer Centre <p>The benefits both to the community and to the individual of volunteering are huge, and having a Volunteer Centre to facilitate the recruitment of volunteers benefits both the prospective volunteer and the organisations needing volunteers.</p>	

<p>Who will benefit?</p>	
<ul style="list-style-type: none"> • Potential volunteers by being able to easily find out about volunteering and then go on to share their skills, gain new skills and give back something to the community. • The service users of the voluntary and community groups who the volunteers go on work for: this can benefit all sorts of people in Farnham from isolated elderly people who gain a befriender, to struggling families who gain a Homestart volunteer, to people with disabilities or children with special needs, we find volunteers for a large range of charities who have a very wide range of beneficiaries. 	

<ul style="list-style-type: none"> The organisations who rely on volunteers to help them. 	
--	--

Approximately how many local residents will benefit?	We aim to recruit 100 volunteers in a year, these volunteers would go on to help numerous additional service users of local organisations.	
---	--	--

How many members are there in your organisation?	The members are the organisations registered with us, of which there are 161	
---	--	--

What percentage lives in Farnham?	100% of the organisations work in Farnham but not all are based in Farnham.	
-----------------------------------	---	--

If your organisation assists other people , what percentage lives in Farnham?	Approx 80% of the people who contact us wanting to become volunteers live in Farnham – almost all will be wanting to volunteer in Farnham even in they are not resident.	
--	--	--

<p>How do you know there is a need for this project?</p> <p>161 local voluntary organisations are registered with the volunteer centre and between them they have 287 number of opportunities that need volunteers to fill them.</p> <p>Voluntary organisations have an overwhelming need for a continuing supply of volunteers to help them deliver their services effectively, using a volunteer centre for recruitment helps reduce pressure on their resources. The use of volunteers to help with service delivery increases an organisation's capacity and gives better value for money.</p>	
--	--

<p>Please state what consultation there has been.</p> <p>We undertake an annual customer satisfaction survey both of volunteers and organisations.</p>	
--	--

How many 'partners' are you working with for this project?

List the project partners and their roles:

Partner	Role
---------	------

Voluntary & community sector of Farnham	We work with nearly all the local voluntary and community organisations in Farnham.
Haslemere, Guildford & Cranleigh volunteer centres – also part of Voluntary Action South West Surrey	Share expertise, joint events promoting volunteering across Waverley.
Surrey Volunteer Centre Forum	Share expertise, peer support

How will you implement your project?

Which organisation will be responsible for implementing the project?

Voluntary Action South West Surrey

* Who owns the land/property

* Has permission been obtained from the land owner?

Yes No
if No, when will it be obtained?

* Are there any current contracts/leases of the land/property? State how they will be affected by the project

* What other consents/permissions are required? State when these will be obtained

** if applicable*

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: <i>Michael Hughes</i>	Date: <i>19.9.08</i>
Position in organisation: <i>Director</i>	
Signed: <i>[Signature]</i>	Date: <i>22/9/08</i>
Position in organisation: <i>CHAIRMAN & TRUSTEE DIRECTOR</i>	

Please return the form to:
 Grants Co-ordinator
 Farnham Town Council, Town Council Office, South Street, Farnham Surrey. GU9 7RN
 Telephone No: 01252 823191

OR

Electronic copies to: wendy.coulter@farnham.gov.uk

Farnham Voluntary Service Council
Income and Expenditure Account
For the Year from 1st April 2007 to 31st March 2008

				<u>2006/07</u>
Income				
Grants	Waverley Borough Council	-		9,000
	Waverley VGP	9,089		-
	Farnham Town Council	2,000		2,000
	Surrey County Council	1,000		2,000
	FBT	500		-
	SCVS	-		3,102
		12,589		16,102
Fundraising and donations		1,187		2,374
Interest		223		183
Photocopying		-		139
		-	13,999	18,798
Expenditure				
Salaries		11,082		7,940
Subscriptions		26		276
Telephone and fax		603		817
Rent		2,300		1,872
Occupancy charge		1,018		1,805
Photocopier		763		670
Insurance		340		679
Printing, publicity and general expenses		4,537		3,104
Meetings		188		70
Purchase of computer		-		3,000
		-	20,857	20,233
Deficit for the period			-£ 6,858	-£ 1,435

Farnham Voluntary Service Council
Balance Sheet
As as 31 March 2008

General Fund

			<u>2007</u>
Brought forward		14,993	15,623
Deduct deficit		- 6,858	- 1,435
		<u>8,135</u>	<u>14,188</u>
Less:			
Debtors			
Waverley VGP		- 4,589	-
Add:			
Liabilities			
PAYE and NI		514	805
		£ 4,060	£ 14,993
Represented by:			
Cash at bank		£ 4,060	£ 14,993



[OFFICER]

FARNHAM TOWN COUNCIL

COMMUNITY GRANT FUNDING APPLICATION FORM

Please note: Farnham Town Council will only grant a maximum of £2,000 if all criteria are met

Please refer to the Grants Policy when completing this application.
The closing date for applications is 12 noon, 26th September, 2008.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

Part 1 – Organisation Details

Name of applicant Organisation:	<input type="text" value="New Farnham Repertory Actors' Company"/>
Project Name:	<input type="text" value="2009 Summer Season of Plays"/>
Project Location:	<input type="text" value="Maltings Meadow"/>
Project Start Date:	<input type="text" value="27<sup>th</sup> July"/>
Project Completion Date:	<input type="text" value="13<sup>th</sup> September"/>
Total Cost of Project:	<input type="text" value="£62,000"/>
Funding Requested:	<input type="text" value="£6,000"/>

Criteria
Met?
(for office
use only)

Contact Name:

Miss Brenda Longman

Position in
organisation:

Chairman

Organisations
Constitution attached

Yes No

If not, an explanation please
New constitution in prep.

Registered Charity

Yes No

Registration No? 109381

If No, state type of organisation:

VAT Registered:

Yes No

Registration Number

Organisation
Address:

2The Grange, Blackmoor, Nr. Liss Hampshire

Postcode:GU33 6BP

Email Address:

brendakay1@vodafoneemail.co.uk

Telephone Number:

01420 473586

Organisation's bank account address
and number

HSBC Bank plc, 33, The Borough, Farnham GU9
7NJ
Sort code 40 21 05 A/C No 01501461

If your application is successful, to
whom would you like the cheque
payable?

The New Farnham Repertory Actors Company Ltd.

Please provide the following information:

Please tick

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents

N/A

PART 2 – BUDGET DETAILS**Costs**Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
Marquee Hire	4,000.00		
Portaloos	1,000.00		
Lighting	6,000.00		
Marketing and Publicity	4,500.00	Continued on separate sheet	
TOTAL PROJECT COSTS	£62,000	£	£62,000

Total amount of grant requested	£6,000	Percentage of total cost	10%
---------------------------------	---------------	--------------------------	-----

Please provide a breakdown of your accounts at (Date)...30th April 2007.....

Income	
Income from Grants, Donations (excluding Farnham Town Council)	£5,343
Income (other) Box Office and Fundraising	£53,713
TOTAL INCOME	£59,158
Operational costs	£65,708
Net Surplus/Deficit	£-6,550
Reserves	
Cash/Bank/debtors	£ None
Creditors (monies owing)	£
Earmarked Reserves	£
Available Reserves	£
Please give an explanation for your organisations earmarked reserves:	
N/A	

[OFFICER]

Have you applied to Farnham Town Council for grant aid before?

If yes when?	Year: 2003	Year:2004	Year:2005	Year: 2006	Year:2007
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If you have applied for grant aid from Farnham Town Council for the same project each year, please provide a plan to demonstrate how you will be less dependent in the future.

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Surrey County Council	£	
Waverley Borough Council	£ 6,000	Outcome still to be decided
Town or Parish Council	£	
(Please state which Town or Parish Council)		
National Lottery	£	
(Please state which fund)		
Other (please provide details)	Proceeds from "A Cry of Players" Theatre company donation	
	£5,000.00	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	

If Farnham Town Council does not award your organisation grant aid on this occasion, how will you operate in the future?

We will continue to fund raise in the community.

[MEMBER]

PART 3 – CONSIDERATIONS FOR AWARD GRANTED

Tell us about your project and your reasons for applying to Farnham Town Council for Grant Aid.

	Score 0-3 (for office use only)
<p>Project Aims – one/two sentences stating overall aim</p> <p>We hope to continue to bring pleasure, education, entertainment and culture to both audiences and participants by presenting seasons of high quality theatre.</p> <p>We wish to continue to promote Farnham as a centre of artistic excellence by sustaining and supporting a professional theatre company in the town.</p>	

Would you be prepared, if required, to provide indicators on how effective the grant is in achieving its aims during the grant year? <i>(please tick)</i>	Ye X	No
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<p>Project Description: provide a clear description of the project</p> <p>We aim to present a five week season of three plays and three Sunday night events both in a marquee and the Maltings Tindle Studio for audiences of 5,000 involving ten professional actors and over 50 volunteers as cast members, front-of-house staff, refreshment and technical personnel</p> <p>The programme will be as follows:-</p> <p>12th-22nd August "Quartermaine's Terms" by Simon Gray</p> <p>25th-30th August "Room Service" by Moya O'Shea (new Play world premiere)</p> <p>3rd -13th September "Hard Times" A new adaptation of Dickens novel</p> <p>Sunday 23rd AugustAn Evening with Barry Cryer</p> <p>Sunday 6th Sept."Golden Voice" The life of local singer/actress Diane Langton.</p> <p>Sunday 14th September "An Evening with Gilbert White"</p>	
--	--

Please provide any additional information that may assist the Council in reaching its decision.

As a Professional Theatre Company operating in and alongside the community we have consistently established a reputation for high quality productions. We have and will continue to monitor and evaluate very closely the community's response to A)

A) our performance standards B) the dramatic material and C) value for money. Audiences have the opportunity to contact us to register their views and make suggestions through our [web-site. www.nfrac@newfarnhamrep.co.uk](mailto:www.nfrac@newfarnhamrep.co.uk) So far we are thrilled with the response and feedback from so many Farnham residents affirming our conviction that we are, without doubt, providing a superb service within the community.

Tell us how your project will benefit the Community of Farnham & achieve the aims of the Council's grant making policy and the general conditions *as per Section 2 of Grants Policy & Guidelines.*

	Score 0-3 (for office use only)
<ol style="list-style-type: none"> 1. By bringing pleasure and entertainment to audiences numbering in excess of 5,000 2. By bringing educational benefit to up to 300 young people who participate in our schools workshops 3. By allowing full scale participation in acting and ancillary activities by 50 volunteers. 4. By providing access to performances specifically designated for about 200 disabled, disadvantaged and elderly. 	

Who will benefit?	
Arguably the whole community of Farnham will benefit, certainly those mentioned above but also Financial benefit comes from any number of visitors to local traders, restaurateurs and hoteliers.	

Approximately how many local residents will benefit?	5,000 +	
How many members are there in your organisation?	15	
What percentage lives in Farnham?	75%	
If your organisation assists other people , what percentage lives in Farnham?	75%	

How do you know there is a need for this project?	
<p>Previous play seasons have achieved 90% attendance and audience figures of 5,400. We have a volunteer list of 250 people. We have a mailing list of 5,000 We consistently receive letters e-mails and phone calls of praise and verbal thanks for our work. Evaluation of our performances by means of written feedback from the audience in "comments books" after the shows has also provided us with irrefutable evidence that we are delighting thousands of people. We have received an overwhelming response to our performances for the disabled and an enthusiastic welcome from our offer of workshops for local primary and secondary schools.</p>	

Please state what consultation there has been.	
Letters of praise in the local papers also strongly endorse the need for our work.	

How many 'partners' are you working with for this project?

List the project partners and their roles:
--

Partner	Role
Brenda Longman	Chairman (TOGETHER WITH GAVIN STRIDE AND MALTINGS STAFF)
David Gooderson	Company Secretary
William Whympers	Chairman Volunteer Committee
Simon Cole	Actor/Administrator
Maurice Thorogood	Director of Workshops
Ben Warwick	Actor/Marketing

How will you implement your project?

Which organisation will be responsible for implementing the project?

The New Farnham Repertory Actors Partners and the NFRAC Volunteer Committee AND FARNHAM MALTINGS AS HOSTS .

* Who owns the land/property

The Caffrae Family

* Has permission been obtained from the land owner?

Yes No
 if No, when will it be obtained?
 As soon as possible

* Are there any current contracts/leases of the land/property? State how they will be affected by the project

NO

* What other consents/permissions are required? State when these will be obtained

None

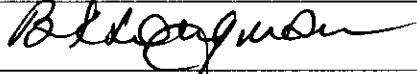
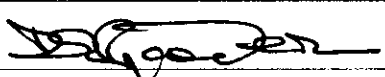
* if applicable

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DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: 	Date: 25 th September 2008
Position in organisation: CHAIRMAN	
Signed: 	Date: 25 th September 2008
Position in organisation: HONORARY SECRETARY	

Please return the form to:
Grants Co-ordinator
Farnham Town Council, Town Council Office, South Street, Farnham Surrey. GU9 7RN
Telephone No: 01252 823191

OR

Electronic copies to: wendy.coulter@farnham.gov.uk

New Farnham Repertory Actors Company Limited

Income and expenditure for the year ending 30 April 2007

	£
Income	
Box office	50,396
Interest received	102
Fund raising	3,317
Grants and donations	5,343
Total income	<u>59,158</u>
Expenditure	
Salaries	37,301
Lighting and sound	6,622
Royalties, licences and scripts	1,633
Design fee	646
Set, props, costumes	3,476
Telephone	392
Printing, postage and stationery	5,964
Insurance	999
Other expenses	1,576
Bank charges	736
Advertising	2,827
Computer expenses	55
Hire rooms	3,481
Total expenses	<u>65,708</u>
Net loss for the year	<u>(6,550)</u>

The above amounts are subject to verification.

PART 2
(BUDGET DETAILS)

NFRAC's budget for 2008/09

Based on 3 plays over 8 weeks including rehearsals in the Library Gardens

Wages for 10 actors @ £300 X 8 weeks	£24,000.00
Wage for stage manager @ £300 X 8 weeks	£2,400.00
Wage for security guard @ £400 X 7 weeks	£2,800.00
Employer's NI - £26.05 per actor and stage manager	£2,084.00
Marquee for 7 weeks	£4,000.00
Loo hire for 7 weeks	£1,000.00
Electricity & electrician	£680.00
Insurance	£1,000.00
Marketing & Publicity (brochures, adverts in papers & banners)	£4,500.00
Mail shot (envelopes and stamps)	£1,030.44
Box office (phone, tickets, envelopes & stamps)	£600.00
Lighting	£6,000.00
Van hire & petrol	£139.00
Programmes (2 for 3 plays)	£2,000.00
Props, costumes & fee	£2,000.00
Recruitment, castings, auditions & travel	£250.00
Royalties, licence and scripts	£3,000.00
Set	£600.00
Site	£300.00
WBC licence (licence & adverts in paper)	£339.43
First aiders	£245.00
Sunday specials	£1,000.00
Room hire for rehearsal	£400.00
Office expenses	£600.00
Volunteers' expenses	£1,100.00
Total	£62,067.87
Income	
Programme adverts	£1,250.00
Programme sales	£1,800.00
Grant	
Ticket sales	£38,610.00
Ticket sales @ Sunday	£5,460.00
Bar	£2,500.00
Tea Tent	£1,000.00
Donation	£2,000.00
Total	£52,620.00
	-£9,447.87



[OFFICER]

FARNHAM TOWN COUNCIL

COMMUNITY GRANT FUNDING APPLICATION FORM

*Please note: Farnham Town Council will only grant a maximum of **£2,000** if all criteria
are met*

Please refer to the Grants Policy when completing this application.
The closing date for applications is 12 noon, 26th September, 2008.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

Part 1 – Organisation Details

Name of applicant Organisation:	Farnham Festival Management Committee
Project Name:	Farnham Festival, New Music for Young People
Project Location:	Farnham Maltings/St Andrews Parish Church
Project Start Date:	Planning of 2009 Festival Commenced May 2007
Project Completion Date:	First Performance Sunday 8 March 2009
Total Cost of Project:	£ 17,625.00 (Overall Festival Budget Projection)
Funding Requested:	£ 1,300.00

Criteria
Met?
*(for office
use only)*

Contact Name:

Position in organisation:

Organisations Constitution attached Yes No If not, an explanation please

Registered Charity Yes No | Registration No?

If No, state type of organisation:

VAT Registered: Yes No

Registration Number

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address and number

If your application is successful, to whom would you like the cheque payable?

Please provide the following information:

Please tick

- A location plan or site plan, if applicable N/A
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents N/A

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Note those costs shown below, are those associated with the part project for which funding is sought from Farnham Town Council only.

Item	Cost £	VAT £	TOTAL £
Composer, Lizzy Winters	2,000.00	-	2,000.00
Venue Hire, St Andrews	450.00		450.00
Additional Lighting and Sound hire	200.00		200.00
Insurances	120.00		120.00
TOTAL PROJECT COSTS	£ 2,770.00	£	£ 2,770.00

Total amount of grant requested	£ 1,300.00	Percentage of total cost	47%
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Please provide a breakdown of your accounts at (Date) 31 May 2007

Note, A/C period 1 June 2005 to 31 May 2007 to line up with bi-ennial Festival Dates

Income	
Income from Grants, Donations (excluding Farnham Town Council)	£ 4,428
Income (other) Box Office receipts, programme sales, interest	£ 14,351
TOTAL INCOME	£ 18,779
Operational costs	£ 17,464
Net Surplus/Deficit	£ 1,315
Reserves	
Cash/Bank/debtors	£ 8,663
Creditors (monies owing)	£ -
Earmarked Reserves	£
Available Reserves	£ 8,663

Please give an explanation for your organisations earmarked reserves:

Surpluses and reserves rolled forward to support the next Festival to enable Commissions to be awarded ahead of securing grants and charitable funds. A substantial work is planned for the Festivals 50 years in 2011.

Have you applied to Farnham Town Council for grant aid before?

If yes when?	Year: 1998	Year: 2000	Year: 2002	Year: 2004	Year: 2006
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If you have applied for grant aid from Farnham Town Council for the same project each year, please provide a plan to demonstrate how you will be less dependent in the future.

Tell us about any other funding that you might receive for this project. For this Part of the Overall Festival Project, no other funding has been applied for.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Surrey County Council	£ -	
Waverley Borough Council	£ -	
Town or Parish Council	£ -	
(Please state which Town or Parish Council)		
National Lottery	£ -	
(Please state which fund)		
Other (please provide details)		
	£	
Farnham Festival Management Committee, drawn down from reserves from previous box office income surplus	£ 1,470	Monies available now.
	£	
	£	
	£	
	£	
	£	
	£	

If Farnham Town Council does not award your organisation grant aid on this occasion, how will you operate in the future?

The Farnham Festival Management Committee does not rely upon a Grant from Farnham Town Council. The Committee have regularly sought the support of the Town Council in the part funding of a Project within the overall bi-ennial Festival Week, involving children from the Town, thus releasing other monies for Projects within the Festival, which carries on its tradition of 'New Music for Young People'

PART 3 – CONSIDERATIONS FOR AWARD GRANTED

Tell us about your project and your reasons for applying to Farnham Town Council for Grant Aid.

	Score 0-3 (for office use only)
<p>Project Aims – one/two sentences stating overall aim: To give young people in Farnham and its Environs, between the ages of 5 and 18, from all types of school, including Special Needs, the opportunity to work with a living composer, and to perform in public in a non competitive environment.</p>	

<p>Would you be prepared, if required, to provide indicators on how effective the grant is in achieving its aims during the grant year? <i>(please tick)</i></p>	Yes	No
--	-----	----

<p>Project Description: provide a clear description of the project . Pilgrims Tales is a new work for a mixed ensemble of instrumentalists , singers, narrators and piano, drawn from the three Farnham Secondary Schools. The composer is Elizabeth Winters,(born 1979) who was educated in Farnham, studied viola at the Royal College of Music and composition at Goldsmiths College.</p>	
--	--

<p>Please provide any additional information that may assist the Council in reaching its decision.</p> <p>Drawn from the three Secondary Schools in the Farnham Area, the work will give the participants the opportunity to perform together as a group, in a combination which no one of the schools could support alone. The work, about the Pilgrims Way, which passes through the Town, will involve children from a wide variety of musical backgrounds, and of differing standards. The Work will hopefully not only improve the knowledge of the performers about the history of Farnham, but the audience also.</p> <p>The Festival provides a platform for not only pupils some of whom, have never taken part in a public performance before, but also an experience for their parents, some of whom have never been before to a live concert.</p> <p>Farnham Festival is unique in the whole of the countries Music Festivals, in that it has supported living composers from its start in 1961. Alan Fluck, the founder, and past Music Master at the long gone Farnham Boys Grammar School, foresaw the opportunity to introduce Composers of new music to school age children. By 2011, when the Festival celebrates 50 years, nearly 200 newly commissioned works will have seen their first performance at Farnham Festival.</p>

Tell us how your project will benefit the Community of Farnham & achieve the aims of the Council's grant making policy and the general conditions *as per Section 2 of Grants Policy & Guidelines.*

	Score 0-3 (for office use only)
<p>The ten members of the voluntary Management Committee, take two years planning and working with all types of school in the local area, and Composers, to stage the week long Farnham Festival. The ten concerts are held in St Andrews Parish Church and The Maltings. Occasionally for Special concerts, the Great Hall of the Castle has been used. Some 1200 performers take part in the concerts ranging from massed choirs of nearly 200 infants and Junior pupils, to soloists performing their own compositions. The Late night Jazz evening held since the 1991 Festival, now takes the form of a Jazz Café in the Maltings Cellar Bar featuring small jazz ensembles from local schools. The Festival Finale in 2009 will feature not only Farnhams own Youth Choir, but also the Surrey County Youth Orchestra. Many of the performing groups would not be able individually, to stage, or financially support a concert of the scale, or in the locations they will perform in, as part of the Festival. Since 2003, two day time workshops, have been supported by the Festival, each involving nearly 300 children. An Art Exhibition, themed to several of the works being performed, is held in the foyer of the Maltings.</p>	

Who will benefit?	
<p>The project for which Farnham Festival is seeking financial support from Farnham Town Council, is a project which none of the schools individually would be able to support. The composer hopes that it will inspire the performers to become involved in other similar projects, and to enhance their knowledge of music, where they may not have considered otherwise. The overall Festival reaches out to some 1200 local school children, and involves their parents, who in some cases have never attended a public concert</p>	

Approximately how many local residents will benefit?	This project 350, overall Festival 2300	
How many members are there in your organisation?	10	
What percentage lives in Farnham?	80%	
If your organisation assists other people , what percentage lives in Farnham?	N/A	

How do you know there is a need for this project?	
<p>On going dialogue with the participating schools, highlights the experience gained by the children taking part, and their enthusiasm to take part in future Festivals.</p>	

Please state what consultation there has been.	
The overall Festival Management Committee holds about 10 meetings between Festivals. The Artistic Director meets the representatives of the participating schools twice before a work is chosen , or commissioned. There are written communications updating progress.	

How many 'partners' are you working with for this project?

List the project partners and their roles:

Partner	Role
Matched Funding	Farnham Festival Management Committee
Composer	Elizabeth Winters
Participating Schools	Farnham Heath End
	Weydon School
	Wavell School

How will you implement your project?

Which organisation will be responsible for implementing the project?

Farnham Festival Management Committee

* Who owns the land/property

N/A

* Has permission been obtained from the land owner?

Yes No N/A
if No, when will it be obtained?

* Are there any current contracts/leases of the land/property? State how they will be affected by the project

N/A

* What other consents/permissions are required? State when these will be obtained


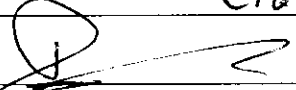
Performing Rights Society fee due after performance

** if applicable*

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: 	Date: 25 September 2008.
Position in organisation: CHAIRMAN	
Signed: 	Date: 25-9-2008
Position in organisation: TREASURER	

Please return the form to:
Grants Co-ordinator
Farnham Town Council, Town Council Office, South Street, Farnham Surrey. GU9 7RN
Telephone No: 01252 823191

OR

Electronic copies to: wendy.coulter@farnham.gov.uk

Farnham Festival 2007: Profit & Loss Account

Period: 1st June 2005 to 31st May 2007

		Balance b/f from the 2005 Festival			8,663
<u>2005 Festival</u>			<u>Income - 2007</u>		
<u>2007 Festival</u>					
10,812			Box Office Receipts	12,835	
1,288			Programme Sales	1,170	
1,000			Donations: Farnham Institute Charity	2,000	
1,500			Farnham Town Council	1,125	
			PRS	1,000	
1,500			Surrey County Council	500	
			Shake Rattle & Roll Workshops		
			- pupils' contributions	794	
500			Waitrose		
<u>288</u>	4,788		Other	<u>134</u>	5,553
	343		Write-Back of un-cashed cheques		
	<u>166</u>	17,397	Interest	<u>346</u>	19,904
<u>Expenditure - 2007</u>					
FACILITIES					
-3,653			Maltings	-3,364	
			Box Office Charge	-98	
-400			St. Andrews	-750	
-200			Piano Hire/Tuning	-100	
-652			Lighting	-300	
<u>-484</u>	-5,389		PRS Fee	<u>-581</u>	-5,193
PUBLICITY & PROGRAMMES					
-385			Brochures	-433	
-235			Programmes	-744	
<u>-620</u>			Advertising		-1177
COMMISSIONED WORKS					
			Paul Ayres ("Just So Songs")	-2,300	
			Pamela Wedgwood ("Queen Vic")	-2,220	
			John Myhill ("Farnham Suite")	-3,000	
-4,360			Shake Rattle & Roll Workshops	<u>-495</u>	-8,015
SUNDRIES					
-165			Telephone, Postage &		
-418			Stationery	-164	
			Insurance	-590	
			Receptions	-70	
-79			Van Hire	-92	
-300			St. John Ambulance	-300	
-43			Music Purchase	-100	
			post-Festival De-brief	-369	
-100			Photography		
-202			Banners	-349	
-166			Sweat Shirts		
<u>-524</u>	-1,997	-12,366	Miscellaneous	<u>-1,045</u>	<u>-3,079</u> -17,464
		5,031	Excess - Income over Expenditure - 2007		2,440
Balance c/f to 2009 Festival					11,103

Farnham Festival 2007: Balance Sheet

as at 31st May 2007

<u>Current Liabilities</u>			<u>Current Assets</u>		
<u>2005</u>		<u>2007</u>	<u>2005</u>		<u>2007</u>
3,500	<u>Creditors</u>		1,500	<u>Debtors</u>	
	PRS	426		Farnham Town Council	1,125
				<u>Cash at Bank</u>	
			6,527	current a/c	44
3,500		426	<u>3,794</u>	deposit a/c	<u>10,360</u>
			11,821		11,529
 <u>Reserves</u>					
3,632	b/f Balance	8,663			
5,031	2005 Festival: Profit & Loss a/c	2,439			
8,663	c/f Balance	11,103			
<u>12,163</u>		<u>£11,529</u>	<u>£11,821</u>		<u>£ 11,529</u>



[OFFICER]

FARNHAM TOWN COUNCIL

COMMUNITY GRANT FUNDING APPLICATION FORM

*Please note: Farnham Town Council will only grant a maximum of **£2,000** if all criteria are met*

Please refer to the Grants Policy when completing this application.
The closing date for applications is 12 noon, 26th September, 2008.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

Part 1 – Organisation Details

Name of applicant
Organisation:

VIVALDI SINGERS

Project Name:

Project Location:

Project Start Date:

Project Completion
Date:

Total Cost of
Project:

£

Funding Requested:

£ 1000.00

Criteria Met?
(for office use only)

Contact Name:

Position in organisation:

Organisations Constitution attached Yes No If not, an explanation please

Registered Charity Yes No | Registration No?

If No, state type of organisation:

VAT Registered: Yes No

Registration Number

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address and number

Bank details:

If your application is successful, to whom would you like the cheque payable?

Please provide the following information:

Please tick

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
MUSICAL DIRECTOR	1500	included	1500
Pianist (REHEARSAL)	600	"	600
MUSICIANS + VENUE	1100	"	1100
PUBLICITY	250	"	250
TOTAL PROJECT COSTS	£ 3450	£ —	£ 3450

Total amount of grant requested	£	Percentage of total cost	%
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Please provide a breakdown of your accounts at (Date)...31.8.08...

Income	
Income from Grants, Donations (excluding Farnham Town Council)	£ NIL
Income (other)	£ 461
TOTAL INCOME	£
Operational costs	£
Net Surplus/Deficit	£
Reserves	
Cash/Bank/debtors	£ 3785
Creditors (monies owing)	£ NIL
Earmarked Reserves	£ 2500
Available Reserves	£ 3785
Please give an explanation for your organisations earmarked reserves: WE HAVE THREE CONCERTS PLANNED DURING THE NEXT FEW MONTHS. WE ARE SINGING WITH A LOCAL BRASS BAND IN NOVEMBER AND A CONCERT IN APRIL WHICH WILL BE HELD IN MAY. WE HAVE BEEN INVITED TO SING IN ANOTHER LOCAL CHURCH AFTER OUR ANNIVERSARY YEAR IN 2007. WE FEEL HONOURED AND ARE DELIGHTED TO PARTICIPATE.	

[OFFICER]

Have you applied to Farnham Town Council for grant aid before?

If yes when?	Year:	Year: 2004	Year: 2005	Year: 2006	Year: 2007
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If you have applied for grant aid from Farnham Town Council for the same project each year, please provide a plan to demonstrate how you will be less dependent in the future.

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Surrey County Council	£	
Waverley Borough Council	£ N/A	N/A
Town or Parish Council	£	
(Please state which Town or Parish Council)		
National Lottery	£	
(Please state which fund)		
Other (please provide details)		
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	

If Farnham Town Council does not award your organisation grant aid on this occasion, how will you operate in the future?

WE HAVE INCREASED SUBSCRIPTIONS THIS SEPTEMBER TO HAVE ENCOUNTERED ANY GREAT INCREASES IN FEES, VENUES, LIGHTING + INSURANCE BY £3 per member. TO INCREASE FURTHER IN FUTURE YEARS WILL BE TOO GREAT FOR MEMBERS TO AFFORD. WE LIKE TO KEEP UP THE STANDARDS OF PERFORMANCE TO WHICH OUR LOCAL, LOYAL AUDIENCES HAVE BECOME ACCUSTOMED AND THERE MAY BE A DISTINCT POSSIBILITY THE VIVALDI SINGERS WOULD CEASE TO SING. - A GREAT LOSS TO FARNHAM AFTER 20 YEARS

PART 3 – CONSIDERATIONS FOR AWARD GRANTED

Tell us about your project and your reasons for applying to Farnham Town Council for Grant Aid.

	Score 0-3 (for office use only)
<p>Project Aims – one/two sentences stating overall aim: TO ENTERTAIN AND EDUCATE LOCAL PEOPLE OF ALL AGES AND TO ENCOURAGE LOCAL YOUNG PERFORMERS TO SING AND PLAY INSTRUMENTS ALONG WITH US.</p>	

<p>Would you be prepared, if required, to provide indicators on how effective the grant is in achieving its aims during the grant year? <i>(please tick)</i></p>	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<p>Project Description: provide a clear description of the project TO PERFORM AT LEAST TWO CONCERTS PER YEAR, IN LOCAL CHURCHES TO ENTERTAIN LOCAL RESIDENTS, BY LOCAL RESIDENTS. ALSO WE ENJOY CAROL SINGING FOR FARNHAM TOWN COUNCIL AS AND WHEN REQUIRED AND ENCOURAGE OUR "AUDIENCES" TO JOIN IN.</p>	
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<p>Please provide any additional information that may assist the Council in reaching its decision. OUR CONCERT IN NOVEMBER 2007 WAS THE CULMINATION OF OUR 20th ANNIVERSARY YEAR, AND AS YOU CAN SEE, WE HAD A MUCH BIGGER AUDIENCE THAN USUAL. WE HAVE GAINED NEW SINGERS AS A RESULT AND OUR AUDIENCE OF LOYAL SUPPORTERS HAS SWELLED ACCORDINGLY, ALTHOUGH WE ARE NOT ALWAYS EXPECTING THAT AMOUNT FOR EVERY CONCERT. THE SPRING CONCERT IN 2003 WAS A "FIRST" FOR US IN THAT WE SANG IN FRENCH FOR THE WHOLE PERFORMANCE AND WERE DULY COMMENDED BY THE AUDIENCE. WE ARE SINGING SMALL PIECES WITH THE LOCAL RIARLY BRASS BAND IN NOVEMBER AND ARE INVITING THE AUDIENCE TO PARTICIPATE IN SOME OF THEM. WE WILL ALSO BE JOINED IN NOVEMBER AND APRIL AND MAY BY A LOCAL PIANIST WHO HAS ACCOMPANIED THE VIARDI SINGERS IN THE PAST. HE IS STILL AT MUSIC COLLEGE. WE LOOK FORWARD TO OUR NEW YEAR OF CONCERTS WITH ENTHUSIASM AND EXCITEMENT</p>

Tell us how your project will benefit the Community of Farnham & achieve the aims of the Council's grant making policy and the general conditions *as per Section 2 of Grants Policy & Guidelines.*

	Score 0-3 (for office use only)
<p>① WE KEEP TICKET PRICES LOW SO OLDER PEOPLE CAN AFFORD TO ATTEND AND WE HAVE CONCESSIONS FOR OLDER AND YOUNG CHILDREN. THE CONCERTS IN THE UKC ARE WELL ATTENDED WHICH IS NEAR THE RETIREMENT FLATS.</p> <p>② WE STILL HAVE EXTRA REHEARSALS SO OUR MEMBERS CAN SING SOLOS AND THE EXTRA FUNDING IS HELPING WITH THIS.</p> <p>③ WE ARE INVITING LOCAL MUSICIANS TO HELP US WITH ACCOMPANIMENT IN ALL OUR CONCERTS.</p>	

Who will benefit?	
<p>FARNHAM AUDIENCES, SINGERS AND MUSICIANS BENEFIT AS WELL, FROM OUR CONCERTS. WE BRING REVENUE TO THE UNITED REFORM CHURCH FROM USING IT AS A VENUE AND ALSO FOR OUR WEEKLY PRACTICES. AND ALSO TO ST ANDREW'S AND THOMAS-ON-THE-BOURNE CHURCHES WHILE WE ALSO USE FOR OUR CONCERTS</p>	

Approximately how many local residents will benefit?	AS MANY AS THE VENUE CAN HOLD	
How many members are there in your organisation?	30 - 40	
What percentage lives in Farnham?	80%	
If your organisation assists other people , what percentage lives in Farnham?	PHYSICS INCREASED THROUGH RESEARCH - LOCAL CHARITY	

How do you know there is a need for this project?	
<p>THERE IS ALWAYS A NEED FOR MUSIC. IT PROVIDES RELIEF FROM THE STRESS OF EVERY DAY LIFE AND WORK BALANCE. IT ALSO HELPS YOUNG PEOPLE TO HAVE A PLACE AND PURPOSE AND TO LEARN NEW SKILLS.</p>	

Please state what consultation there has been.	
<p>FARNHAM HERALD FEATURE A REVIEW AND ATTEND OUR CONCERTS. RECENT COMMENTS:</p> <p>① FROM THE FIRST NOTE THE CHORUS SANG, I KNEW IT WOULD BE GOOD</p>	

- ② THE NOISE FOR ZADOK THE PRIEST WAS A TIDAL WAVE FROM SUCH A LOCAL CHOR
- ③ THE MOST RIVETING CONCERT I HAVE BEEN TO - A WELL-DESERVED STANDING OVATION. AN EXCEPTIONAL PERFORMANCE BY WONDERFULLY COMMITTED SINGERS. AND SOME FINE INSTRUMENTALISTS.

How many 'partners' are you working with for this project?

List the project partners and their roles:

Partner	Role

How will you implement your project?

Which organisation will be responsible for implementing the project?

* Who owns the land/property

* Has permission been obtained from the land owner?

Yes No
if No, when will it be obtained?

* Are there any current contracts/leases of the land/property? State how they will be affected by the project


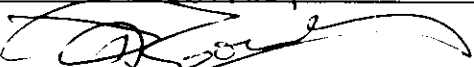
* What other consents/permissions are required? State when these will be obtained

** if applicable*

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: 	Date: 23 .9 .08
Position in organisation: SECRETARY	
Signed: 	Date: 23-9-2008
Position in organisation: CHAIRMAN	

Please return the form to:
 Grants Co-ordinator
 Farnham Town Council, Town Council Office, South Street, Farnham Surrey. GU9 7RN
 Telephone No: 01252 823191

OR

Electronic copies to: wendy.coulter@farnham.gov.uk

VIVALDI SINGERS
Audited Accounts 1 September 2007 to 31 August 2008

INCOME

Opening Balance as at 1 September 2007		£2,514.93
Subscriptions	£2,047.00	
Sponsorship	£1,270.00	
Tickets and Programme Sales	£2,414.50	
Music Hire Fees/Sales	£329.00	
Rehearsal Tape/CD Sales	£120.00	
20th Anniversary DVD/CD Sales	£205.00	
Choir Lunch	£320.00	
Charity Collections	£237.38	
Sundry Receipts	<u>£346.21</u>	
		<u>£7,289.09</u>
		£9,804.02

Expenditure

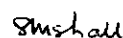
Musical Director's Fees	£1,388.35	
Accompanist's Fees	£580.00	
Artiste's Fees	£1,405.00	
Hire of Venue and Music Scores	£1,076.67	
20th Anniversary DVD/CD Production	£171.99	
Printing	£240.00	
Stationery	£151.15	
Choir Lunch	£320.00	
Charity Collections	£237.38	
Making Music/Insurance	£116.00	
Sundry Expenditure	<u>£332.43</u>	
		<u>£6,018.97</u>
Closing Balance as at 31 August 2008		<u>£3,785.05</u>

Signed by Stephanie Barter, Treasurer



Date: 5/9/08

Audited by Sue Marshall, Honorary Auditor



Date: 5th Sept 08



[OFFICER]

FARNHAM TOWN COUNCIL

COMMUNITY GRANT FUNDING APPLICATION FORM

*Please note: Farnham Town Council will only grant a maximum of **£2,000** if all criteria are met*

Please refer to the Grants Policy when completing this application.
The closing date for applications is 12 noon, 30 September 2008.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

Part 1 – Organisation Details

Name of applicant Organisation:	<input type="text" value="Farnham Carnival"/>
Project Name:	<input type="text" value="Farnham Carnival - Safety and General Facilities"/>
Project Location:	<input type="text" value="Central Farnham and Carnival Fayre in Castle Street"/>
Project Start Date:	<input type="text" value="27 June 2009"/>
Project Completion Date:	<input type="text" value="27 June 2009"/>
Total Cost of Project:	<input type="text" value="£5100"/>
Funding Requested:	<input type="text" value="£ 2000"/>

Criteria Met?
(for office use only)

Contact Name:

Position in organisation:

Organisations Constitution attached Yes No If not, an explanation please

Registered Charity Yes No Registration No?

If No, state type of organisation:

VAT Registered: Yes No

Registration Number

Organisation Address:

Email Address:

Telephone Number:

Organisation's bank account address and number

If your application is successful, to whom would you like the cheque payable?

Please provide the following information:

Please tick

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules

- Evidence of any permissions or consents

[OFFICER]

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
Temporary Toilets			750
Tables and Chairs			400
Stalls			500
Printing and programmes			500
Traffic lights & Barriers & road closed signs			750
Fire extinguishers			30
Rubbish bins and collection			500
Access equipment and operator (hydraulic lift)			350
PA equipment and installation			700
Open top bus for control centre and viewing			350
Licences and Notices			200
Transport for clear up			150
Decorations and sundries			200
TOTAL PROJECT COSTS	£	£	£5380

Total amount of grant requested	£2000	Percentage of total cost	37%
---------------------------------	--------------	--------------------------	-----

Please provide a breakdown of your accounts at 30 Sept 2008

Income	
Income from Grants, Donations (excluding Farnham Town Council)	£ none as yet
Income (other)	£None as yet
TOTAL INCOME	£None as yet
Operational costs	£None as yet
Net Surplus/Deficit	£N/A

Reserves	
Cash/Bank/debtors	£0
Creditors (monies owing)	£0
Earmarked Reserves	£1000
Available Reserves	£58
<p>Please give an explanation for your organisations earmarked reserves: Both organisations (Lions and Hedgehogs) cannot apply their own funds – which are intended to charity donations - to the Carnival. However, special reserves from 2008 carnival surplus have been earmarked and agreed by both clubs in the event that we are unable to supplement the FTC grants by local commercial sponsorship. With the current economic conditions we consider this to be a prudent approach.</p>	

[OFFICER]

Have you applied to Farnham Town Council for grant aid before?

If yes when?	Year: 2004	Year: 2005	Year: 2006	Year: 2007	Year: 2008
--------------	------------	------------	------------	------------	------------

<p>If you have applied for grant aid from Farnham Town Council for the same project each year, please provide a plan to demonstrate how you will be less dependent in the future.</p> <p>This is a Farnham Town project carried out in partnership with Farnham Town Council. Members of the two organisations (Lions and Hedgehogs), together with other volunteers, plan, manage and execute the project on behalf of the people of Farnham. As in previous years, we intend to approach the business community in Farnham for sponsorship of specific items. This will hopefully make up the difference between costs and the FTC grant funding. We are less confident that sufficient commercial funding will be forthcoming in 2009 and we have earmarked the surplus from 2008 carnival to cover any shortfall. Costs have already been reduced to a minimum based on the current extent of the project. We will endeavour to balance the overall funding with expenditure by adjusting the project size to suit.</p>
--

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Surrey County Council	£ Nil	
Waverley Borough Council	£ Nil	
Town or Parish Council	£ Nil	

(Please state which Town or Parish Council)		
National Lottery	£ Nil	
(Please state which fund)		
Other (please provide details)		
We will be seeking sponsorship from local businesses. None have been offered to date	£ None to date	
Funds will be raised from some of the activities in Castle Street on Carnival day. The amount will only be known after the event.	£ Estimated 1000	
	£	

If Farnham Town Council does not award your organisation grant aid on this occasion, how will you operate in the future?
The Farnham Carnival is a key event in the life of Farnham. The funding of the facilities – especially those involving the safety of the public - needs to be met if the event is to continue in its present form. Should the grant not be forthcoming, we will do our best to continue with the project, albeit at a reduced level.

[MEMBER]

PART 3 – CONSIDERATIONS FOR AWARD GRANTED

Tell us about your project and your reasons for applying to Farnham Town Council for Grant Aid.

	Score 0-3 (for office use only)
Project Aims – one/two sentences stating overall aim: The Farnham carnival aims to provide the opportunity for all the people of Farnham to enjoy a safe and enjoyable day out, involving the direct participation of children and parents from local schools and as well as other organisations in the area.	

Would you be prepared, if required, to provide indicators on how effective the grant is in achieving its aims during the grant year? <i>(please tick)</i>	Yes *	No
---	----------	----

Project Description: provide a clear description of the project The Farnham Carnival has two distinct but interconnected elements, viz.: The Carnival Procession: This forms in the Upper Hart Car park where the judging takes place. We would hope to have around 50 entrants on the day. The actual procession is planned to start at	
---	--

18.00 and finish at approximately 19.00. The route from The Hart follows West Street, The Borough, The Woolmead, South Street, Downing Street and back to The Hart. Roads in the Centre of Farnham will be closed to traffic during this period. The Theme of next year's event is "Myths and Legends"

The Castle Street Fayre:

This consists of three "entertainment" areas where differing forms of entertainment which should appeal to all tastes are performed throughout the day. In addition we plan to have children's rides and food outlets as well as stalls where local schools and charities can carry out their own fund raising activities.

The plan is for the Fayre to run from 14.00 until 21.00 with the lower part of Castle Street closed from 12.00 until 23.00.

Our plans will be discussed and agreed with officers of Farnham Town Council, Waverley Borough Council, St John's Ambulance, the police and fire service. We will also consult with private residents and businesses in Castle Street.

Please provide any additional information that may assist the Council in reaching its decision. The grant applied for will help to cover the costs of the basic infrastructure to permit a safe and enjoyable Castle Street Fayre during the 2009 Carnival. The Carnival committee needs to provide safety equipment, barriers, temporary additional toilets, traffic control, PA systems, tables, chairs, stalls, litter control and clean up facilities.

Tell us how your project will benefit the Community of Farnham & achieve the aims of the Council's grant making policy and the general conditions *as per Section 2 of Grants Policy & Guidelines.*

	Score 0-3 (for office use only)

The Farnham Carnival provides one of the few occasions when all the local people can come together to enjoy a fun day.

Local charity organizations, schools, other youth groups and local voluntary clubs will be well represented on the procession and with stalls in Castle Street. They will develop more awareness of their work amongst the people of Farnham, hence encouraging more participation in and helping to improve their effectiveness.

Many of the charities and voluntary clubs have been set up specifically to help to meet the needs of residents experience financial or other problems. As well as advertising their presence many of the stalls in Castle Street provide means to raise funds directly for the organizations themselves. In addition, the collection made during the procession is distributed to all the procession entrants who represent charities, voluntary bodies and schools.

Who will benefit?

All the Farnham residents who attend the Carnival will have a fun day. All those who depend on the charities and other voluntary groups will, in addition, benefit from the funds raised – both directly and indirectly – from their participation in the Carnival.

The pupils at the schools who take part (that is almost all Farnham primary and junior schools) will benefit from the learning process and teamwork needed to take part in the procession.

Approximately **how many** local residents will benefit? 5000 plus

How many **members** are there in your organisation? Lions: 45
Hedgehogs: 55

What percentage lives in Farnham? 90% plus

If your organisation assists **other people**, what percentage lives in Farnham? 90% plus

How do you know there is a need for this project?

Past successes over many years. We receive a considerable amount of approval from all the organisations taking part and from many residents in Farnham.

Please state what consultation there has been.

The Lions and Hedgehogs are the two most active voluntary service organisations in Farnham, raising funds and assisting those in difficult circumstances, throughout the year. We have built up a wide range of contacts with individuals and other organisations connected with these activities. We consult regularly with these on many issues, including the carnival.

That, coupled with the generous feedback we get from the schools and the people of Farnham in general, encourages us to be confident that all welcome this annual event.

How many 'partners' are you working with for this project?

List the project partners and their roles:

Partner	Role
Farnham Town Council	Central enabling role
Farnham Police	Road closures and safety

How will you implement your project?

Which organisation will be responsible for implementing the project?

The Farnham Carnival Committee

* Who owns the land/property

Surrey County Council

* Has permission been obtained from the land owner?

Yes No

if No, when will it be obtained?

We will apply to SCC in October 2008 for road closure permission.

* Are there any current contracts/leases of the land/property? State how they will be affected by the project

No

* What other consents/permissions are required? State when these will be obtained

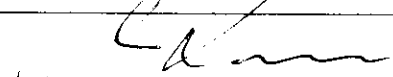
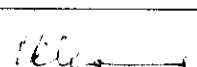
Road and Car park closures.
Street collection licences.
These will be applied for shortly.

* if applicable

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: 	Date: 1 October 2008
Position in organisation: Chairman – Farnham Carnival	
Signed: 	Date: 1 Oct 2008

Position in organisation: <i>Non Treasurer</i>	
Signed:	Date:
Position in organisation:	

Please return the form to:
 Grants Co-ordinator
 Farnham Town Council, Town Council Office, South Street, Farnham Surrey. GU9 7RN
 Telephone No: 01252 823191

OR

Electronic copies to: wendy.coulter@farnham.gov.uk



The Hedgehogs
FOUNDED 1999

* FARNHAM * Carnival



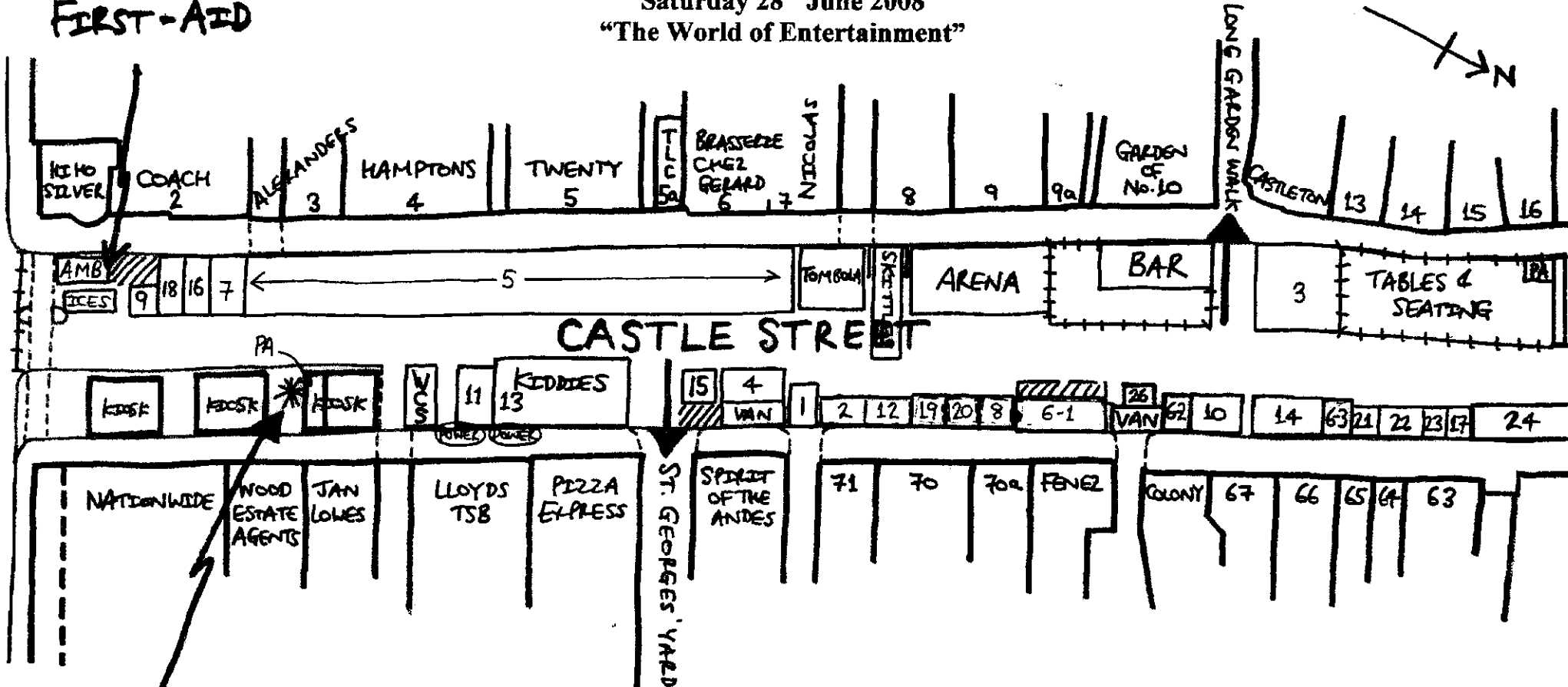
Saturday 28th June 2008
"The World of Entertainment"

APPROX. SCALE 1:500 @ A4



FIRST-AID

THE BOROUGH



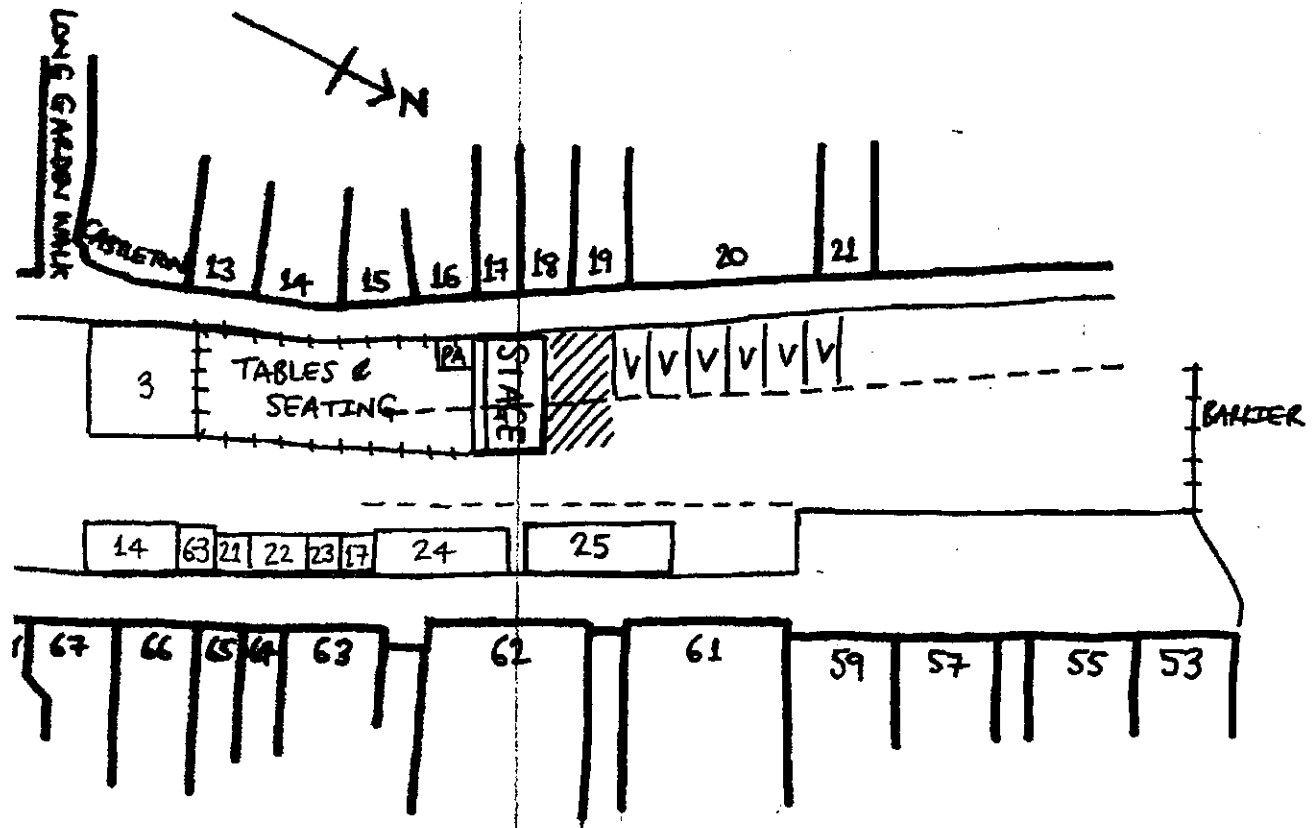
CASTLE ST
CONTROL &
LOST CHILDREN

Stall No.	Stall
1	Dinky Donuts
2	Arthritis Research
3	Waitrose
4	Fleet Lions Community Store
6	Mrs Harrington : Funfair
8	Maynes Caterers Stalls 1, 2 and 3
7	Rotary Club of Farnham
8	Mr Whiteheads Cider Company Ltd
9	Farnham Theatre Association

10	Aylwins Solicitors : Clare Bird
11	Woodlarks Camp Site Trust
12	Arthritis Care
13	Anita Baird : Face-Painter
14	Surrey Air Ambulance
15	Quite Simply : Heidi Stone
16	Leap of Love Introduction Agency
17	Be Healthier : Katie Shorrocks
18	Woolmer Forest Lions
19	eMonster : Rebecca Wright

20	P & G Hats : Penny Layton
21	Disability Challengers Supporter Group
22	Pilgrims Way School PTFA
23	Philip Nash Photography
24	Eagle Radio
26	Surrey Fire Service
28	Mayor of Farnham

APPROX. SCALE 1:500 @ A4



THE LIONS CLUB OF FARNHAM CHARITY TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED
30 JUNE 2007

	2007		2006	
	£	£	£	£
<u>INCOMING RESOURCES</u>				
Covenanted income		28,925		32,437
Interest received		868		799
Donations received		1,984		1,878
Donations from Lions Activities		500		18,587
Donation from Carnival on behalf of Activities		-		3,672
		<u>32,277</u>		<u>57,373</u>
<u>EXPENDITURE</u>				
<u>Direct charitable expenditure</u>				
Farnham Competitive Music Festival	600		600	
Homestart Farnham	2,250		1,050	
Farnham WRVS Meals on Wheels Service	500		430	
Elderly Persons' Party	2,575		2,711	
Schools' Pantomime	574		547	
Wrecclesham Community Centre	840			
Taking Steps	1,000			
Emmaus Projects	1,000			
LIBRA	750			
CHASE	603			
St Swithin's Fund - All Hallows School	1,000			
Equipment for Physically Challenged	750			
Tacade	500			
Campaign SightFirst If	2,550			
Aldershot RDA	3,029			
Peace Poster	40			
Badshot Lea School	1,022			
Prostate Project	500			
Farnham Maltings	3,900			
Activities A/c reimbursement for incorrect debits	945			
Weydon School	1,600		790	
Children's Homes - Kerala, India			2,500	
Fleet Lions Community Store			500	
Child Venture Project			1,040	
Phyllis Tuckwell Hospice			1,500	
Downing Street Surgery			1,000	
Frimley Park Hospital			1,000	
School 27, Gomel, Belarus			500	
Naomi House			500	
Tha Abbey School			500	
Farnham District Scouts			1,000	
Disability Challengers			11,038	
The Ridgeway School			1,250	
Farnham Youth Choir			1,000	
Brightwells Gostrey Centre			1,000	
Hale School			600	
Farnham Youth Project			2,000	
Pottery for Schools			660	
Cannine Partners for Independence			500	
Bells Piece			6,500	
Donations under £500 - individuals	2,179		2,620	
Donations under £500 - institutions	<u>3,438</u>		<u>6,542</u>	
	32,145		49,878	
<u>Management and administration expenditure</u>				
Bank charges		1		2
<u>Total expenditure</u>		<u>32,146</u>		<u>49,880</u>
<u>NET INCOMING/(OUTGOING) RESOURCES</u>				
		131		7,493
Total funds brought forward		11,828		4,335
TOTAL FUNDS CARRIED FORWARD		<u>11,959</u>		<u>11,828</u>



The Hedgehogs

FOUNDED 1959

In the Cause of Charity

Profit & Loss Account for the year ended 31st March 2008

	<u>2007/2008</u> £	<u>2006/2007</u> £
Income from Fund Raising Events	24,163.23	29,825.17
Donations Received	21,412.68	6,720.08
Other Income	440.01	355.05
	<u>46,015.92</u>	<u>36,900.30</u>
Donations Made	(21,719.51)	(34,004.19)
Expenses	(1,383.88)	(1,469.25)
Surplus/(shortfall) in the period	<u>22,912.53</u>	<u>1,426.86</u>

Balance Sheet at 31st March

Cash at bank and in hand	<u>25,777.19</u>	<u>2,864.66</u>
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Reconciliation of Movement in Funds

Opening Balance	2,864.66	1,437.80
Surplus/(shortfall) in the period	22,912.53	1,426.86
Closing Balance	<u>25,777.19</u>	<u>2,864.66</u>

S. Tilburn
Treasurer

.....
R. Jervis
Chairman

.....
C Shepherd M.Sc. CPFA
Auditor



[OFFICER]

FARNHAM TOWN COUNCIL

COMMUNITY GRANT FUNDING APPLICATION FORM

Please note: Farnham Town Council will only grant a maximum of £2,000 if all criteria are met

Please refer to the Grants Policy when completing this application.
The closing date for applications is 12 noon, 30 September, 2008.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

Part 1 – Organisation Details

Name of applicant Organisation:	<input type="text" value="Farnham Carnival"/>
Project Name:	<input type="text" value="Farnham Carnival – Entertainment"/>
Project Location:	<input type="text" value="Central Farnham with Carnival Fayre in Castle Street"/>
Project Start Date:	<input type="text" value="27 June 2008"/>
Project Completion Date:	<input type="text" value="27 June 2008"/>
Total Cost of Project:	<input type="text" value="£4100"/>
Funding Requested:	<input type="text" value="£2000"/>

Criteria
Met?
(for office
use only)

Contact Name:

Jim Lawson

Position in
organisation:

Chairman – Carnival committee

Organisations

Constitution attached

Yes

No

If not, an explanation please

Registered Charity

Yes

No

Registration No?

Lions 290242

Hedgehogs 1092862

If No, state type of organisation:

VAT Registered:

Yes

No

Registration Number

Organisation
Address:

c/o Jim Lawson
16 Oakland Avenue
Farnham
Postcode: GU9 9DY

Email Address:

jimlawson@ntlworld.com

Telephone Number:

01252 656677

Organisation's bank account address
and number

The Farnham Carnival
Natwest Bank plc
The Borough
Farnham
Sort code: 60-08-15
Account No. 90390229

If your application is successful, to
whom would you like the cheque
payable?

The Farnham Carnival

Please provide the following information:

Please tick

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents

[OFFICER]

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
Children's Area – Punch & Judy			100
- Magician			100
- Sweets/Balloons			50
Main Stage – Staging/PA/set up			2000
- Youth Band			50
- Afternoon Band			200
- Main band			450
Second Stage – PA system			250
- Jazz Band			200
- Steel band			50
- Farnham Town Band			200
- Blues Band			300
Procession – Marching Band			300
General_ Performing Rights Society Licence			110
TOTAL PROJECT COSTS	£	£	£4160

Total amount of grant requested	£2000	Percentage of total cost	48%
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Please provide a breakdown of your accounts at 30 Sept 2008

Income	
Income from Grants, Donations (excluding Farnham Town Council)	£ None yet
Income (other)	£ None yet
TOTAL INCOME	£ None yet
Operational costs	£ None yet
Net Surplus/Deficit	£ N/A
Reserves	
Cash/Bank/debtors	£58
Creditors (monies owing)	£ 0

Earmarked Reserves	£1000
Available Reserves	£58

Please give an explanation for your organisations earmarked reserves:
 Both organisations (Lions and Hedgehogs) cannot apply their own funds – which are intended to charity donations - to the Carnival.
 The reserves are an earmarked provision agreed by both clubs in the event that we are unable to supplement the FTC grants by commercial sponsorship.

[OFFICER]

Have you applied to Farnham Town Council for grant aid before?

If yes when?	Year: 2004	Year: 2005	Year: 2006	Year: 2007	Year: 2008
--------------	------------	------------	------------	------------	------------

If you have applied for grant aid from Farnham Town Council for the same project each year, please provide a plan to demonstrate how you will be less dependent in the future.

This is a Farnham Town project carried out in partnership with Farnham Town Council. Members of the two organisations (Lions and Hedgehogs), together with other volunteers, plan, manage and execute the project on behalf of the people of Farnham. As in previous years, we intend to approach the business community in Farnham for sponsorship of specific items to hopefully make up the difference between costs and the FTC grant funding. We are less confident that sufficient commercial funding will be forthcoming in 2009 and we have earmarked the surplus from 2008 carnival to cover any shortfall. Costs have already been reduced to a minimum based on the current extent of the project. We will endeavour to balance the overall funding with expenditure by adjusting the project size to suit.

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Surrey County Council	£nil	
Waverley Borough Council	£nil	
Town or Parish Council	£nil	

(Please state which Town or Parish Council)

National Lottery	£nil	
(Please state which fund)		
Other (please provide details)		
We will be seeking sponsorship from local businesses. None have been offered to date	£nil to date	
Funds will be raised from some of the activities in Castle Street on Carnival day. The amount will only be known after the event.	£not known at this time	
	£	

If Farnham Town Council does not award your organisation grant aid on this occasion, how will you operate in the future?

The Farnham Carnival is a key event in the life of Farnham. The funding of the facilities – especially those involving the safety of the public - needs to be met if the event is to continue in its present form. Should the grant not be forthcoming, we will do our best to continue with the project, albeit at a reduced level.

[MEMBER]

PART 3 – CONSIDERATIONS FOR AWARD GRANTED

Tell us about your project and your reasons for applying to Farnham Town Council for Grant Aid.

	Score 0-3 (for office use only)
<p>Project Aims – one/two sentences stating overall aim: The Farnham carnival aims to provide the opportunity for all the people of Farnham to enjoy a safe and enjoyable day out, involving the direct participation of children and parents from local schools and as well as other organisations in the area.</p>	

Would you be prepared, if required, to provide indicators on how effective the grant is in achieving its aims during the grant year? <i>(please tick)</i>	Yes *	No
---	----------	----

<p>Project Description: provide a clear description of the project</p> <p>The Farnham Carnival has two distinct but interconnected elements, viz.:</p> <p>The Carnival Procession: This forms in the Upper Hart Car park where the judging takes place. We would hope to have around 50 entrants on the day. The actual procession is planned to start at 18.00 and finish at approximately 19.00. The route from The Hart follows West Street, The Borough, The Woolmead, South Street, Downing Street and back to The Hart. Roads in the Centre of Farnham will be closed to traffic during this period.</p>	
--	--

The Theme of next year's event is "Myths and Legends"

The Castle Street Fayre:

This consists of three "entertainment" areas where differing forms of entertainment which should appeal to all tastes are performed throughout the day. In addition we plan to have children's rides and food outlets as well as stalls where local schools and charities can carry out their own fund raising activities.

The plan is for the Fayre to run from 14.00 until 21.00 with the lower part of Castle Street closed from 12.00 until 23.00.

Our plans will be discussed and agreed with officers of Farnham Town Council, Waverley Borough Council, St John's Ambulance, the police and fire service. We will also consult with private residents and businesses in Castle Street.

Please provide any additional information that may assist the Council in reaching its decision.

The grant applied for will help to cover the costs of providing entertainment facilities (staging, equipment and some of the performers) for all members of the community in Castle Street and the cost of some of the bands in the carnival procession. Some of the less experienced musicians will play without charge – just for the opportunity to perform in front of an audience.

Tell us how your project will benefit the Community of Farnham & achieve the aims of the Council's grant making policy and the general conditions *as per Section 2 of Grants Policy & Guidelines*.

	Score 0-3 (for office use only)
<p>The Farnham Carnival provides one of the few occasions when all the local people can come together to enjoy a fun day. The staged entertainment forms a vital part of the day.</p> <p>Local charity organizations, schools, other youth groups and local voluntary clubs will be well represented on the procession and with stalls in Castle Street. They will develop more awareness of their work amongst the people of Farnham, hence encouraging more participation in and helping to improve their effectiveness.</p> <p>Many of the charities and voluntary clubs have been set up specifically to help to meet the needs of residents experience financial or other problems. As well as advertising their presence many of the stalls in Castle Street provide means to raise funds directly for the organizations themselves. In addition, the collection made during the procession is distributed to all the procession entrants who represent charities, voluntary bodies and schools.</p>	

Who will benefit?	
All the Farnham residents who attend the Carnival will have a fun day. All those who depend on the charities and other voluntary groups will, in addition, benefit from the funds raises – both directly and indirectly – from their participation in the Carnival. The pupils at the schools who take part (that is almost all Farnham primary and junior schools) will benefit from the learning process and teamwork needed to take part in the procession.	

Approximately how many local residents will benefit?	5000 plus	
---	-----------	--

How many members are there in your organisation?	Lions 45 Hedgehogs 55	
---	--------------------------	--

What percentage lives in Farnham?	90% plus	
-----------------------------------	----------	--

If your organisation assists other people , what percentage lives in Farnham?	90% plus	
--	----------	--

How do you know there is a need for this project?	
Past successes over many years. We receive a considerable amount of approval from all the organisations taking part and from many residents in Farnham.	

Please state what consultation there has been.	
The Lions and Hedgehogs are the two most active voluntary service organisations in Farnham, raising funds and assisting those in difficult circumstances, throughout the year. We have built up a wide range of contacts with individuals and other organisations connected with these activities. We consult regularly with these on many issues, including the carnival. That, coupled with the generous feedback we get from the schools and the people of Farnham in general, encourages us to be confident that all welcome this annual event.	

How many 'partners' are you working with for this project?

List the project partners and their roles:
--

Partner	Role
Farnham Town Council	Central enabling role
Farnham Police	Safety and road closures

How will you implement your project?

Which organisation will be responsible for implementing the project?

The Farnham Carnival Committee

* Who owns the land/property

Surrey County Council

* Has permission been obtained from the land owner?

Yes No

if No, when will it be obtained?

We will apply to SCC for road closure permissions in October as in previous years.

* Are there any current contracts/leases of the land/property? State how they will be affected by the project

No

* What other consents/permissions are required? State when these will be obtained

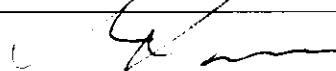
Road & car park closures applications will be lodged shortly. Street collection licence will be applied for. Other licences will be applied for as required.

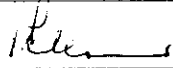
** if applicable*

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: 	Date: 1 Oct 25 2008
---	---------------------

Position in organisation: Chairman Farnham Carnival	
Signed: 	Date: 1st Oct 2008
Position in organisation: <i>Alan [unclear]</i>	
Signed:	Date:
Position in Organisation:	

Please return the form to:
 Grants Co-ordinator
 Farnham Town Council, Town Council Office, South Street, Farnham Surrey. GU9 7RN
 Telephone No: 01252 823191

OR

Electronic copies to: wendy.coulter@farnham.gov.uk

FARNHAM CARNIVAL 28TH JUNE 2008

	Income or Expenditure Item	Income	Sub Total	Expenditure	Sub Total	Net
		£		£		£
Sponsors & Grants	Waitrose Farnham	2,000.00				2,000.00
	Farnham Town Council Grant (Utilities)	2,000.00				2,000.00
	Farnham Town Council Grant (Entertainment)	2,000.00				2,000.00
	Squires Garden Centre	1,000.00				1,000.00
	Farnham Chamber of Commerce	500.00				500.00
	Wood Floor Gallery	500.00				500.00
			8,000.00			
Donations	Aylwins Solicitors	20.00				20.00
	Ice Cream Van	150.00				150.00
	Collecting Tin at Face Painting	89.86				89.86
	Burger Van in The Hart	50.00				50.00
	Sundry Donation	0.00				0.00
			309.86			
Castle St Stallholders	The Mayne Supplier (food)	500.00				500.00
	Mrs Harrington	350.00				350.00
	Heidi Stone	60.00				60.00
	Whiteheads Cider	40.00				40.00
	A McGill	40.00				40.00
	P&G Hats	60.00				60.00
	Rebecca Wright (Jewellery)	40.00				40.00
	Leap of Love	40.00				40.00
	Nash Photographer	40.00				40.00
	A D Carter	30.00				30.00
	Sneath & Wright	20.00				20.00
	Be Healthier	10.00				10.00
			1,230.00			
Procession	Street Collection	2,811.54				
	Donations to charity & school participants					

	Old Basing RBL Band			93.00		93.00
	Famham Town Band			40.00		40.00
	Road Closure Signs			81.10		81.10
	Engraving Trophies			15.00		15.00
	Collecting Tin Labels			10.00		10.00
			2,811.54		2,811.54	2,811.54
Castle St Fayre	Entertainment licences & notices			143.10		143.10
	Hire - Toilets			171.90		171.90
	Stage			421.50		421.50
	Tables & Chairs (Maltings)			120.00		120.00
	Stalls			357.50		357.50
	Barriers,lights,signs			75.00		75.00
	Rubbish Bags & Clearing			111.20		111.20
	Van			1.00		1.00
	Fire Extinguishers etc			1.00		1.00
	St John Ambulance			110.00		110.00
	Additional Insurance for stallholders			25.00		25.00
	Entertainers - The Full Whack			300.00		300.00
	- Lazy DJ			100.00		100.00
	- DJ Chuckie Steele			100.00		100.00
	- Punch & Judy			50.00		50.00
	- Taiko Drummers			100.00		100.00
	Cash to helpers & tips (ex Peter G)			15.00		15.00
	Contrib. To New Speakers			15.00		15.00
	Sundry Material costs			11.00		11.00
					2,811.54	2,811.54
Promotion	Posters & Leaflets			10.00		10.00
	Totals		12,351.40		12,351.40	12,351.40
	Contingency provision for 2009				1,000.00	1,000.00
	Net income					58.23



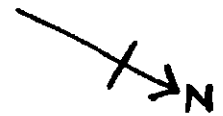
The Hedgehogs
FOUNDED 1999

* FARNHAM * Carnival



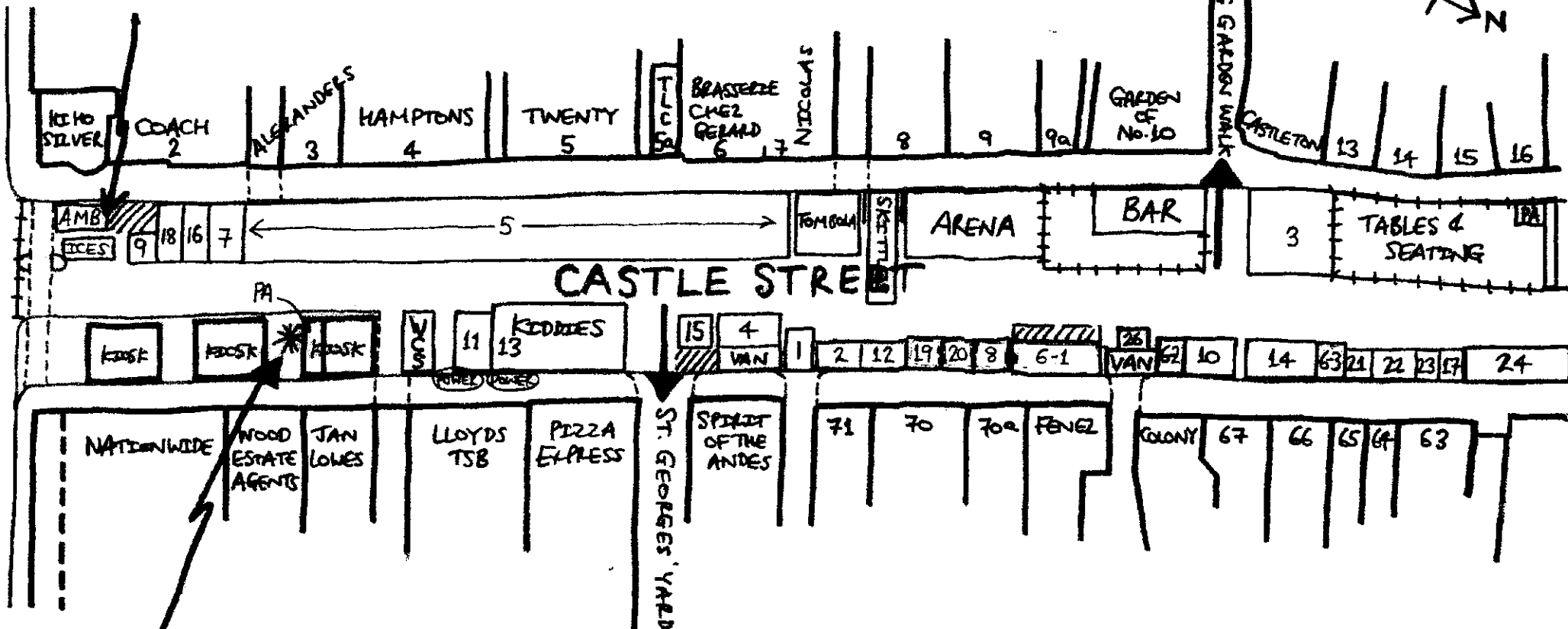
Saturday 28th June 2008
"The World of Entertainment"

APPROX. SCALE 1:500 @ A4



THE BOROUGH

FIRST-AID



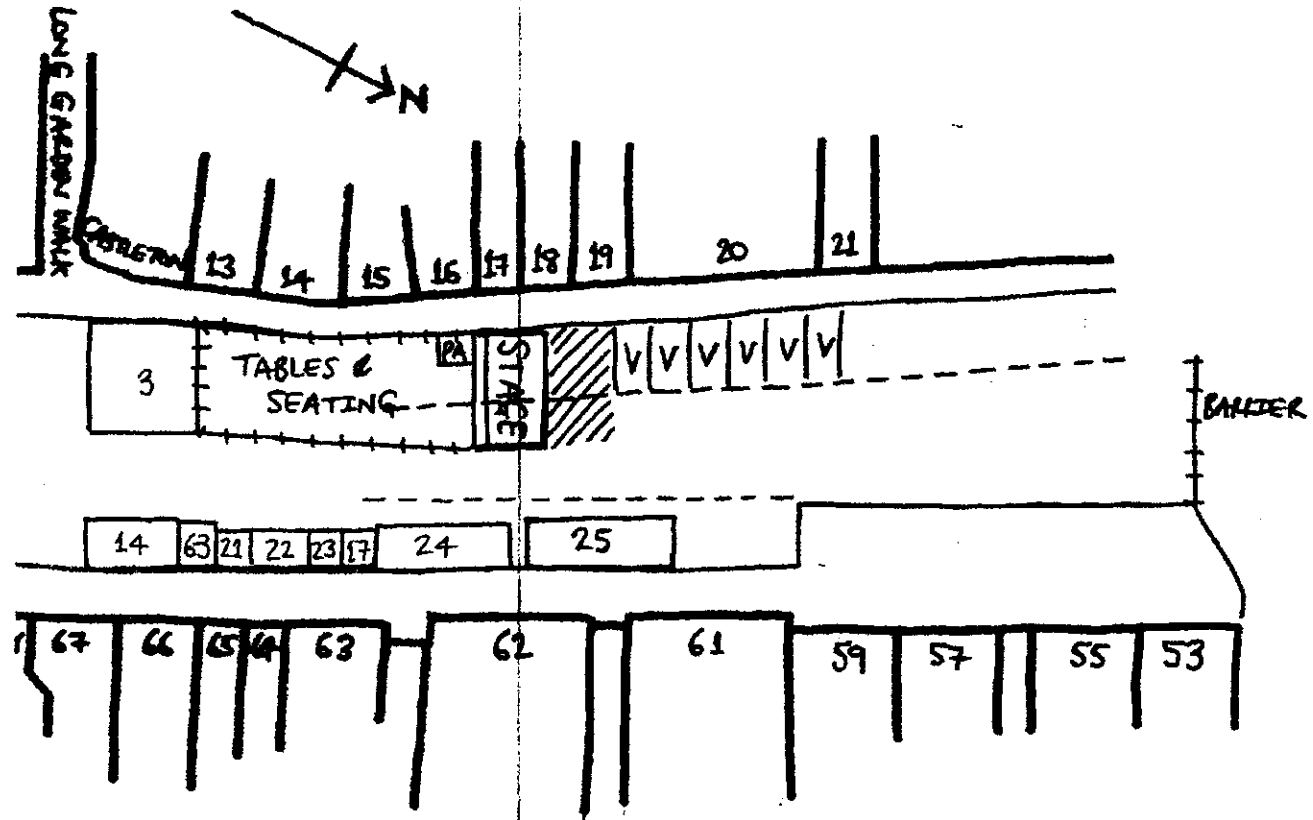
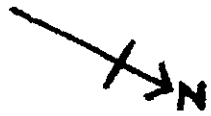
CASTLE ST
CONTROL &
LOST CHILDREN

Stall No.	Stall
1	Dinky Donuts
2	Arthritis Research
3	Wellrose
4	Fleet Lions Community Store
5	Mrs Harrington : Funfair
6	Maynes Caterers Stalls 1, 2 and 3
7	Rotary Club of Farnham
8	Mr Whiteheads Cider Company Ltd
9	Farnham Theatre Association

10	Aydhine Solicitors : Care Bird
11	Woodlarks Camp Site Trust
12	Arthritis Care
13	Anita Baird : Face-Painter
14	Surrey Air Ambulance
15	Quite Simply : Heidi Stone
16	Leap of Love Introduction Agency
17	Be Healthier : Katie Shorrocks
18	Woolmer Forest Lions
19	eMonster : Rebecca Wright

20	P & G Hats : Penny Layton
21	Disability Challengers Supporter Group
22	Pilgrims Way School PTFA
23	Philip Nash Photography
24	Eagle Radio
26	Surrey Fire Service
28	Mayor of Farnham

APPROX. SCALE 1:500 @ A4



THE LIONS CLUB OF FARNHAM CHARITY TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED
30 JUNE 2007

	2007		2006	
	£	£	£	£
<u>INCOMING RESOURCES</u>				
Covenanted income		28,925		32,437
Interest received		868		799
Donations received		1,984		1,878
Donations from Lions Activities		500		18,587
Donation from Carnival on behalf of Activities		-		3,672
		<u>32,277</u>		<u>57,373</u>
<u>EXPENDITURE</u>				
<u>Direct charitable expenditure</u>				
Farnham Competitive Music Festival	600		600	
Homestart Farnham	2,250		1,050	
Farnham WRVS Meals on Wheels Service	500		430	
Elderly Persons' Party	2,575		2,711	
Schools' Pantomime	574		547	
Wrecclesham Community Centre	840			
Taking Steps	1,000			
Emmaus Projects	1,000			
LIBRA	750			
CHASE	603			
St Swithin's Fund - All Hallows School	1,000			
Eqipment for Physically Challenged	750			
Tacade	500			
Campaign SightFirst II	2,550			
Aldershot RDA	3,029			
Peace Poster	40			
Badshot Lea School	1,022			
Prostate Project	500			
Farnham Matings	3,900			
Activities A/c reimbursement for incorrect debits	945			
Weydon School	1,600		790	
Children's Homes - Kerala, India			2,500	
Fleet Lions Community Store			500	
Child Venture Project			1,040	
Phyllis Tuckwell Hospice			1,500	
Downing Street Surgery			1,000	
Frimley Park Hospital			1,000	
School 27, Gomel, Belarus			500	
Naomi House			500	
Tha Abbey School			500	
Farnham District Scouts			1,000	
Disability Challengers			11,038	
The Ridgeway School			1,250	
Farnham Youth Choir			1,000	
Brightwells Gostrey Centre			1,000	
Hale School			600	
Farnham Youth Project			2,000	
Pottery for Schools			660	
Cannine Partners for Independence			500	
Bells Piece			6,500	
Donations under £500 - individuals	2,179		2,620	
Donations under £500 - institutions	3,438		6,542	
	<u>32,145</u>		<u>49,878</u>	
<u>Management and administration expenditure</u>				
Bank charges	<u>1</u>		<u>2</u>	
Total expenditure		<u>32,146</u>		<u>49,880</u>
<u>NET INCOMING/(OUTGOING) RESOURCES</u>		131		7,493
Total funds brought forward		11,828		4,335
TOTAL FUNDS CARRIED FORWARD		<u>11,959</u>		<u>11,828</u>



[OFFICER]

FARNHAM TOWN COUNCIL

COMMUNITY GRANT FUNDING APPLICATION FORM

*Please note: Farnham Town Council will only grant a maximum of **£2,000** if all criteria
are met*

Please refer to the Grants Policy when completing this application.
The closing date for applications is 12 noon, 26th September, 2008.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

Part 1 – Organisation Details

Name of applicant Organisation:	PROJECT 2010
Project Name:	New Mezzanine Staff Room
Project Location:	St Andrew's (CE) Infant School, Upper Church Lane, Farnham, GU9 7PW
Project Start Date:	August 2008
Project Completion Date:	July 2009
Total Cost of Project:	approximately £ 111,000
Funding Requested:	£ 2,000

Criteria Met?
(for office use only)

Contact Name:

Susan Crowe (01252 712447)

Position in organisation:

Project 2010 Committee Member

Organisations

Constitution attached

Yes

No

If not, an explanation please

Registered Charity

Yes

No

Registration No?

1073128

If No, state type of organisation:

VAT Registered:

Yes

No

Registration Number

Organisation Address:

Project 2010,
St Andrew's (CE) Infant School, Upper Church Lane, Farnham

Postcode: GU9 7PW

Email Address:

project2010@standrews-infant.surrey.sch.uk

Telephone Number:

01252 716305

Organisation's bank account address and number

BARCLAYS BANK, LEICESTER LE87 2BB
SORT CODE: 20-31-06 ACCN^o: 50286494

If your application is successful, to whom would you like the cheque payable?

Project 2010

Please provide the following information:

Please tick

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
Phase 1 – Summer 08	46,812.25	8,192.14	55,004.40
Phase 2 – Autumn 08	12,691.90	2,221.08	14,912.98
Phase 3 – Spring 09 (est)	35,000.00	6,125.00	41,125.00
TOTAL PROJECT COSTS	£ 94,504.15	£ 16,538.22	£ 111,042.38

Total amount of grant requested	£ 2,000	Percentage of total cost	1.8 %
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Please provide a breakdown of your accounts at (Date) 31-08-08

Income	
Income from Grants, Donations (excluding Farnham Town Council)	£ 5,853.88
Income (other)	£ 30,230.57
TOTAL INCOME	£ 36,084.45
Operational costs	(£ 9,394.46)
Net Surplus/Deficit	£ 26,689.99
Reserves	
Cash/Bank/debtors	£ 26,509.99
Creditors (monies owing)	£ nil
Earmarked Reserves	£ 2,500
Available Reserves	£ nil
Please give an explanation for your organisations earmarked reserves:	
Anticipated costs for running November 2008 St Andrews Fundraising Ball (which last year made a profit of over £6,000 for Project 2010.	

[OFFICER]

Have you applied to Farnham Town Council for grant aid before?

If yes when?	Year:	Year:	Year:	Year:	Year:
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If you have applied for grant aid from Farnham Town Council for the same project each year, please provide a plan to demonstrate how you will be less dependent in the future.

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Surrey County Council	£ 3,000	Received
Waverley Borough Council	£	
Town or Parish Council	£	
(Please state which Town or Parish Council)		
National Lottery	£	
(Please state which fund)		
Other (please provide details)		
	£	
Farnham Round Table	£ 2,500	Decision awaited
Farnham Institute	£ 5,000	Decision awaited
	£	
	£	
	£	
	£	
	£	
	£	

If Farnham Town Council does not award your organisation grant aid on this occasion, how will you operate in the future?

Will continue to search for further grants and continue the fundraising efforts of the Project 2010 committee.

[MEMBER]

PART 3 – CONSIDERATIONS FOR AWARD GRANTED

Tell us about your project and your reasons for applying to Farnham Town Council for Grant Aid.

	Score 0-3 (for office use only)
Project Aims – one/two sentences stating overall aim: To provide a new Mezzanine Floor for a new staff room and teaching area.	

Would you be prepared, if required, to provide indicators on how effective the grant is in achieving its aims during the grant year? <i>(please tick)</i>	Yes Y	No
---	----------	----

Project Description: provide a clear description of the project As part of the overall goals of Project 2010 the school is undertaking a building works programme to construct a new staff office and teaching space on a new mezzanine floor inserted over the current staff offices and Owls' classroom. Once completed the existing staff room is to be refurbished and converted into a further teaching space for the children.	
--	--

Please provide any additional information that may assist the Council in reaching its decision. The New Mezzanine Floor project is one of the aims of the Project 2010 Fundraising Committee. Others include the refurbishment of the existing school toilets, kitchens and outside spaces; the collation of historical information for a new book on the history of the school, past pupils reunions and a celebration of the 150 th Anniversary of the school in 2010.

Tell us how your project will benefit the Community of Farnham & achieve the aims of the Council's grant making policy and the general conditions *as per Section 2 of Grants Policy & Guidelines.*

	Score 0-3 (for office use only)
<p>The school is 150 years old in 2010 and the opportunities to extend the school are limited due to its town centre location, hemmed in on all sides.</p> <p>The increasing numbers of pupils means that the school is being squeezed even further. The existing staff room was designed to work for 7 members of staff, there are now 20 members of staff.</p> <p>The creation of the new mezzanine floor and the resulting extra teaching space will benefit every child who attends the school both now and in the future.</p>	

Who will benefit?	
<p>The improved educational facilities at the school will benefit all the children at the school now and in the future, this improvement will obviously help all the families involved in the school.</p>	

Approximately how many local residents will benefit?	c. 100 families	
How many members are there in your organisation?	10 voluntary committee members	
What percentage lives in Farnham?	100%	
If your organisation assists other people , what percentage lives in Farnham?		

How do you know there is a need for this project?	
<p>The Governing Body for the school has been considering ways to improve the teaching facilities for several years and this solution was approved by them in 2006.</p>	

Please state what consultation there has been.

The parents and staff of the school have been kept informed of decisions and progress of Project 2010 through newsletters, open meetings and exhibitions. Parents and staff have been invited to contribute ideas as well as help to the overall aims of Project 2010.

How many 'partners' are you working with for this project?

List the project partners and their roles:

Partner	Role
Stedman Blower	Architects for the building works
Cooper Withycoombe	Structural Engineers for the building works
ROK	Contractors for the building works
Brian Gayle Associates	Health & Safety co-ordinators for the building works

How will you implement your project?

Which organisation will be responsible for implementing the project?

St Andrew's (CE) Infant School

* Who owns the land/property

Surrey County Council

* Has permission been obtained from the land owner?

Yes No
if No, when will it be obtained?

* Are there any current contracts/leases of the land/property? State how they will be affected by the project

n/a

* What other consents/permissions are required? State when these will be obtained


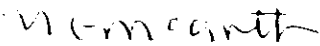
Listed Building Consent and Planning Permission obtained February 2007

** if applicable*

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

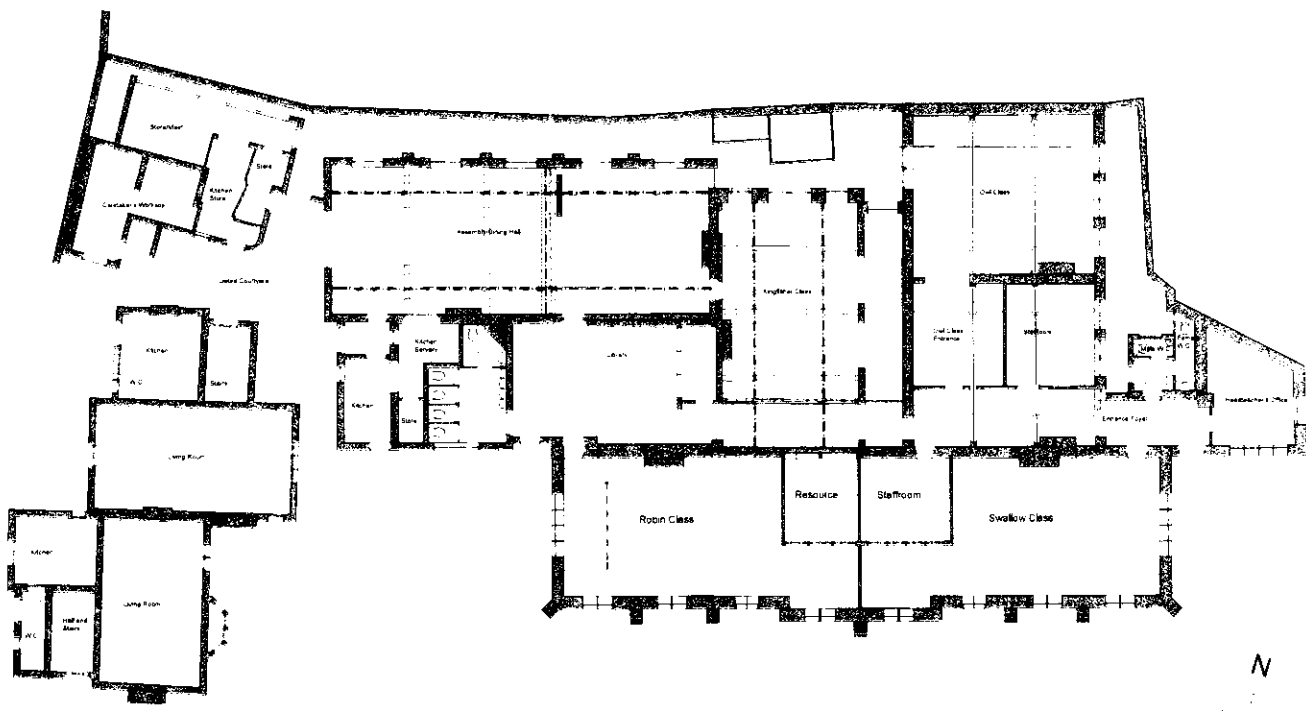
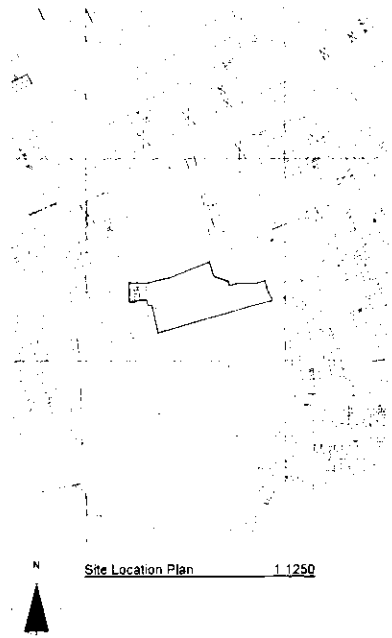
We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: 	Date: 24 th September 2008
Position in organisation: Chair	
Signed:	Date: 24 th September 2008
Position in organisation: Headteacher	

Please return the form to:
Grants Co-ordinator
Farnham Town Council, Town Council Office, South Street, Farnham Surrey. GU9 7RN
Telephone No: 01252 823191

OR

Electronic copies to: wendy.coulter@farnham.gov.uk



Author: [illegible] Issue Date: [illegible]

St Andrew's CE Infant School
 1st Flr
St Andrew's
 Upper Church Lane
 Farnham
 Surrey
 GU10 2TH
 Drawing Title
Existing Plans

Drawing Status
 Planning
 Quantity Code
 43
 14/09/09
 Drawing Number
4789 /PI/01

FINANCIAL YEAR 01/09/06 to 31/08/07		
Bank Account Opening Balance	£	-
Total Income	£	1,979.37
Total Expenditure	£	590.79
Net Profit	£	<u>1,388.58</u>
Bank Account Closing Balance	£	1,388.58

FINANCIAL YEAR 01/09/07 to 31/08/08		
Bank Account Opening Balance	£	1,388.58
Savings A/C Opening Balance	£	-
Total Income	£	33,925.08
Total Expenditure	£	8,803.67
Net Profit	£	<u>25,121.41</u>
Bank Account Closing Balance	£	10,009.99
Savings A/C Closing Balance	£	16,500.00

PROJECT 2010 - GENERAL RUNNING TOTAL SUMMARIES

		INCOME		EXPENSE		PROFIT / LOSS
GENERAL ITEMS		£ 301.02	£	1,618.61	=	
MINI 3 PEAKS		£ 870.00	£	759.97	=	£110.03
BAGS		£ 423.00	£	572.82	=	
CDs		£ 863.55	£	367.35	=	£496.20
XMAS CARDS		£ 936.20	£	708.80	=	£227.40
HATS		£ -	£	638.03	=	
GENERAL DONATIONS		£ 5,853.88	£	-	=	£5,853.88
HERITAGE DAYS						
	Sep-07	£ 290.75	£	81.12	=	£209.63
	Sep-08	£ -	£	-	=	£0.00
3 PEAKS EVENT		£ 14,055.27	£	64.62	=	£13,990.65
QUIZ NIGHTS						
	Feb-08	£ 1,945.54	£	1,171.11	=	£774.43
LADIES NIGHTS						
	Jul-07	£ 1,105.54	£	423.44	=	£682.10
	Oct-07	£ 847.50	£	143.59	=	£703.91
BALLS						
	Nov-07	£ 8,592.20	£	2,445.00	=	£6,147.20
	Nov-08	£ -	£	400.00	=	
		<u>£ 36,084.45</u>	£	<u>9,394.46</u>		
TOTAL PROFIT / LOSS					=	<u><u>£26,689.99</u></u>

FINANCIAL YEAR 01/09/06 to 31/08/07

Bank Account
Opening
Balance

£ -

	Description	cash/chqs	Income	Expenditure	Balance
11/05/2007	Donation from Mr & Mrs D Fitter	chq	£ 100.00		£ 100.00
11/05/2007	Misc donations from Parents Launch Evening	cash	£ 5.00		£ 105.00
24/05/2007	Donation from Foyles War location crew	cash	£ 50.00		£ 155.00
14/06/2007	Fee for Temporary Event Notice for Ladies Night	chq 100001		£ 21.00	£ 134.00
26/06/2007	Payments from stallholders to sell @ Ladies Night	cash/chqs	£ 220.00		£ 354.00
04/07/2007	Float for Ladies Night	chq 100002		£ 135.00	£ 219.00
06/07/2007	Payments from stallholders to sell @ Ladies Night	cash/chqs	£ 135.00		£ 354.00
06/07/2007	Ticket sales for Ladies Night	cash	£ 209.00		£ 563.00
06/07/2007	Proceeds from bar at Ladies Night	cash	£ 50.70		£ 613.70
06/07/2007	Proceeds from choc foundation @ Ladies Night	cash	£ 70.40		£ 684.10
06/07/2007	Donation from Tracey for beauty services @ Ladies Night	cash	£ 50.00		£ 734.10
10/07/2007	Payment of expenses to J Haines for carnival costumes	chq 100003		£ 78.39	£ 655.71
10/07/2007	Payment of expenses to J Randall for carnival costumes	chq 100004		£ 49.38	£ 606.33
10/07/2007	Sale proceeds from carnival costumes	cash/chqs	£ 318.00		£ 924.33
11/07/2007	Sale proceeds from Year 2 cake sale	chq	£ 45.84		£ 970.17
13/07/2007	Payment of expenses to J Bishop for Ladies Night	chq 100005		£ 58.98	£ 977.19
13/07/2007	Payment of expenses to S Taylor for Ladies Night	chq 100006		£ 27.09	£ 884.10
17/07/2007	Refund to J Davids sum banked in error as ticket sales for Ladies Night	chq 100007		£ 11.50	£ 872.60
17/07/2007	Payment of expenses to J Davids for Ladies Night	chq 100008		£ 23.55	£ 849.05
17/07/2007	Payment of expenses to J Davids for Childrens Launch Party	chq 100009		£ 18.55	£ 830.50
17/07/2007	Payment of expenses to L Kirk for CD	chq 100010		£ 167.35	£ 663.15
17/07/2007	Ticket sales for Ladies Night	chq	£ 6.00		£ 869.15
17/07/2007	Sales proceeds from CD	cash/chqs	£ 160.05		£ 829.20
17/07/2007	Donations via Rocket Money Boxes in classrooms	cash	£ 140.87		£ 970.07
19/07/2007	Sales proceeds from CD	cash/chqs	£ 323.00		£ 1,293.07
19/07/2007	Donations via Rocket Money Boxes in classrooms	cash	£ 2.51		£ 1,295.58
19/07/2007	Sales proceeds from CD	cash/chqs	£ 93.00		£ 1,388.58

Year End	Year End	Bank Account
31/08/07	31/08/07	Closing Balance
Income	Expenditure	

£ 1,979.37 £ 590.79 £ 1,388.58

Year End 31/08/07 Net Profit: £ 1,388.58

FINANCIAL YEAR 01/09/07 to 31/08/08

Bank Account CAF Bank
Opening Balance Opening Balance

£ 1,388.58 £ -

	Description	cash/chqs	£	1,152.40	Expenditure	Balance	CAF Balance
03/09/2007	Payment of expenses for Heritage Day to H Hudson-Oldnall	chq 100011			£ 65.00	£ 1,323.58	
13/09/2007	Payment of expenses for Heritage Day to A-M McGinn	chq 100012			£ 16.12	£ 1,307.46	
11/09/2007	Heritage Day proceeds from refreshments	cash	£ 133.32			£ 1,440.78	
11/09/2007	Heritage Day donations	cash	£ 157.43			£ 1,598.21	
18/09/2007	Individual donation Mr & Mrs Radford	chq	£ 10.00			£ 1,608.21	
18/09/2007	Individual donation Mr Crump	chq	£ 250.00			£ 1,858.21	
01/10/2007	Ball tickets	chq	£ 600.00			£ 2,358.21	
03/10/2007	Fee for Temporary Event Notice for Ladies Night	chq 100013			£ 21.00	£ 2,337.21	
10/10/2007	Ball tickets	chq/cash	£ 2,150.00			£ 4,487.21	
15/10/2007	Payment of expenses to L Kirk for CD	chq 100014			£ 200.00	£ 4,287.21	
16/10/2007	Individual donation Neame	chq	£ 50.00			£ 4,337.21	
16/10/2007	Ball tickets	chq	£ 1,250.00			£ 5,587.21	
16/10/2007	Fees from Ladies Night stall holders	chq	£ 240.00			£ 5,827.21	
19/10/2007	Ball tickets	chq	£ 1,050.00			£ 6,877.21	
19/10/2007	Fees from Ladies Night stall holder	cash	£ 20.00			£ 6,897.21	
25/10/2007	Kalkwik payment for printing brochures	chq 100015			£ 190.35	£ 6,706.86	
25/10/2007	Codex Southern Ltd payment for envelopes	chq 100016			£ 35.25	£ 6,671.61	
25/10/2007	New Perspective payment for producing Christmas cards	chq 100017			£ 702.40	£ 5,969.21	
26/10/2007	Christmas cards	chq/cash	£ 864.60			£ 6,833.81	
30/10/2007	M Lee refund for stallholder at Ladies Night £20.00 UNCASHED	chq 100018			£ -	£ 6,833.81	
30/10/2007	C Whiter payment for 2 cash boxes	chq 100019			£ 17.98	£ 6,815.83	
06/11/2007	Individual donation Dominic Wakefield	cheque	£ 50.00			£ 6,865.83	
06/11/2007	Ball tickets	chq	£ 100.00			£ 6,965.83	
06/11/2007	Transfer from St Andrew's school to open high interest account	chq	£ 1,000.00			£ 7,965.83	
06/11/2007	Christmas cards	chq/cash	£ 59.60			£ 8,025.43	
13/11/2007	Pre event tickets for Ladies Night	chq/cash	£ 20.00			£ 8,045.43	
13/11/2007	Individual donation from William Cobbett Lodge Good Causes Fund	chq	£ 50.00			£ 8,095.43	
13/11/2007	Fees from Ladies Night stallholders	chq/cash	£ 220.00			£ 8,315.43	
13/11/2007	Pre event tickets for Ladies Night	cash	£ 163.00			£ 8,478.43	
13/11/2007	Cds sold at Ladies Night	chq/cash	£ 87.50			£ 8,565.93	
13/11/2007	Proceeds from bar at Ladies Night	cash	£ 30.50			£ 8,596.43	
13/11/2007	Tickets on the door at Ladies Night	cash	£ 111.00			£ 8,707.43	
13/11/2007	J Bishop payment of expenses for Ladies Night	chq 100020			£ 25.04	£ 8,682.39	
13/11/2007	J Davids payment of expenses for Ladies Night	chq 100021			£ 56.87	£ 8,625.52	
15/11/2007	A-M McGinn payment of expenses for Ladies Night	chq 100022			£ 19.71	£ 8,605.81	
20/11/2007	A D Feather deposit for band for ball	chq 100023			£ 50.00	£ 8,555.81	
20/11/2007	A-M McGinn payment of expenses for thank yous to Ladies Night Committee	chq 100024			£ 20.97	£ 8,534.84	
22/11/2007	Individual donation by C & B Macland	chq	£ 150.00			£ 8,684.84	
22/11/2007	Proceeds from sale of Xmas cards	chq	£ 12.00			£ 8,696.84	
29/11/2007	A D Feather final payment for band for ball	chq 100025			£ 200.00	£ 8,496.84	
29/11/2007	Cash float for ball	chq 100026			£ 80.00	£ 8,416.84	
03/12/2007	Rocket money from classrooms	cash	£ 230.32			£ 8,647.16	
04/12/2007	Proceeds from auction & raffle at ball	chq	£ 3,277.20			£ 11,924.36	
04/12/2007	Individual donation of part of profits from Summer Ladies Night by A Johnston	chq	£ 30.00			£ 11,954.36	
04/12/2007	Fee for stall at Winter Ladies Night A Johnston	chq	£ 20.00			£ 11,974.36	
04/12/2007	Tickets for Winter Ladies Night	cash	£ 3.00			£ 11,977.36	
04/12/2007	Individual donation of part of profits from Ladies Night by M Taylor	chq	£ 34.50			£ 12,011.86	
05/12/2007	A-M McGinn thank yous for Ball Committee	chq 100027			£ 75.50	£ 11,936.36	
09/12/2007	Farnham Castle for ball	chq 100028			£ 1,859.50	£ 10,076.86	
11/12/2007	Individual donation by J & B Montaignac	chq	£ 50.00			£ 10,126.86	
11/12/2007	Auction proceeds from ball	chq	£ 100.00			£ 10,226.86	
11/12/2007	Auction proceeds from ball	chq	£ 165.00			£ 10,391.86	
11/12/2007	Individual donation by D J Cummings	chq	£ 100.00			£ 10,491.86	
11/12/2007	Fee for stall at Winter Ladies Night	chq	£ 20.00			£ 10,511.86	
11/12/2007	Sale of Cds at School Xmas Fair	chq/cash	£ 48.00			£ 10,559.86	
12/12/2007	S McGinn payment for reserve for Wentworth auction prize at ball	chq 100029			£ 180.00	£ 10,379.86	
12/12/2007	K Dimmock refund for Xmas cards which had been badly printed	chq 100030			£ 6.40	£ 10,373.46	
20/12/2007	Proceeds from CDs	cash/chqs	£ 48.00			£ 10,421.46	
21/12/2007	Proceeds from CDs	cash	£ 40.00			£ 10,461.46	
14/01/2008	Individual donation J & K Britz	chq	£ 50.00			£ 10,740.46	
14/01/2008	Donation by St Andrews Parish Church	chq	£ 200.00			£ 10,940.46	
21/01/2008	Donation by Ansbacher (Channel Islands) Ltd	chq	£ 100.00			£ 11,090.46	
						£ 11,390.46	
						£ 10,890.46	
						£ 11,250.46	
						£ 11,330.46	
						£ 12,236.00	
						£ 12,124.59	
						£ 12,065.60	
15/02/2008	Transfer from Barclays current account to CAF account	BACS				£ 2,565.60	£ 9,500.00
25/02/2008	Donation from Old Farnhamians Lodge no 7282	chq	£ 100.00			£ 2,085.89	£ 9,500.00
25/02/2008	CD	cash	£ 10.00			£ 2,195.89	£ 9,500.00
25/02/2008	Individual cash donation donor unknown	cash	£ 10.00			£ 2,205.89	£ 9,500.00

	Description	cash/chqs	£	1,152.40	Expenditure	Balance	CAF Balance
26/02/2008	A-M McGinn payment for flip chart expense	chq 100036			£ 16.99	£ 2,188.90	£ 9,500.00
04/03/2008	Incorrect payee cheque destroyed	chq 100037			£ -	£ 2,188.90	£ 9,500.00
07/03/2008	KallKwik payment for Launch invitations	chq 100038			£ 64.63	£ 2,124.27	£ 9,500.00
12/03/2008	CDs	cash/chq	£	16.00		£ 2,140.27	£ 9,500.00
12/03/2008	Incorrect details cheque destroyed	chq 100039			£ -	£ 2,140.27	£ 9,500.00
						£ 1,740.27	£ 9,500.00
13/03/2008	Cheque lost by payee stopped replacement issued	chq 100041			£ -	£ 1,740.27	£ 9,500.00
19/03/2008	CD	cash	£	8.00		£ 1,748.27	£ 9,500.00
19/03/2008	Cash collection in rocket money box at Quiz Night	cash	£	39.78		£ 1,788.05	£ 9,500.00
19/03/2008	Robin class rocket money	cash	£	13.05		£ 1,801.10	£ 9,500.00
26/03/2008	Interest on CAF account		£	53.29		£ 1,854.39	£ 9,500.00
28/03/2008	Justgiving donation	BACS	£	582.77		£ 2,437.16	£ 9,500.00
02/04/2008	Ballonprint Ltd for payment for balloons etc for balloon race	chq 100042			£ 206.33	£ 2,230.83	£ 9,500.00
03/04/2008	CDs	cash	£	16.00		£ 2,246.83	£ 9,500.00
03/04/2008	Balloon Race	cash	£	6.00		£ 2,252.83	£ 9,500.00
03/04/2008	Robin class rocket money	cash	£	13.73		£ 2,266.56	£ 9,500.00
03/04/2008	Kingfisher class rocket money	cash	£	15.99		£ 2,282.55	£ 9,500.00
03/04/2008	Owl class rocket money	cash	£	15.47		£ 2,298.02	£ 9,500.00
03/04/2008	Swallow class rocket money	cash	£	8.42		£ 2,306.44	£ 9,500.00
03/04/2008	KallKwik payment for PVC banner	chq 100043			£ 29.38	£ 2,277.06	£ 9,500.00
03/04/2008	J Brooks payment for expenses for rocket money boxes/playground rocket	chq 100044			£ 115.00	£ 2,162.06	£ 9,500.00
03/04/2008	The Good Bag Company payment for Project 2010 jute bags	chq 100045			£ 572.82	£ 1,589.24	£ 9,500.00
04/04/2008	Justgiving donation	BACS	£	386.42		£ 1,975.66	£ 9,500.00
09/04/2008	Robin class rocket money	cash	£	13.89		£ 1,989.55	£ 9,500.00
09/04/2008	Kingfisher class rocket money	cash	£	16.62		£ 2,006.17	£ 9,500.00
09/04/2008	Swallow class rocket money	cash	£	21.96		£ 2,028.13	£ 9,500.00
09/04/2008	Owl class rocket money	cash	£	22.01		£ 2,050.14	£ 9,500.00
09/04/2008	CD	cash	£	6.00		£ 2,056.14	£ 9,500.00
09/04/2008	Balloon Race	cash	£	51.00		£ 2,107.14	£ 9,500.00
09/04/2008	Bags	cash/chq	£	223.00		£ 2,330.14	£ 9,500.00
11/04/2008	Justgiving donation	BACS	£	784.55		£ 3,114.69	£ 9,500.00
21/04/2008	A-M McGinn payments for thank yous and expenses	chq 100046			£ 51.88	£ 3,062.81	£ 9,500.00
21/04/2008	Justgiving donation	BACS	£	153.56		£ 3,216.37	£ 9,500.00
27/04/2008	Justgiving donation	BACS	£	418.55		£ 3,634.92	£ 9,500.00
29/04/2008	Bags	cash	£	25.00		£ 3,659.92	£ 9,500.00
29/04/2008	The Giving Machine	chq	£	27.60		£ 3,687.52	£ 9,500.00
29/04/2008	Individual donation from D Sape	chq	£	1,500.00		£ 5,187.52	£ 9,500.00
05/05/2008	Justgiving donation	BACS	£	798.55		£ 5,986.07	£ 9,500.00
07/05/2008	3 Peaks sponsorship C Feibusch	chq	£	210.00		£ 6,196.07	£ 9,500.00
07/05/2008	3 Peaks sponsorship A Taylor	chq	£	50.00		£ 6,246.07	£ 9,500.00
11/05/2008	Justgiving donation	BACS	£	340.00		£ 6,586.07	£ 9,500.00
15/05/2008	Individual donation C Hill	cash	£	5.00		£ 6,591.07	£ 9,500.00
15/05/2008	Bags	cash/chqs	£	75.00		£ 6,666.07	£ 9,500.00
15/05/2008	CD	cash	£	8.00		£ 6,674.07	£ 9,500.00
18/05/2008	Justgiving donation	BACS	£	648.00		£ 7,322.07	£ 9,500.00
19/05/2008	Bags	chq	£	15.00		£ 7,337.07	£ 9,500.00
19/05/2008	3 Peaks sponsorship L Brooks	cash/chqs	£	95.00		£ 7,432.07	£ 9,500.00
21/05/2008	Incorrect payee details cheque destroyed replaced by chq 100061	chq 100047			£ -	£ 7,432.07	£ 9,500.00
23/05/2008	3 Peaks sponsorship L Brooks	chq	£	50.00		£ 7,482.07	£ 9,500.00
23/05/2008	Repayment by J Haines for expenses overpaid on 10/07/07	cash	£	0.60		£ 7,482.67	£ 9,500.00
30/05/2008	Justgiving donation	BACS	£	546.92		£ 8,029.59	£ 9,500.00
04/06/2008	Justgiving donation	BACS	£	593.56		£ 8,623.15	£ 9,500.00
10/06/2008	Justgiving donation	BACS	£	502.02		£ 9,125.17	£ 9,500.00
13/06/2008	New cheque book issued with new account name chqs 100048 - 60 destroyed				£ -	£ 9,125.17	£ 9,500.00
13/06/2008	J McLaughlin payment for post office expenses for Launch	chq 100061			£ 9.72	£ 9,115.45	£ 9,500.00
13/06/2008	C Mueller expenses for Launch	chq 100062			£ 290.20	£ 8,825.25	£ 9,500.00
13/06/2008	Incorrect payee cheque destroyed and replaced by chq 100066	chq 100063			£ -	£ 8,825.25	£ 9,500.00
13/06/2008	Donation by Flavia Estates	chq	£	100.00		£ 8,925.25	£ 9,500.00
13/06/2008	Donation by the Overwood Trust	chq	£	500.00		£ 9,425.25	£ 9,500.00
13/06/2008	Payment by Bag2School	chq	£	195.00		£ 9,620.25	£ 9,500.00
13/06/2008	Donation by M Younger re Marathon fundraising	cash	£	180.00		£ 9,800.25	£ 9,500.00
13/06/2008	Bags	cash	£	65.00		£ 9,865.25	£ 9,500.00
13/06/2008	Cash collection on Launch Night	cash	£	128.02		£ 9,993.27	£ 9,500.00
13/06/2008	Entrance receipts for Mini 3 Peaks	cash/chqs	£	400.00		£ 10,393.27	£ 9,500.00
13/06/2008	Swallow class rocket money	cash	£	20.74		£ 10,414.01	£ 9,500.00
14/06/2008	KallKwik payment for 2 roller banners	chq 100064			£ 232.65	£ 10,181.36	£ 9,500.00
14/06/2008	KallKwik payment for leaflets	chq 100065			£ 176.26	£ 10,005.10	£ 9,500.00
17/06/2008	Justgiving donation	BACS	£	277.71		£ 10,282.81	£ 9,500.00
17/06/2008	3 Peaks sponsors from A Taylor's employer Friends Provident	BACS	£	175.00		£ 10,457.81	£ 9,500.00
20/06/2008	The Giving Machine	chq	£	25.04		£ 10,482.85	£ 9,500.00
20/06/2008	Donation by M Younger re Marathon fundraising	cash	£	13.00		£ 10,495.85	£ 9,500.00
20/06/2008	Bags	cash	£	10.00		£ 10,505.85	£ 9,500.00
20/06/2008	Entrance receipts for Mini 3 Peaks	cash	£	20.00		£ 10,525.85	£ 9,500.00
20/06/2008	F Reid payment for expenses for Launch replacement for lost chq 100041	chq 100066			£ 36.48	£ 10,489.37	£ 9,500.00
20/06/2008	Transfer from Barclays current account to CAF account	chq 100067				£ 3,489.37	£ 16,500.00
20/06/2008	F Reid payment for expenses for Launch replacement for chq 100063	chq 100068			£ 87.50	£ 3,401.87	£ 16,500.00
24/06/2008	Justgiving donation	BACS	£	433.74		£ 3,835.61	£ 16,500.00
24/06/2008	Individual donation A T Anthony	chq	£	50.00		£ 3,885.61	£ 16,500.00
25/06/2008	Individual donation (US dollars) by a relative of L Sheffield	chq	£	25.01		£ 3,910.62	£ 16,500.00
26/06/2008	Bag	cash	£	5.00		£ 3,915.62	£ 16,500.00
26/06/2008	CAF bank interest		£	122.25		£ 4,037.87	£ 16,500.00
27/06/2008	U Mansson payment for Launch expenses	chq 100069			£ 22.44	£ 4,015.43	£ 16,500.00
01/07/2008	Justgiving donation	BACS	£	305.00		£ 4,320.43	£ 16,500.00

	Description	cash/chqs	£ 1,152.40	Expenditure	Balance	CAF Balance
07/07/2008	Donation Gerig Family	cash	£ 3.00		£ 4,323.43	£ 16,500.00
07/07/2008	Bag	cash	£ 5.00		£ 4,328.43	£ 16,500.00
07/07/2008	3 Peaks Sponership M Taylor	cash	£ 20.00		£ 4,348.43	£ 16,500.00
07/07/2008	3 Pekas Sponership M Taylor	chq	£ 30.00		£ 4,378.43	£ 16,500.00
07/07/2008	3 Peaks Sponership A Taylor	chq	£ 50.00		£ 4,428.43	£ 16,500.00
07/07/2008	3 Peaks Sponership Clare Park	chq	£ 500.00		£ 4,928.43	£ 16,500.00
08/07/2008	Justgiving donation	BACS	£ 449.79		£ 5,378.22	£ 16,500.00
15/07/2008	Justgiving donation	BACS	£ 686.68		£ 6,064.90	£ 16,500.00
15/07/2008	Justgiving Gift Aid	BACS	£ 264.78		£ 6,329.68	£ 16,500.00
17/07/2008	1st Grade Mini & 3 Peaks t-shirts hi vis waistcoats	chq 100070		£ 759.97	£ 5,569.71	£ 16,500.00
17/07/2008	Donation D Holbird Guildford Diocesan Board of Education	chq	£ 20.00		£ 5,589.71	£ 16,500.00
17/07/2008	3 Peaks Sponership R Hamilton HSBC Staff Charity Scheme	chq	£ 500.00		£ 6,089.71	£ 16,500.00
17/07/2008	Mini 3 Peaks Sponership	cash	£ 88.00		£ 6,177.71	£ 16,500.00
17/07/2008	Give as you earn GYE513973	chq	£ 24.00		£ 6,201.71	£ 16,500.00
17/07/2008	Mini 3 Peaks Sponership	cash/chqs	£ 362.00		£ 6,563.71	£ 16,500.00
17/07/2008	Donation by M Younger re Marathon fundraising	cash	£ 10.00		£ 6,573.71	£ 16,500.00
17/07/2008	3 Peaks Sponership Team	chq	£ 20.00		£ 6,593.71	£ 16,500.00
17/07/2008	Proceeds from stall at Weydon School Summer Fair	cash	£ 49.02		£ 6,642.73	£ 16,500.00
17/07/2008	A-M McGinn expenses Weydon Fair - tattoos	chq 00071		£ 64.95	£ 6,577.78	£ 16,500.00
22/07/2008	Justgiving donation	BACS	£ 1,507.63		£ 8,085.41	£ 16,500.00
23/07/2008	Recorder Sponership Money	cash/chqs	£ 68.44		£ 8,153.85	£ 16,500.00
23/07/2008	Rocket money from classrooms	cash	£ 34.37		£ 8,188.22	£ 16,500.00
25/07/2008	Payment to Justgiving	dd		£ 17.62	£ 8,170.60	£ 16,500.00
29/07/2008	Justgiving donation	BACS	£ 476.34		£ 8,646.94	£ 16,500.00
28/07/2008	3 Peaks Sponership P Jameson inc Apollo Trust	cash/chqs	£ 1,370.00		£ 10,016.94	£ 16,500.00
05/08/2009	Justgiving Gift Aid	BACS	£ 255.56		£ 10,272.50	£ 16,500.00
05/08/2008	Justgiving donation	BACS	£ 115.00		£ 10,387.50	£ 16,500.00
18/08/2008	1st Grade School sun hats	chq 100072		£ 638.03	£ 9,749.47	£ 16,500.00
26/08/2009	Payment to Justgiving	dd		£ 17.62	£ 9,731.85	£ 16,500.00
28/08/2009	Justgiving Gift Aid	BACS	£ 278.14		£ 10,009.99	£ 16,500.00

Year End	Year End	Bank Account	CAF Bank
31/08/08	31/08/08	Closing Balance	Closing Balance
Income	Expenditure		
£ 33,925.08	£ 8,803.67	£ 10,009.99	£ 16,500.00

Year End 31/08/08 Net Profit: £ 25,121.41



[OFFICER]

FARNHAM TOWN COUNCIL

COMMUNITY GRANT FUNDING APPLICATION FORM

Please note: Farnham Town Council will only grant a maximum of £2,000 if all criteria are met

Please refer to the Grants Policy when completing this application.
The closing date for applications is 12 noon, 26th September, 2008.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

Part 1 – Organisation Details

Name of applicant Organisation:	Creative Response (Arts) Ltd
Project Name:	CREATIVE RESPONSE SUMMER EXHIBITION 2009
Project Location:	Vernon House, 28 West Street, Farnham, Surrey GU9 7DR
Project Start Date:	April 2009
Project Completion Date:	August 2009
Total Cost of Project:	£5,000
Funding Requested:	£2,000

Criteria Met?
(for office use only)

Contact Name: **Amanda Simmons**

Position in organisation: **Senior Arts Development Worker**

Organisations Constitution attached Yes No If not, an explanation please

Registered Charity Yes No Registration No? **1096890**

If No, state type of organisation:

VAT Registered: Yes No

Registration Number

Organisation Address: **Vernon House, 28 West Street, Farnham, Surrey**

Postcode: **GU9 7DR**

Email Address: **contact@creativeresponsearts.org**

Telephone Number: **01252 716876**

Organisation's bank account address and number **Nationwide, 140 Victoria Road, Aldershot, Hants GU11 1EH
Account: 70654937**

If your application is successful, to whom would you like the cheque payable? **Creative Response (Arts) Ltd**

Please provide the following information:

Please tick

- A location plan or site plan, if applicable N/a
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules
- Evidence of any permissions or consents N/a

[OFFICER]

PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
Artworker Fees	2,800	inclusive	
Materials	800	inclusive	
Insurance, Admin, Transport	550	inclusive	
Publicity/Invites/Postage (incl. Graphics software)	700	inclusive	
Private View	150	inclusive	
TOTAL PROJECT COSTS	£5,000	£ inclusive	£5,000

Total amount of grant requested	£2,000	Percentage of total cost	40%
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Please provide a breakdown of your accounts at (Date)...
Year ended 31st March 2008

Income	
Income from Grants, Donations (excluding Farnham Town Council)	£243,079
Income (other)	£4,952
TOTAL INCOME	£248,030
Operational costs	£208,129
Net Surplus/Deficit	£39,901
Reserves	
Cash/Bank/debtors	£
Creditors (monies owing)	£
Earmarked Reserves	£52,000
Available Reserves	£3,180

Please give an explanation for your organisations earmarked reserves:

The Trustees have established a policy that the charity should hold up to equal to 3 months of resources expended, especially where there is no replacement funding for ongoing projects.

[OFFICER]

Have you applied to Farnham Town Council for grant aid before?

If yes when?	Year: 2008	Year:	Year:	Year:	Year:
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If you have applied for grant aid from Farnham Town Council for the same project each year, please provide a plan to demonstrate how you will be less dependent in the future.

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known
Surrey County Council	£	
Waverley Borough Council	£	
Town or Parish Council	£	
(Please state which Town or Parish Council)		
National Lottery	£	
(Please state which fund)		
Other (please provide details)		
Farnham South Street Trust	£2,000	
Friends of Creative Response	£500	
University College for the Visual Arts, Farnham	£400	
St.Joan of Arc RC	£100 (approx)	
	£	
	£	
	£	

If Farnham Town Council does not award your organisation grant aid on this occasion, how will you operate in the future?

Unless we raise the funding through grants and donations there could be a shortfall in our funding and/or the size of the exhibition will be compromised.

[MEMBER]

PART 3 – CONSIDERATIONS FOR AWARD GRANTED

Tell us about your project and your reasons for applying to Farnham Town Council for Grant Aid.

	Score 0-3 <i>(for office use only)</i>
<p>Project Aims – one/two sentences stating overall aim: To greatly encourage and promote our participants’ self-esteem by exhibiting their work before a wider audience.</p>	

Would you be prepared, if required, to provide indicators on how effective the grant is in achieving its aims during the grant year? <i>(please tick)</i>	Yes x	No
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<p>Project Description: provide a clear description of the project A professionally mounted and presented exhibition of our participants’ artwork totalling approx 350 pieces, including; painting, printmaking, drawing, ceramics, felt-making and 3-Dimensional work.</p>	
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Please provide any additional information that may assist the Council in reaching its decision.

Creative Response provides an independent arts-related service to people who experience severe and enduring mental health problems and to those with learning difficulties and special needs. We use the visual arts as a catalyst in the healing process. We do not ‘teach’ nor are we art therapists, rather, we enable through sharing our skills as practising artists with our participants, referred to us through local Community Mental Health Teams, Doctors and Psychiatrists.

We are the only organisation of this kind in Farnham and in Surrey and is highly regarded by the local Social Services Teams. The work we do is vital to the overall mental health of the community and an exhibition of this size and quality has been proven over many years to greatly enhance our participants’ self-worth and confidence; not only to experience their artwork on display to the public, but to sell their artwork and most importantly to bring delight, appreciation and inspiration to others.

Creative Response relies on funding, sponsorship and grants where our support from statutory organisations does not extend to the preparation and maintenance of special and important events such as this.

Tell us how your project will benefit the Community of Farnham & achieve the aims of the Council's grant making policy and the general conditions *as per Section 2 of Grants Policy & Guidelines.*

	Score 0-3 (for office use only)
<p>Our exhibition will be open to the public. We share a building with the main Farnham Public Library where everyone is invited to view our work.</p> <p>Our participants, their families, their carers.</p> <p>This event is important publicity for those who live in Farnham and the surrounding environs especially for those who experience mental health problems or know someone who does who feel they may benefit from attending our sessions and who then may be referred to us through local CMHTs, Doctors or Psychiatrists.</p> <p>It is through an open event such as this that members of the public often volunteer to give some of their time to helping Creative Response.</p> <p>Awareness of mental health issues helps to break down the various stigmas and attitudes often associated with such problems. The greater the audience, the more powerful the support.</p>	

<p>Who will benefit?</p> <p>In the past we have had throughout the duration of the project/event, at least 450 people attend, of all ages and backgrounds, the majority of whom are local to the district.</p>	
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Approximately how many local residents will benefit?	300	
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How many members are there in your organisation?	90 participants 18 artswokers 4 volunteers 2 employees	
---	---	--

What percentage lives in Farnham?	Approx 60%	
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If your organisation assists **other people**, what percentage lives in Farnham?

N/a

How do you know there is a need for this project?
An exhibition of this quality is vital to the recovery of people who experience severe and enduring mental health problems to realise they are not alone and that recovery is possible. An exhibition is a two-way process. We all benefit.

Please state what consultation there has been.
All those working with and for and whom are involved with Creative Response fully support this event.

How many 'partners' are you working with for this project?

List the project partners and their roles:

Partner	Role
The Artventure Trust	A group working specifically with those who have special needs will provide artistic and practical support to the preparation of this exhibition.
University College for the Creative Arts, Farnham	Providing students opportunities to volunteer throughout the year and also during the exhibition/project.
St.Joan of Arc, RC	Opportunities for both parishioners and clergy to participate in a project that benefits members of their community.

How will you implement your project?

Which organisation will be responsible for implementing the project?

Creative Response and all those involved with our organisation, participants included.

* Who owns the land/property

Surrey County Council

* Has permission been obtained from the land owner?

Yes No
if No, when will it be obtained?

* Are there any current contracts/leases of the land/property? State how they will be affected by the project

N/a

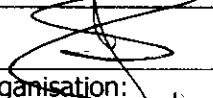
* What other consents/permissions are required? State when these will be obtained

The Farnham library is aware and supportive of this event.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: 	Date: 12 th September 2008
Position in organisation: Chairman & Trustees.	
Signed: Michael Phipps	Date: 12 th September 2008
Position in organisation: C.E.O.	

Please return the form to:
Grants Co-ordinator
Farnham Town Council, Town Council Office, South Street, Farnham Surrey. GU9 7RN
Telephone No: 01252 823191

OR

Electronic copies to: wendy.coulter@farnham.gov.uk

Company Registration number 4404746

CREATIVE RESPONSE (ARTS) LIMITED
(Limited by Guarantee)

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2008

Charity Number 1096890

CREATIVE RESPONSE (ARTS) LIMITED

**INDEX TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2008**

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MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Charity registration number: 1096890

Company registration number: 4404746

**Registered office
and operational address** Vernon House
23 West Street
Farnham
Surrey
GU9 7DR

Board of Trustees Mrs C Cockburn
Mr R Davies
Mr R Dunleavy
Mr J W Silver
Mrs E Rae

Board of directors Mr R Dunleavy
Mr J W Silver
Mrs E Rae (appointed 14 May 2007)
Mrs A P Clayton (appointed 13 August 2007)

Secretary Mr M Prinsep

Independent Examiners Wise & Co.
Chartered Accountants
Wey Court West
Union Road
Farnham
Surrey
GU9 7PT

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2008**

The trustees, present their annual report and the financial statements of Creative Response (Arts) Limited for the year ended 31 March 2008. The Trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Structure, Governance and Management

Legal Status

The company, Creative Response (Arts) Limited became a registered charity on 7 April 2003, and is governed by a Trust Deed.

Creative Response (Arts) Limited is a Registered Charity, charity number 1096890.

The principal activity of the company during the year was that of a charity. The Charity offers Arts related service to people who live in Surrey, North East Hampshire and West Sussex. The current number of weekly participants is around 90 per week, and the Charity commissions the services of 18 professional practising artists.

Trustees Appointments and New Trustee Proceedings

Each new trustee needs to be proposed and then seconded by current Trustees. Once appointed they then attend the regular Trustee meetings and also each Trustee will specialise in their own area of special interest.

Organisational Structure

Creative Response (Arts) Limited, as an organisation, has a board of trustees, usually six but the board by its governing document may continue to manage with two joint trustees.

Creative Response (Arts) Limited has a director who has overall responsibility for the organisation as a whole, its staff, artworkers and participants. The director is assisted by an administrator and artworkers.

Creative Response (Arts) Limited uses practising artists who work on a part time, self-employed basis. The artworkers run different groups over five days a week in Surrey and West Sussex. In addition Creative Response (Arts) Limited runs occasional daytime/evening and weekend workshops for mental health and social service professionals who are interested in visual arts as an aid to their work.

Objectives and Activities

Objects of the Trust

Creative Response was set up in order to provide visual arts-related activities for people who experience severe and enduring mental distress, including those recovering from substance abuse.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2008**

Objects of the Trust

Creative Response is able to provide a service with total commitment and continuity by working very closely with national and local authorities whilst still maintaining the integrity and independence of Creative Response.

Achievements and Performance

Review of Developments, Achievements and Performance

The company commenced charitable activities on 1 October 2003 taking over from its sister charity Creative Response.

During the year the Charity has carried out a number of successful exhibitions in their own dedicated art gallery, and also at the Pallent House Gallery in Chichester, West Sussex. These exhibitions help to raise awareness of the Charity and its activities. The Charity intends to pursue this further and the work done by some of the participants will be a part of a Sculpture Trail in Surrey and West Sussex. There will also be further exhibitions at the Pallent House Gallery.

They are coming to the end of the organisational and development project, which has enabled participants, arts workers, management and Trustees, to develop new relationships and networks throughout Surrey, Hampshire and West Sussex. It is also hoped that this has enhanced awareness of Creative Response within the community at large.

Financial Review

Reserves

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (free reserves) held by the charity should be between 1 to 2 months of the resources expended.

The company has experienced a reasonable year, which has resulted in a net inflow of funds for the year ended 31st March 2008. The Trustees and the administrator of the company are keen to keep costs under control, and to keep funding at a realistic level.

Funds

The funds held are unrestricted and are held to further the objects of the trust. These funds are available and are adequate to fulfil the obligations of the trust.

Results for the year

The results for the year and the financial position of the company are as shown in the annexed financial statements.

General

The financial statements comply with current statutory requirements, the Statement of Recommended Practice and the Charities Act 1993.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2008**

Trustees

The trustees who served the trust during the period were as follows:

Mrs C Cockburn
Mr R Davies
Mr R Dunleavy
Mr J W Silver
Mrs E Rae

Trustees' Responsibilities

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statement of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. The trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Signed on behalf of the trustees



Trustee

Approved by the trustees on

30/7/08

**REPORT OF THE INDEPENDENT EXAMINERS
UNDER SECTION 43 OF THE CHARITIES ACT 1993
TO THE TRUSTEES OF CREATIVE RESPONSE (ARTS) LIMITED**

We report on the financial statements for the year ended 31st March 2008 as set out on pages 6 to 12.

Respective responsibilities of trustees and independent examiners

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is our responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- to state whether particular matters have come to our attention.

Basis of independent examiners' statement

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the accounts.

Independent Examiners' Statement

In the course of our examination, no matter has come to our attention

1. which gives us reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Wue & Co

**Wise & Co.
Chartered Accountants
Wey Court West
Union Road
Farnham
Surrey
GU9 7PT**

Dated : *6/8/08*

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2008

	Notes	Unrestricted Funds 2008 £	Unrestricted Funds 2007 £
Incoming Resources			
<i>Incoming resources from generated funds</i>			
Voluntary income-donations		41,632	7,631
Other		839	1,584
<i>Incoming resources from charitable activities</i>			
Exhibition income		4,113	1,343
Grant income	2	201,447	170,246
Total Incoming Resources		248,030	180,805
Resources Expended			
<i>Costs of Charitable Activities</i>			
	3	166,780	169,536
<i>Governance Costs:</i>	3	41,349	38,580
Total Resources Expended		208,129	208,124
Net Movement in Funds for the Year		39,901	(27,319)
Unrestricted Funds as at 1st April 2007		15,279	42,598
Unrestricted Funds as at 31st March 2008		55,180	15,279

All movements are in Unrestricted Funds.

The Statement of Financial Activities includes all gains and losses
recognised in the year

All incoming resources and resources expended derive from continuing activities

CREATIVE RESPONSE (ARTS) LIMITED

**BALANCE SHEET
AS AT 31ST MARCH 2008**

	Notes	2008 £	2008 £	2007 £	2007 £
Fixed Assets					
Intangible Assets	5		-		(3,466)
Tangible Assets	6		<u>1,578</u>		<u>1,230</u>
			1,578		(2,236)
Current Assets					
Debtors	7	8,410		8,307	
Cash at Bank		<u>56,082</u>		<u>29,882</u>	
Total Current Assets		64,492		38,189	
Current Liabilities	8	<u>10,890</u>		<u>20,675</u>	
Net Current Assets			<u>53,602</u>		<u>17,515</u>
Net Assets			<u><u>55,180</u></u>		<u><u>15,279</u></u>
Unrestricted Funds					
	9				
Balance as at 1st April 2007			15,279		42,598
Net Movement in Funds for the Year			<u>39,901</u>		<u>(27,319)</u>
Balance as at 31st March 2008			<u><u>55,180</u></u>		<u><u>15,279</u></u>

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the year by virtue of section 249A(1), and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with section 221 of the Act, and
- (ii) preparing unaudited accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to unaudited accounts, so far as applicable to the charity.

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985

These financial statements were approved by the trustees on 30/7/08 and are signed on their behalf by:



(Chairman)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2008

1. Accounting Policies

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the unaudited accounts on the grounds that the charity is small.

Amortisation

Amortisation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Negative goodwill	-20% straight line
-------------------	--------------------

Depreciation

Depreciation is provided on fixed assets at the following annual rates in order to write off each asset over its estimated useful life:

Fittings and fittings	-25% reducing balance
-----------------------	-----------------------

Fixed Assets

All fixed assets are initially recorded at cost.

Negative goodwill

Negative goodwill arising on the acquisitions of the assets and liabilities of Creative Response has been capitalised then amortised to the profit and loss account over five years.

Unrestricted Funds

Unrestricted funds are grants and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds

Grants

Grants receivable are credited to the statement of financial activities (SOFA) in the year for which they are received. Accrued income represents amounts received for the future periods and is released to incoming resources in the period for which it has been received.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2008**

1. Accounting Policies (cont.)**Interest receivable**

Interest is included when receivable by the charity.

Other income

Other income relates to donations and exhibitions sales and is included in full in the SOFA. The value of services provided by volunteers has not been included.

Resources expended

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for the expenditure. Resources expended include VAT which cannot be recovered.

2. Incoming Resources-Grants receivable

	2008 £	2007 £
Social Services	201,447	170,246

3. Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of resources.

An analysis of the key resources expended is as follows:

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2008

3. Resources expended (cont)

	2008	2007
Costs of Charitable Activities		
Salaries and related costs	112,612	110,290
Rent, rates and water	28,478	25,707
Travel expenses	14,593	14,337
Administration and other expenses	3,154	2,685
Other direct costs	5,633	14,947
Exhibition sales	2,312	1,571
	<u>166,780</u>	<u>169,536</u>
Governance costs		
Salaries and related costs	26,287	25,860
Rent, rates and water	8,083	8,353
Insurance	3,282	3,095
Accountancy and legal fees	4,269	2,010
Depreciation & amortisation	(2,877)	(3,056)
Other governance costs	2,305	2,327
	<u>41,349</u>	<u>38,589</u>

4. Trustees' Remuneration and Expenses

There was no remuneration payable to the trustees in either the current or previous years.

5. Intangible Fixed Assets

	Negative Goodwill £
Cost	
As at 01/04/07	(17,328)
Additions	-
Disposals	-
As at 31/03/08	<u>(17,328)</u>
Amortisation	
As at 01/04/07	13,862
Charge for Year	3,466
Disposals	-
As at 31/03/08	<u>17,328</u>
Net Book Value	
As at 31/03/08	<u>0</u>
As at 31/03/07	<u>(3,466)</u>

CREATIVE RESPONSE (ARTS) LIMITED

Page 11

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2008

6. Tangible Fixed Assets	Fixtures and Fittings £	Total £
Cost		
As at 01/04/07	3,508	3,508
Additions	937	937
Disposals	1,500	1,500
As at 31/03/08	2,945	2,945
Depreciation		
As at 01/04/07	2,278	2,278
Charge for Year	526	526
Disposals	1,437	1,437
As at 31/03/08	1,367	1,367
Net Book Value		
As at 31/03/08	1,578	1,578
As at 31/03/07	1,230	1,230
 7. Debtors		
	2008	2007
	£	£
Prepayments	8,410	8,307
	8,410	8,307

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2008

8. Current Liabilities

	2008 £	2007 £
Other creditors	10,890	20,675
	<u>10,890</u>	<u>20,675</u>

9. Analysis of net assets between funds

	Total Funds 2008 £	Total Funds 2007 £
Fund balances at 31 March 2008 are represented by:		
Fixed Assets	1,578	(2,236)
Net Current Assets	53,602	17,515
	<u>55,180</u>	<u>15,279</u>
Total funds (Unrestricted)	<u>55,180</u>	<u>15,279</u>

10. Company Limited by Guarantee

On winding up every member of the charity undertakes to contribute such amount as may be required to the charities assets, for payments of the charities debts and liabilities contracted before he or she ceases to be a member.

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2008**

	2008		2007
	£	£	£
Incoming Resources			
Social Services		201,447	170,246
Donations		41,632	7,631
Other income		4,951	2,927
Total incoming resources		<u>248,030</u>	<u>180,805</u>
Resources expended			
Costs of Charitable activities			
Salaries and related costs		112,612	110,290
Rent, rates and water		28,478	25,707
Travel expenses		14,593	14,337
Telephone		3,154	2,685
Other direct costs of generating funds		5,633	14,947
Exhibition sales		2,312	1,571
		<u>166,780</u>	<u>169,536</u>
Governance costs			
Salaries and related costs		26,287	25,860
Rent, rates and water		8,083	8,353
Insurance		3,282	3,095
Accountancy fees		2,990	1,980
Legal fees		1,279	30
Depreciation and loss on disposal of fixed assets		589	410
Amortisation of intangible fixed assets		(3,466)	(3,466)
Other governance costs		2,305	2,327
		<u>41,349</u>	<u>38,589</u>
Total resources expended		<u>208,129</u>	<u>208,124</u>
Net (outgoing)/incoming resources for the year		<u>39,901</u>	<u>(27,319)</u>



FARNHAM TOWN COUNCIL

C

Report

Report to

Full Council 13 November 2008

Report of

Roland Potter (Town Clerk)

Title

To consider the allocation of funds for the improvement of footpaths in Farnham Town Councils cemeteries

REPAIRS TO FOOTPATHS IN COUNCIL CEMETERIES

AUTHOR:

*Roland Potter
Town Clerk*

PRESENTED BY:

*Roland Potter
Town Clerk*

**PRODUCED FOR FULL COUNCIL
13 NOVEMBER 2008**

**DATE OF REPORT:
6 NOVEMBER 2008**

SUMMARY OF KEY ISSUES

To approve funding from earmarked reserves to repair footpaths in Upper Hale, Badshot Lea and Green Lane Cemeteries.

Background

The Council has a duty under Health and Safety law to assess risks in all its cemeteries. Having identified any risks the Council are required to take appropriate action if necessary.

The risk assessment includes footpaths, trees, memorials, walls and buildings within the cemeteries.

Supporting Information

As part of the Councils programme of Health and Safety Assessment certain footpaths in the cemeteries require attention.

The table below lists the work to be completed and the cost of the works supplied by two suppliers

Cemetery	Details	Supplier A (£)	Supplier B (£)
Hale	Path refurbishment 110 Sq yards	2,249	2,180
Badshot Lea	Path refurbishment 90 Sq yards	2,199	2,180
Green Lane	Path refurbishment 140 Sq yards	2,495	3,835
	TOTAL COST	6,943	8,195
Supplier A: proposes repairing the footpaths with tarmac.			
Supplier B: proposes repairing the footpaths with limestone scalplings.			
Financial Implications:			
The Council has a budget of £30,000 in earmarked reserves available to fund this project.			
Legal and Policy Implications			
The Council has a duty under Health and safety legislation to take appropriate action to reduce the risk identified as a result of the Council's Risk assessment			
RECOMMENDATION:			
<ol style="list-style-type: none"> 1. To agree a preferred supplier for the works to be carried out in the cemeteries. 2. To approve the release of the appropriate funds from earmarked reserves. 			

3 November 2008

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

D

Report

Report to

Full Council 13 November 2008

Report of

Roland Potter (Town Clerk)

Title

Consultation on the amendments to the Members of Code of Conduct and the introduction of a Code of Conduct for Employees

Code of Conduct	
AUTHOR: <i>Roland Potter</i> <i>Town Clerk</i>	PRESENTED BY: <i>Roland Potter</i> <i>Town Clerk</i>
PRODUCED FOR FULL COUNCIL 13 NOVEMBER 2008	DATE OF REPORT: 6 NOVEMBER 2008
SUMMARY OF KEY ISSUES The Government are consulting on amendments to the members Code of Conduct and a code of conduct for employees in the consultation document	
Supporting Information The Government are requesting member's views on 12 questions on the review of the member's code of conduct and 10 questions on a code of conduct for officers. (additional officer observations are noted in italics) The questions are as follows: 1. Do you agree that the members' code should apply to a member's conduct when acting in their non-official capacity? 2. Do you agree with this definition of 'criminal offence' for the purpose of the members' code? If not, what other definition would you support, for instance should it include police cautions? Please give details. <i>(members are requested to consider this definition after taking into to consideration what offences are subject to a fixed penalty notice for anti-social behaviour as per Annexe A)</i>	

3. Do you agree with this definition of 'official capacity' for the purpose of the members' code? If not, what other definition would you support? Please give details.
4. Do you agree that the members' code should only apply where a criminal offence and conviction abroad would have been a criminal offence committed in the UK?
5. Do you agree that an ethical investigation should not proceed until the criminal process has been completed?
(*There could be a long delay between the start of a the criminal process of investigation and the conclusion with a prosecution, a long delay may have an impact on the perceived integrity of the Council*)
6. Do you think that the amendments to the members' code suggested in this chapter are required? Are there any other drafting amendments which would be helpful? If so, please could you provide details of your suggested amendments?
7. Are there any aspects of conduct currently included in the members' code that are not required? If so, please could you specify which aspects and the reasons why you hold this view?
8. Are there any aspects of conduct in a member's official capacity not specified in the members' code that should be included? Please give details
9. Does the proposed timescale of two months, during which a member must give an undertaking to observe the members' code, starting from the date the authority adopts the code, provide members with sufficient time to undertake to observe the code?
10. Do you agree with the addition of this new general principle, applied specifically to conduct in a member's non-official capacity?
11. Do you agree with this broad definition of 'criminal offence' for the purpose of the General Principle Order? Or do you consider that 'criminal offence' should be defined differently?
(*See notes to No 2 above*)
12. Do you agree with this definition of 'official capacity' for the purpose of the General Principles Order?

Model Code of Conduct for local authority employees

13. Do you agree that a mandatory model code of conduct for local government employees, which would be incorporated into employees' terms and conditions of employment, is needed?
14. Should we apply the employees' code to fire fighters, teachers, community support officers and solicitors?
15. Are there any other categories of employee in respect of whom it is not necessary to apply the code?
16. Does the employees' code for all employees correctly reflect the core values that should be enshrined in the code? If not, what has been included that should be omitted, or what has been omitted that should be included?
17. Should the selection of 'qualifying employees' be made on the basis of a "political restriction" style model or should qualifying employees be selected using the delegation model?

18. Should the code contain a requirement for qualifying employees to publicly register any interests?
19. Do the criteria of what should be registered contain any categories that should be omitted, or omit any categories that should be included?
20. Does the section of the employees' code which will apply to qualifying employees capture all pertinent aspects of the members' code? Have any been omitted?
21. Does the section of the employees' code which will apply to qualifying employees place too many restrictions on qualifying employees? Are there any sections of the code that are not necessary?
22. Should the employees' code extend to employees of parish councils?

Financial Implications:

There are no financial implications to this report

Legal and Policy Implications

All legal and policy implications are identified within the consultation document

RECOMMENDATION:

1. To agree comments in response to the consultation document.

3 November 2008

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)



Communities in control: Real people, real power
Codes of conduct for local authority members and
employees

A consultation



Communities in control: Real people, real power
Codes of conduct for local authority members and
employees
A consultation

October 2008

Department for Communities and Local Government: London

Department for Communities and Local Government
Eland House
Bressenden Place
London
SW1E 5DU
Telephone: 020 7944 4400
Website: www.communities.gov.uk

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Chapter 1: The consultation and how to respond

Communities in control consultation papers

- 1.1 The White Paper, *Communities in control: Real people, real power*, is about passing power into the hands of local communities. It sets out a range of policies to achieve this, building on work still in progress from the 2006 White Paper, *Strong and Prosperous Communities*.
- 1.2 This paper is the next in a series consulting on a number of policy commitments. Future consultation papers include a consultation on proposals to revise the code of recommended practice on local authority publicity, which is due to be published at the end of October. This paper invites views on proposals for revising the model code of conduct for local authority members (“the members’ code”), principally to clarify its application to members’ conduct in their non-official capacity. This paper also invites views on proposals for associated changes to the Relevant Authorities (General Principles) Order 2001 which sets out the general principles which govern the conduct of local authority members. Finally, it seeks comments on proposals to introduce a requirement for authorities to incorporate a code of conduct for employees, based on a statutory model code of conduct, in to the terms and conditions of employment of their employees’ (“the employees’ code”).

About this consultation

- 1.3 The proposals in this consultation paper relate to relevant authorities in England and police authorities in Wales.
- 1.4 Following the local government White Paper, *Strong and Prosperous Communities*, issued in October 2006, the Local Government and Public Involvement in Health Act 2007 established a more locally-based conduct regime for local authority members centred on local authority standards committees. Under the new devolved regime, the Standards Board for England has become a light-touch strategic regulator, responsible for monitoring the operation of the conduct regime and giving support and guidance to standards committees and monitoring officers in discharging their new functions.
- 1.5 As part of the changes to the conduct regime, a new model code of conduct for local authority members, the Local Authorities (Model Code of Conduct) Order 2007, was introduced with effect from May

2007, on the basis that the provisions of the members' code would be reviewed in light of early experience of its practical operation.

- 1.6 Chapter 2 of this paper seeks views on proposals to clarify the members' code in its application to members' conduct when acting in a non-official capacity. It also seeks views on the operation of, and proposed revisions to, the members' code, including reconfiguring the members' code into two distinct sections, the first dealing with members' conduct in their official capacity, the second dealing with members' conduct in their non-official capacity. Finally, it seeks views on associated amendments to the Relevant Authorities (General Principles) Order 2001 to clarify its application to members' conduct in their non-official capacity.
- 1.7 Chapter 3 of this paper seeks views on the proposed introduction of a model code of conduct for local government employees, which will become part of such employees' terms and conditions of employment.
- 1.8 Particular questions on which we would welcome comments are set out in each chapter and summarised in **Annex A**. In order to aid your consideration of the proposed amendments to the current members' code, the substance of the 2007 code is reproduced at **Annex B**.
- 1.9 We are minded, subject to responses to this consultation, to implement the proposals in this consultation paper, so that they come into effect in line with the local government elections 2009.

Who are we consulting?

- 1.10 This is a public consultation and it is open to anyone to respond to this consultation document. We would, however, particularly welcome responses from local authority members, local authority monitoring officers, local government employees, national representative bodies, local government partners and trade unions. **The consultation period runs for 12 weeks to 24 December 2008.**

How to respond

- 1.11 Your response must be received by 24 December 2008 and may be sent by e-mail or post to:

Karl Holden
Conduct and Council Constitutions Team
Communities and Local Government
Zone 5/B2, Eland House
Bressenden Place
London
SW1E 5DU

e-mail: conductcode@communities.gsi.gov.uk

If you are replying by e-mail please title your response 'Response to Model Code consultation'.

It would be helpful if you could make clear in your response whether you represent an organisation or group, and in what capacity you are responding.

What will happen to the responses?

- 1.12 The Department will take account of the responses received to this consultation before taking decisions on the legislation that will form the revised members' code, the general principles order and the new employees' code.
- 1.13 Within three months of the close of the consultation period we will analyse the responses to the consultation and produce a summary of them. This summary will be published on the Department's website at www.communities.gov.uk

Publication of responses – confidentiality and data protection

- 1.14 Information provided in response to this consultation, including personal information, may be published, or disclosed in accordance with the access to information regimes. These are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004.
- 1.15 If you want any of the information that you provide to be treated as confidential you should be aware that under the FOIA, there is a statutory Code of Practice with which public authorities must comply, and which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you regard the information you have provided as confidential.
- 1.16 If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.
- 1.17 The Department will process your personal data in accordance with the DPA and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties.

The consultation criteria

- 1.18 The UK Government has adopted a code of practice on consultations. Please see **Annex C** of this document for the criteria that apply under this code, and advice about who you should contact if you have any comments or complaints about the consultation process.

Additional copies

- 1.19 You may make copies of this document without seeking permission. If required, printed copies of the consultation paper can be obtained from Communities and Local Government Publications, whose contact details may be found at the front of this document. An electronic version can be found at the Consultation Section of the Department's website at: www.communities.gov.uk.

In context – previous consultations and relevant legislation

- 1.20 The local government White Paper, *Strong and Prosperous Communities*, issued in October 2006, set out the Government's proposals to put in place a clearer, simpler and more proportionate model code of conduct for members which would include changes to the rules on personal and prejudicial interests. This announcement followed a consultation by the Standards Board for England, *A Code for the future*, in February 2005 and the Discussion Paper *Conduct in English Local Government*, issued by the then Office for the Deputy Prime Minister in December 2005.
- 1.21 The policy proposals took form in the January 2007 consultation document, *Consultation on Amendments to the Model Code of Conduct for Local Authority Members*, which proposed the combination of the four different model codes of conduct that existed at the time (for local authorities, parish councils, national parks and police authorities) into a single consolidated model code.
- 1.22 The Local Authorities (Model Code of Conduct) Order 2007 came into force on 3 May 2007. With the members' code now in place for over a year, we believe this is an appropriate time to examine how well it has functioned in practice and consider any revisions that may be required. The proposed amendments to the members' code set out in this paper reflect discussions with the Standards Board and, in particular, their experience of the practical operation of the 2007 members' code over the last year.
- 1.23 Following the 2006 local government White Paper and the introduction of the 2007 members' code, the Local Government and Public Involvement in Health Act 2007 made provision clarifying the law in

relation to the application of the conduct regime to the conduct of members in their non- official capacity. This paper therefore also invites comments on proposals to revise the members' code and the general principles order to address the issue of the application of the conduct regime to the conduct of members in their non-official capacity.

Code of conduct for local government employees

- 1.24 In August 2004, the then Office of the Deputy Prime Minister issued the consultation paper, *A Model Code of Conduct for Local Government Employees*. The paper consulted on a draft code defining the minimum standards of conduct that employees of relevant authorities would be expected to observe on carrying out their duties. The 2004 consultation was followed by further inquiries and consultations on matters relating to the conduct regime for local government.
- 1.25 The Department restated its commitment to introduce a model employees' code, under Section 82 of the Local Government Act 2000, in the local government White Paper 2006. However, in light of the above inquiries and consultations, and the introduction of the 2007 members' code, it was decided that the implementation of an employees' code should be delayed until the Department had an opportunity to consider the employees' code in the context of the wider review of the conduct regime for local government and the lessons learned from the implementation of the new members' code.
- 1.26 With the implementation of the new devolved conduct regime and our proposals to amend the members' code, drawing on the experience of its first year of operation, we consider that the time is right to also consult on proposals to introduce a model employees' code.

Chapter 2: Code of conduct for local authority members

What is the code of conduct for?

- 2.1 The public has a right to expect high standards of conduct from their elected and co-opted members. The standards of conduct expected of local authority members are set out in the members' code, which is underpinned by the ten general principles. By signing up to the members' code, a member is actively taking on a formal obligation to abide by its requirements.
- 2.2 The members' code forms the bedrock of the conduct regime and aims to promote the public's trust and confidence in their members and faith in local democracy. It does this by providing a robust set of standards of behaviour for members to abide by and work within. In doing this, the code also protects members from unreasonable expectations of behaviour being put upon them. Since May 2008, allegations that a member has failed to comply with the provisions of the members' code are considered by local authority standards committees.
- 2.3 The current members' code is set out in the Local Authorities (Model Code of Conduct) Order 2007 which applies to members of relevant authorities in England and of police authorities in Wales. On its introduction, the Government gave an undertaking that the effectiveness of the code would be reviewed after it had been in operation for some time. We believe, drawing on the Standards Board's practical experience that the members' code is, broadly, operating very well. However, as it has been in force for over a year, we consider that it is now appropriate to review the code.
- 2.4 Most importantly, we propose that the members' code be restructured by revoking the existing Order and making a new one. We propose that the new members' code will be differently formatted to the existing code, making it easier to interpret and clearer in its application, for instance by dividing it into two sections: the first dealing with members' conduct when acting in an official capacity and reflecting what is in the current code, the second dealing with members' conduct in their non-official capacity.

Application of the code to members' conduct in their non-official capacity

- 2.5 Trust in our local authority members is one of the cornerstones of local democracy. Members should inspire trust and confidence from those who elected them, set an example of leadership for their communities and should be expected to act lawfully even when they are not acting in their role as members.
- 2.6 This view was supported by those who responded to the Standards Board for England's consultation on the members' code in 2005. Responses indicated a clear view that a member's conduct in a non-official capacity was an issue that they considered should be covered by the members' code, particularly where that conduct amounts to a criminal offence.
- 2.7 It has always been our intention for the members' code to apply to a limited extent to the conduct of members in a non-official capacity. We wish now to clarify which provisions of the members' code apply in a member's official capacity and to put beyond doubt which provisions apply to a member's conduct in a non-official capacity.
- 2.8 The need to clarify what conduct in a member's non-official capacity is covered by the members' code arose as a consequence of a court judgment in 2006. This cast doubt on the ability of the code to cover members' conduct not linked to the performance of their public duties. As was made clear by Ministers during the passage of the Local Government and Public Involvement in Health Act 2007, we consider that certain behaviour, even when there is no direct link to the member's official role, can have an adverse effect on the level of public trust in local authority members and local government as a whole.
- 2.9 We propose therefore that the new members' code should, in the section covering the conduct of members in their non-official capacity, contain the following provision prohibiting particular conduct where that conduct would constitute a criminal offence:

"Members must not bring their office or authority into disrepute by conduct which is a criminal offence".

Consultation Question 1:

Do you agree that the members' code should apply to a member's conduct when acting in their non-official capacity?

Definition of 'criminal offence' and 'official capacity'

- 2.10 The Local Government and Public Involvement in Health Act 2007 gave the Secretary of State the power to define, for the purposes of the members' code, what constitutes a 'criminal offence'. We propose for the purpose of the members' code, that 'criminal offence' be defined as any criminal offence for which the member has been convicted in a criminal court, but for which the member does not have the opportunity of paying a fixed penalty instead of facing a criminal conviction.
- 2.11 Our intention is that offences capable of attracting fixed penalty notices should be excluded from the remit of the conduct regime. We consider that this approach will ensure that the most minor criminal offences, for example minor motoring offences, parking offences and dropping litter as well as cautions and orders falling short of a criminal conviction by a court, will not be included in the remit of the members' code. However, serious criminal offences which we consider should come under the remit of the members' code, such as assault, harassment, fraud and offences relating to child pornography will be included in the remit of the code.
- 2.12 We propose that the Standards Board for England will issue guidance for local authority standards committees on how a criminal offence should be treated in its application to the conduct regime.

Consultation Question 2:

Do you agree with this definition of 'criminal offence' for the purpose of the members' code? If not, what other definition would you support, for instance should it include police cautions? Please give details.

- 2.13 The Local Government and Public Involvement in Health Act 2007 also gave the Secretary of State power to define, for the purposes of the members' code, what constitutes 'official capacity'.
- 2.14 We propose that for the purposes of the members' code, 'official capacity' be defined as being engaged in the business of your authority, including the business of the office to which you are elected or appointed, or acting, claiming to act or giving the impression that you are acting as a representative of your authority.

Consultation Question 3:

Do you agree with this definition of 'official capacity' for the purpose of the members' code? If not, what other definition would you support? Please give details.

Offending abroad

2.15 We also propose that the members' code would engage with conduct committed in a foreign country, where that conduct constitutes a criminal offence in that country, but only where the conduct would also constitute a criminal offence if it was committed in the UK. However, the code would only apply if the individual was convicted in the country in which the offence was committed.

Consultation Question 4:

Do you agree that the members' code should only apply where a criminal offence and conviction abroad would have been a criminal offence if committed in the UK?

What does this mean?

2.16 Our proposals would have the effect of providing that the only conduct in a member's non-official capacity which is engaged by the code, is conduct which constitutes a criminal offence, as defined in paragraph 2.10 above. The code may only then be applied to that conduct when the evidence that the member's conduct constituted a criminal offence is provided by the criminal conviction of the member in the courts.

2.17 This would mean, for example, that a member who was convicted of a criminal offence of assault or harassment could be held to have breached the code, even if the conduct, which led to the conviction took place entirely outside the member's official capacity.

Criminal conviction of a member

2.18 It should be noted that a criminal conviction resulting in a custodial sentence of more than three months without the option of paying a fine is already covered by section 80 of the Local Government Act 1972, with the member automatically disqualified from office for five years. We are not proposing any changes to this legislation.

The conduct regime

2.19 At present, investigations into alleged breaches of the members' code are triggered by a written allegation made to the standards committee of the local authority concerned. We propose that this continue to be the case when dealing with allegations of misconduct in relation to a member's conduct in their non-official capacity.

2.20 Where the allegation involves criminal activity that is, at the time of the allegation being made, being investigated by the police or prosecuted through the courts, we propose that the standards committee or the

Standards Board, as the case may be, would cease their investigation process until the criminal process had been completed. Any subsequent action under the conduct regime in respect of a member's private conduct would follow the conclusion of the criminal procedure. The member would not be suspended during the period of the criminal process.

- 2.21 For the purpose of the conduct regime, the criminal process will be considered to have been completed at the conclusion of any appeals process.

Consultation Question 5:

Do you agree that an ethical investigation should not proceed until the criminal process has been completed?

Proposed revisions to the members' code

- 2.22 This consultation paper also seeks views on the following amendments which we propose to make to the provisions of the existing code. The proposed amendments reflect discussions with the Standards Board and, in particular, the Board's experience of the practical operation of the code over the last year.
- 2.23 In order to aid your consideration of our proposed amendments to the members' code, the substance of the present code is reproduced at **Annex B** to this paper. Guidance on the provisions of the members' code is available on the Standards Board for England's website at www.standardsboard.gov.uk

Parish councils

- 2.24 It has been suggested that article 2(5) of the Local Authorities (Model Code of Conduct) Order 2007 be amended to apply paragraph 12(2) to parish councils, to make it mandatory for parish councils that a member with a prejudicial interest may make representations at a meeting only if members of the public are able to attend that meeting for the same purpose. Currently, if a parish council wishes this provision to apply, it must make a conscious decision to adopt paragraph 12(2) into its code. This amendment would save unnecessary administration and ensure consistency across parish councils.

Membership of other bodies

- 2.25 It has been suggested that paragraphs 8(1)(a)(i) and (ii) of the current members' code be amended to clarify that the sections are referring to other bodies that you are a member of or which exercise functions of a public nature, putting it beyond doubt that this is not a reference to the authority itself.

Personal interests

2.26 It has been suggested that current wording of paragraph 8(1)(a) of the members' code could be amended to clarify that a member is required to register a gift or hospitality with an estimated value of at least £25 in his or her register of members' interests.

Prejudicial interests

2.27 It has been suggested that paragraph 10(2) of the code be amended to remove the double negative in the current drafting, to make it clear that a prejudicial interest exists where the business of your authority affects your financial position or the financial position of a person listed in paragraph 8 of the code or it relates to the determining of any approval, consent, licence, permission or registration in relation to you or those persons listed in paragraph 8 of the code.

2.28 It has been suggested that the meaning of 'determining' in paragraph 10(2)(b) could be clarified to include variation, attaching, removing or amending conditions, waiving or revoking applications.

2.29 It has also been suggested that paragraph 10(2)(c) could be amended to clarify that a member would not have a prejudicial interest in the business of the authority where that business related to giving evidence before a local authority standards committee hearing regarding an allegation that a member of the authority had failed to comply with the code.

Registration of members' interests

2.30 We propose that any new members' code would take into account any existing registration of members' interests. This will ensure that members who have already registered their interests in line with the 2007 model code do not have to repeat the process when the revised members' code is introduced.

Consultation Question 6:

Do you think that the amendments to the members' code suggested in this chapter are required? Are there any other drafting amendments which would be helpful? If so, please could you provide details of your suggested amendments?

Consultation Question 7:

Are there any aspects of conduct currently included in the members' code that are not required? If so, please could you specify which aspects and the reasons why you hold this view?

Consultation Question 8:

Are there any aspects of conduct in a member's official capacity not specified in the members' code that should be included? Please give details.

Legislative context

- 2.31 The current members' code is set out in the Schedule to the Local Authorities (Model Code of Conduct) Order 2007 made under powers conferred on the Secretary of State by section 50 of the Local Government Act 2000.
- 2.32 Section 183 of the Local Government and Public Involvement in Health Act 2007 inserted, into section 50 of the Local Government Act 2000, a requirement for the Secretary of State to specify which provisions of the members' code apply in relation to a member's conduct when acting in an official capacity and which provisions apply when not acting in an official capacity. A provision may only be specified to apply to members' conduct when not acting in an official capacity if the conduct it prohibits constitutes a criminal offence. The power in section 50 of the Local Government Act 2000 permits the Secretary of State to define for the purposes of the members' code what is meant by "criminal offence" and what is meant by "official capacity".
- 2.33 We propose that the existing Local Authorities (Model Code of Conduct) Order 2007 be revoked and a new, revised Order would be made to reflect our proposed amendments and that part of the code applies to a member's conduct in their official capacity and part of it would apply to a member's conduct in their non-official capacity.
- 2.34 Provision is also made in section 183 of the Local Government and Public Involvement in Health Act 2007 for members to give to their authority an undertaking to observe the new code within a period prescribed by the Secretary of State. We propose that members will have two months from the date their authority adopts the new code to give a written undertaking that they will observe their authority's code. Failure to do so will mean that they cease to be members of the authority.

Consultation Question 9:

Does the proposed timescale of two months, during which a member must give an undertaking to observe the members' code, starting from the date the authority adopts the code, provide members with sufficient time to undertake to observe the code?

Proposed amendments to the General Principles

What are the General Principles?

- 2.35 The ten General Principles, contained in the Relevant Authorities (General Principles) Order 2001, are based on the seven principles of public life set out by the Committee on Standards in Public Life. The principles underpin the provisions of the members' code, which must be consistent with these principles.
- 2.36 The ten general principles are reproduced below. The principles govern the conduct of members, and a failure to act in accordance with them may lead to a failure to comply with the members' code.

The General Principles

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

2. Members should not place themselves in a situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Personal Judgement

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to uphold the law

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

10. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Proposed revisions

2.37 We propose that the Relevant Authorities (General Principles) Order 2001 be amended to make clear which principles govern the conduct of members when acting in an official capacity and which principles will apply to the conduct of members when acting in a non-official capacity, where the member's conduct would constitute a criminal offence.

2.38 We propose that the General Principles Order be amended by providing that the 10 existing principles apply to a member when acting in an official capacity and by adding a new principle which would be specified as applying to a member acting in a non-official capacity, where the member's conduct would constitute a criminal offence. We propose that the following be added to the Schedule of the Relevant Authorities (General Principles) Order 2001:

Duty to abide by the law

Members should not engage in conduct which constitutes a criminal offence.

Consultation Question 10:

Do you agree with the addition of this new general principle, applied specifically to conduct in a member's non-official capacity?

Definition of 'criminal offence' and 'official capacity'

2.39 Section 49 of the Local Government Act 2000 enables the Secretary of State to define what constitutes a 'criminal offence' and what constitutes 'official capacity' in the context of the General Principles Order. For the purposes of the revised General Principles Order, we propose that 'criminal offence' be defined as any conduct that has resulted in a criminal conviction.

Consultation Question 11:

Do you agree with this broad definition of 'criminal offence' for the purpose of the General Principles Order? Or do you consider that 'criminal offence' should be defined differently?

2.40 We propose that for the purposes of the revised General Principles Order, 'official capacity' be defined as "being engaged in the business of your authority, including the business of the office to which you are elected or appointed, or acting, claiming to act or giving the impression that you are acting as a representative of your authority".

Consultation Question 12:

Do you agree with this definition of 'official capacity' for the purpose of the General Principles Order?

Legislative Context

2.41 The Relevant Authorities (General Principles) Order 2001 was made under powers conferred on the Secretary of State in section 49 and 105 of the Local Government Act 2000. Section 183 of the Local Government and Public Involvement in Health Act 2007 modified section 49 of the 2000 Act and it is this modification that requires the Secretary of State to specify which general principles apply to a person when acting in an official capacity and when acting in an non-official capacity.

Chapter 3: Model code of conduct for local government employees

Is an employees' code needed?

- 3.1 A code of conduct for local government employees ("employees' code") should provide the staff of an authority with an effective ethical framework within which to work and it should give that authority's citizens confidence that an authority's staff are working on their behalf in an appropriate manner.

Consultation Question 13:

Do you agree that a mandatory model code of conduct for local government employees, which would be incorporated into employees' terms and conditions of employment, is needed?

The employees' code in context

- 3.2 In August 2004, the (then) Office of the Deputy Prime Minister consulted on a model code of conduct for local government employees. Responses indicated that the model code of conduct consulted on was not adequate, but also that the universal application of a code to all staff would be needlessly bureaucratic as all employees would be subject to the same code regardless of their position. There was support for following the model of the Welsh code of conduct, which only applies to a certain category of defined senior officer. Alternatively, the code could be restricted to those who exercise executive, regulatory or overview and scrutiny powers under the authority's scheme of delegation to officers.
- 3.3 Another view in response to the consultation paper was that certain aspects of the code (eg registration of interests), could be limited to senior officers while other more universal aspects should be applicable to all - for instance, it is beyond question that all employees should behave with honesty and integrity.
- 3.4 Many local authorities already have a code of conduct for employees in addition to, or part of, their standard terms and conditions of employment. These codes range from simple statements agreeing to act with propriety to comprehensive documents covering everything

from political neutrality to intellectual property matters. These codes of conduct are also integrated into the authority's discipline procedures.

- 3.5 It is not intended that the employees' code be a burden on authorities or employees. The code should not constrain an authority's ability to develop its own code reflecting local needs and conditions. We consider that authorities should be free to adopt supplementary provisions beyond the employees' code in order to provide their staff with an effective ethical framework within which to work.

Application of the employees' code

- 3.6 We propose that the employees' code would apply to all relevant authorities and police authorities in Wales, as defined in Section 49 of the Local Government Act 2000. We are proposing that a model employees' code - a model code that authorities may augment if they wish - be introduced, which will be incorporated into local government employees' terms and conditions of employment.
- 3.7 However, we do not propose to apply the employees' code where it is not needed, for instance to employees in professions that are covered by their own code of conduct; firefighters, teachers, community support officers, solicitors etc.

Consultation Question 14:

Should we apply the employees' code to firefighters, teachers, community support officers, and solicitors?

Consultation Question 15:

Are there any other categories of employee in respect of whom it is not necessary to apply the code?

- 3.8 We propose a two-tier model. The first tier, drawing on the Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001, will apply equally to all authority employees and will enshrine the core values that it is reasonably expected every authority employee would abide by. The second tier, drawing on the members' code, will apply to 'qualifying employees', that is; either senior officials or those officials carrying out delegated functions.
- 3.9 With the members' code in place, and members having to abide by that code, there is a reasonable expectation that officials undertaking functions delegated to them by members would have to abide by the same conduct regime as members when performing those functions.

Proposed core values

The model employees' code: core values for all employees

General principles

The public is entitled to expect the highest standards of conduct from all local government employees. The role of such employees is to serve their employing authority in providing advice, implementing its policies and delivering services to the local community. In performing their duties, they must act with integrity, honesty, impartiality and objectivity.

Accountability

Employees are accountable, and owe a duty to, their employing authority. They must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Political neutrality

Employees, excluding political assistants, must follow every lawfully expressed policy of the authority and must not allow their own personal or political opinions to interfere with their work. Where employees are politically restricted, by reason of the post they hold or the nature of the work they do, they must comply with any statutory restrictions on political activities.

Relations with members, the public and other employees

Mutual respect between employees and members is essential to good local government and working relationships should be kept on a professional basis. Employees of relevant authorities should deal with the public, members and other employees sympathetically, efficiently and without bias.

Equality

Employees must comply with policies relating to equality issues, as agreed by the authority, in addition to the requirements of the law.

Stewardship

Employees of relevant authorities must ensure that they use public funds entrusted to them in a responsible and lawful manner and must not utilise property, vehicles or other facilities of the authority for personal use unless authorised to do so.

Personal interests

An employee must not allow their private interests or beliefs to conflict with their professional duty. They must not misuse their official position or information acquired in the course of their employment to further their private interest or the interests of others.

Employees should abide by the rules of their authority about the declaration of gifts offered to or received by them from any person or body seeking to

do business with the authority or which would benefit from a relationship with that authority. Employees should not accept benefits from a third party unless authorised to do so by their authority.

Whistleblowing

Where an employee becomes aware of activities which that employee believes to be illegal, improper, unethical or otherwise inconsistent with the model code of conduct for employees, the employee should report the matter, acting in accordance with the employees rights under the Public Interest Disclosure Act 1998 and with the authority's confidential reporting procedure or any other procedure designed for this purpose.

Treatment of Information

Openness in the dissemination of information and decision making should be the norm in authorities. However, certain information may be confidential or sensitive and therefore not appropriate to a wide audience. Where confidentiality is necessary to protect the privacy or other rights of individuals or bodies, information should not be released to anyone other than a member, relevant authority employee or other person who is entitled to receive it, or needs to have access to it for the proper discharge of their functions. Nothing in this Code can be taken as overriding existing statutory or common law obligations to keep certain information confidential, or to divulge certain information.

Appointment of staff

Employees of the authority, when involved in the recruitment and appointment of staff, must ensure that appointments are made on the basis of merit. In order to avoid any accusation of bias, those employees must not be involved in any appointment, or any other decision relating to discipline, promotion or pay and conditions for any other employee, or prospective employee, to whom they are related or with whom they have a close personal relationship outside work.

Investigations by monitoring officers

Where a monitoring officer is undertaking an investigation in accordance with Part III of the Local Government Act 2000 and associated regulations, employees must comply with any requirement made by that monitoring officer in connection with such an investigation.

Consultation Question 16:

Does the employees' code for all employees correctly reflect the core values that should be enshrined in the code? If not, what has been included that should be omitted, or what has been omitted that should be included?

Beyond the core values

Who are the 'qualifying employees'?

- 3.10 There are two alternatives for selecting those 'qualifying employees' to which, in addition to the core values of the employees' code, some of the restrictions and expectations of the members' code should apply.
- 3.11 The first is based on the approach taken to determining which posts in an authority are 'politically restricted' under section 3 of the Local Government and Housing Act 1989, and assumes that certain posts are senior or influential enough to warrant controls placed on the activities of postholders. Certain posts would be designated as qualifying employees.
- 3.12 The second is the delegation model, which would see qualifying employees selected on the basis that they perform functions delegated to them by elected members under section 101 of the Local Government Act 1972.

Consultation Question 17:

Should the selection of 'qualifying employees' be made on the basis of a "political restriction" style model or should qualifying employees be selected using the delegation model?

The model employees' code: values for qualifying employees

Compromising the impartiality of officers of the authority

A qualifying employee must not compromise, or attempt to compromise, the impartiality of anyone who works for or on behalf of the authority, either directly or as a response to pressure from others. A qualifying employee should not attempt to force employees to take action or change advice if doing so would prejudice their professional integrity.

Using your position improperly

A qualifying employee must not use, or attempt to use, their position improperly either for their or anybody else's advantage or disadvantage.

Considering advice provided to you and giving reasons

If a qualifying employee seeks advice, or advice is offered to them, on aspects of how the employees' code applies, the qualifying employee must have regard to this advice.

Personal interest

Qualifying employees must register, within 28 days of taking up their appointment, any interests set out in the categories below. This record of interest must be in writing, to the authority's monitoring officer or, in the case of a parish council, through the parish clerk.

The registration of interests protects the qualifying employee by giving early warning of any possible areas of conflict of interest and provides assurance to the public that the qualifying employee is acting transparently. Only registration of personal interests in areas where there are clear grounds for concern that such an interest could give rise to accusations of partiality in decision making and working practice of the authority are required.

These are:

- Your membership, or position of control or management, in bodies exercising functions of a public nature (that is, carrying out a public service, taking the place of a local or central governmental body in providing a service, exercising a function delegated by a local authority or exercising a function under legislation or a statutory power).
- Any business you might own or have a share in, where that shareholding is greater than £25,000 or have a stake of more than 1/100th of the value or share capital of the company.
- Any contracts between the authority and any company you have an interest in, as above.
- Any land or property in the authority's area in which you have a beneficial interest.

A qualifying employee may seek to exempt their personal interests from the register of interests if they consider, for instance that having this information on record might put themselves or others at risk. In such cases, the qualifying employee should discuss the matter with their monitoring officer.

Consultation Question 18:

Should the code contain a requirement for qualifying employees to publicly register any interests?

Consultation Question 19:

Do the criteria of what should be registered contain any categories that should be omitted, or omit any categories that should be included?

Prejudicial interest

A prejudicial interest is considered to be a matter which affects the qualifying employee's financial interest or relates to a licensing or regulatory matter in which he or she has an interest and where a member of the public, who knows the relevant facts, would reasonably think that his or her personal interest is so significant that it is likely to prejudice his or her judgement of the public interest.

A prejudicial interest in a licensing or regulatory matter may stem from a direct financial interest or from a more tangential interest, where for instance approval for a licence may affect a body with which the qualifying employee has a personal interest or will affect him or her personally.

Qualifying employees with a prejudicial interest should declare such an interest. Where possible, they should take steps to avoid influential involvement in the matter. Where this is not possible, their prejudicial interest should be made clear.

Consultation Question 20:

Does the section of the employees' code which will apply to qualifying employees capture all pertinent aspects of the members' code. Have any been omitted?

Consultation Question 21:

Does the section of the employees' code which will apply to qualifying employees place too many restrictions on qualifying employees? Are there any sections of the code that are not necessary?

Contractors, partners and part time staff

3.13 Local authorities have an increasingly complex relationship with the private sector in its work with contractors, partners and part time staff. We consider that rather than attempt to determine centrally when and when not to apply the employees' code not just to local government employees, but those working on behalf of local government, it will be for local authorities themselves to decide, in agreeing contracts, partnership agreements or terms and conditions of employment, if and how the employees' code, in whole or in part, should apply.

Parish councils

3.14 The members' code applies to parish councillors as well as members of larger authorities, and it seems reasonable therefore for the ethical framework of the employees' code to apply to parish council employees. We recognise that the environment that parish councillors operate within is different to that of larger authorities and are conscious that what is consider to be a reasonable expectation in the employees' code for larger councils, may prove to be difficult for parish councils.

3.15 That being the case, we would welcome responses from parish councils on any particular aspect of the employees' code that might present difficulties and how those difficulties could be overcome.

Consultation Question 22:

Should the employees' code extend to employees of parish councils?

Legislative context

3.16 Section 82(7) of the Local Government Act 2000, provides that the provisions of a code made under section 82(1) of that Act will be deemed to be incorporated in employees' terms and conditions of employment.

Annex A: List of consultation questions

Chapter 2: Code of conduct for local authority members

- Question 1 Do you agree that the members' code should apply to a member's conduct when acting in their non-official capacity?
- Question 2 Do you agree with this definition of 'criminal offence' for the purpose of the members' code? If not, what other definition would you support, for instance should it include police cautions? Please give details.
- Question 3 Do you agree with this definition of 'official capacity' for the purpose of the members' code? If not, what other definition would you support? Please give details.
- Question 4 Do you agree that the members' code should only apply where a criminal offence and conviction abroad would have been a criminal offence if committed in the UK?
- Question 5 Do you agree that an ethical investigation should not proceed until the criminal process has been completed?
- Question 6 Do you think that the amendments to the members' code suggested in this chapter are required? Are there any other drafting amendments which would be helpful? If so, please could you provide details of your suggested amendments?
- Question 7 Are there any aspects of conduct currently included in the members' code that are not required? If so, please could you specify which aspects and the reasons why you hold this view?
- Question 8 Are there any aspects of conduct in a member's official capacity not specified in the members' code that should be included? Please give details.
- Question 9 Does the proposed timescale of two months, during which a member must give an undertaking to observe the members' code, starting from the date the authority adopts the code, provide members with sufficient time to undertake to observe the code?
- Question 10 Do you agree with the addition of this new general principle, applied specifically to conduct in a member's non-official capacity?

- Question 11 Do you agree with this broad definition of 'criminal offence' for the purpose of the General Principles Order? Or do you consider that 'criminal offence' should be defined differently?
- Question 12 Do you agree with this definition of 'official capacity' for the purpose of the General Principles Order?

Chapter 3 Model Code of Conduct for local authority employees

- Question 13 Do you agree that a mandatory model code of conduct for local government employees, which would be incorporated into employees' terms and conditions of employment, is needed?
- Question 14 Should we apply the employees' code to firefighters, teachers, community support officers, and solicitors?
- Question 15 Are there any other categories of employee in respect of whom it is not necessary to apply the code?
- Question 16 Does the employees' code for all employees correctly reflect the core values that should be enshrined in the code? If not, what has been included that should be omitted, or what has been omitted that should be included?
- Question 17 Should the selection of 'qualifying employees' be made on the basis of a "political restriction" style model or should qualifying employees be selected using the delegation model?
- Question 18 Should the code contain a requirement for qualifying employees to publicly register any interests?
- Question 19 Do the criteria of what should be registered contain any categories that should be omitted, or omit any categories that should be included?
- Question 20 Does the section of the employees' code which will apply to qualifying employees capture all pertinent aspects of the members' code? Have any been omitted?
- Question 21 Does the section of the employees' code which will apply to qualifying employees place too many restrictions on qualifying employees? Are there any sections of the code that are not necessary?
- Question 22 Should the employees' code extend to employees of parish councils?

Annex B

SCHEDULE

THE MODEL CODE OF CONDUCT

Part 1

General provisions

Introduction and interpretation

1.—(1) This Code applies to **you** as a member of an authority.

(2) You should read this Code together with the general principles prescribed by the Secretary of State.

(3) It is your responsibility to comply with the provisions of this Code.

(4) In this Code—

“meeting” means any meeting of—

(a)

the authority;

(b)

the executive of the authority;

(c)

any of the authority’s or its executive’s committees, sub-committees, joint committees, joint sub-committees, or area committees;

“member” includes a co-opted member and an appointed member.

(5) In relation to a parish council, references to an authority’s monitoring officer and an authority’s standards committee shall be read, respectively, as references to the monitoring officer and the standards committee of the district council or unitary county council which has functions in relation to the parish council for which it is responsible under section 55(12) of the Local Government Act 2000.

Scope

2.—(1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority,

and references to your official capacity are construed accordingly.

(2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.

(3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 5 and 6(a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.

(4) Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).

(5) Where you act as a representative of your authority—

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3.—(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006);

(b) bully any person;

(c) intimidate or attempt to intimidate any person who is or is likely to be—

(i) a complainant,

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings,

in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

(3) In relation to police authorities and the Metropolitan Police Authority, for the purposes of sub-paragraph (2)(d) those who work for, or on behalf of, an authority are deemed to include a police officer.

4. You must not—

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is—

(aa) reasonable and in the public interest; and

(bb) made in good faith and in compliance with the reasonable requirements of the authority; or

(b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6. You—

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and

(b) must, when using or authorising the use by others of the resources of your authority—

(i) act in accordance with your authority's reasonable requirements;

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7.—(1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

(a) your authority's chief finance officer; or

(b) your authority's monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2 Interests

Personal interests

8.—(1) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body—

(aa) exercising functions of a public nature;

(bb) directed to charitable purposes; or

(cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

(iii) any employment or business carried on by you;

(iv) any person or body who employs or has appointed you;

(v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;

(vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);

(vii) any contract for goods, services or works made between your authority and you or a

firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);

(viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;

(ix) any land in your authority's area in which you have a beneficial interest;

(x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;

(xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of—

(i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(ii) (in the case of the Greater London Authority) other council tax payers, ratepayers or inhabitants of the Assembly constituency affected by the decision; or

(iii) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.

(2) In sub-paragraph (1)(b), a relevant person is—

(a) a member of your family or any person with whom you have a close association; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of personal interests

9.—(1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

(3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

(4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests,

you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

(6) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

(7) In this paragraph, “executive decision” is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

Prejudicial interest generally

10.—(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) You do not have a prejudicial interest in any business of the authority where that business—

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your authority in respect of—

(i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;

(ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;

(iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;

(iv) an allowance, payment or indemnity given to members;

(v) any ceremonial honour given to members; and

(vi) setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial interests arising in relation to overview and scrutiny committees

11. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority’s executive or another of your authority’s committees, sub-committees, joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

12.—(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority—

(a) you must withdraw from the room or chamber where a meeting considering the business is being held—

(i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

unless you have obtained a dispensation from your authority’s standards committee;

(b) you must not exercise executive functions in relation to that business; and

(c) you must not seek improperly to influence a decision about that business.

(2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Part 3

Registration of Members’ Interests

Registration of members’ interests

13.—(1) Subject to paragraph 14, you must, within 28 days of—

(a) this Code being adopted by or applied to your authority; or

(b) your election or appointment to office (where that is later),

register in your authority’s register of members’ interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal interests where they fall within a category mentioned in paragraph 8(1)(a), by providing written notification to your authority’s monitoring officer.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph (1), register details of that new personal interest or change by providing written notification to your authority’s monitoring officer.

Sensitive information

14.—(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority’s monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 13.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority’s monitoring officer asking that the information be included in your authority’s register of members’ interests.

(3) In this Code, “sensitive information” means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Annex C: Consultation Code of Practice

- A.1 The Government has adopted a code of practice on consultations. The criteria below apply to all UK national public consultations on the basis of a document in electronic or printed form. They will often be relevant to other sorts of consultation.
- A.2 Though they have no legal force, and cannot prevail over statutory or other mandatory external requirements (e.g. under European Community Law), they should otherwise generally be regarded as binding on UK departments and their agencies; unless Ministers conclude that exceptional circumstances require a departure.

The Consultation Criteria

- Consult widely throughout the process, allowing a minimum of
 - 12 weeks for written consultation at least once during the development of the policy
 - Be clear about what your proposals are, who may be affected, what questions are being asked and the timescale for responses.
 - Ensure that your consultation is clear, concise and widely accessible.
 - Give feedback regarding the responses received and how the consultation process influenced the policy.
 - Monitor your department's effectiveness at consultation, including through the use of a designated consultation coordinator.
 - Ensure your consultation follows better regulation best practice, including carrying out a Regulatory Impact Assessment if appropriate.
- A.3 The full consultation code of practice may be viewed at:
www.bre.berr.gov.uk/regulation/consultation/code/index.asp.

A.4 Are you satisfied that this consultation has followed these criteria? If not, or you have any other observations about ways of improving the consultation process please contact:

Consultation Co-ordinator
Communities and Local Government
Zone 6/H10
Eland House
Bressenden Place
London
SW1E 5DU

email: consultationcoordinator@communities.gsi.gov.uk

ISBN: 978 14098 0549 6



List of penalty notices

Penalty Notices for Disorder

Upper Tier Penalty - £80 for 16 year olds and over (£40 for 10 – 15 year olds)

Offence

Throwing fireworks

Wasting police time or giving false report

Disorderly behaviour while drunk in a public space

Theft (under £200 retail/commercial only)

Destroying or damaging property (limited to damage under £500)

Behaviour likely to cause harassment, alarm or distress

Making false alarm calls

Breach of fireworks curfew (11pm-7am)

Possession of a category 4 firework

Possession by a person under 18 of an adult firework

Sale of alcohol anywhere to a person under 18

Supply of alcohol by or on behalf of a club to a person aged under 18

Buys or attempts to buy alcohol on behalf of a person under 18

Buys or attempts to buy alcohol for consumption on relevant premises by person under 18

Sells or attempts to sell alcohol to a person who is drunk

Delivery of alcohol to person under 18 or allowing such delivery

Knowingly give a false alarm to a person acting on behalf of a fire and rescue authority

Lower tier Penalty - £50 for 16 year olds and over (£30 for 10 – 15 year olds)

Offence

Being drunk in the highway, public place or licensed premises

Trespassing on a railway

Throwing stones, etc at a train

Leave/deposit litter

Consumption of alcohol in a designated public place

Consumption of alcohol by a person under 18 on relevant premises

Allowing consumption of alcohol by a person under 18 on relevant premises

Buying or attempting to buy alcohol by a person under 18

Graffiti and fly posting



FARNHAM TOWN COUNCIL

E

Public Report

Report to

Full Council

Report of

Roland Potter, Town Clerk

Title

Project monitoring & significant actions under delegated authority – 9 September 2008 – 6 November 2008

	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
1	Preservation and archiving of cemetery records	Back data input to be completed by 31 December 2008	Purchase information being entered onto system	Town Clerk
2	Review of Office Accommodation.	Condition Survey obtained from WBC,	An Independent valuation has been arranged through Wadham and Isherwood. The recommendations of the Internal Auditor are to obtain an independent condition survey on the building. Costs are being obtained for the conversion of the Waverley reception to Town council offices and reception. Next meeting with WBC 10 December 2008	Town Clerk
3	Annual Report	The Annual Report will be collated for publication in Dec 2008		Town Clerk
4	Marketing	A outline strategy has been developed	An outline report will be submitted to Council within the budget process	Town Clerk
5	Farmers Market.	Monthly Market. Several new stalls have started at the market and frequent enquiries about attending the market are received, but not all meet the FM criteria.	The market is continuing to do well and the stallholders are still reporting it to be one of their best markets, despite the present economic climate. There have been a good number of people enquiring about a stall in the market, unfortunately no fresh veg! We have had 3 new stallholders start this month, Pimpernel Fisheries, The Pudding Emporium and Sussex Gold. – All reported a good market.	Ginny Gordon
6	Visitor Information Points (VIP)	Review of sites undertaken. Development of Touch Screen	Negotiations to begin with the Maltings and the Library for the installation of touch screens.	Town Clerk

		information.		
	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
7	Heritage Open Days 11-14 September 2008	Heritage Open Days took place 11-14 September	Some new and exciting initiatives were introduced including a display of old photographs in the Council Chamber over the 4 day event.	Sheila Rayner
8	Gostrey Meadow	Meeting with Chief Officers to discuss options and ways forward 10.12.08		Town Clerk
9	Borelli Walk/Haren Garden	Meeting with Chief Officers to discuss options and ways forward 10.12.08		Town Clerk
10	Bandstand	Building of a bandstand in Gostrey Meadow	The costs for piling the site are being obtained. The intend installation date will be march 09	Town Clerk
11	Additional Lighting in Gostrey Meadow	Scheme being assembled	Provisional approval received from Waverley Borough Council.	Town clerk
12	Lease on common land at Black Pond Lane		WBC have agreed that they have no objections to the Town Council managing the land and the Council will take action to progress this matter	Town Clerk
13	Weybourne Allotments	Initial enquiries with Waverley Borough Council regarding transfer	Awaiting reply	Town Clerk
14	Local Development Framework	The members work shop will be rearranged for this project.		Town Clerk Wendy Coulter

7 November 2008



FARNHAM TOWN COUNCIL

F

Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 11 September 2008

Place

Town Clerks Office, South Street, Farnham

Members Present

- * Cllr C G Genziani (Chairman)
- o Cllr D J Attfield (Vice Chairman)
- o Cllr L Fleming
- o Cllr R D Frost
- * Cllr G Hargreaves
- * Cllr J E Maines
- o Cllr R Steel
- * Cllr C Storey

* Present

o Apologies for absence.

PP 052/08

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.

Name of Councillor	Application No	Subject	Type of Interest	Reason
J. Hargreaves	WA08/1490	17 Lower South View, Farnham	Personal	Concerned impact on neighbours
J. Maines	WA08/1543	Lowlands Bungalow, Folly Lane South,	Personal	Know the neighbour

		Farnham		
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WA 08/1437

Erection of extensions and alterations
The Stables, Lodge Hill Road, Farnham

Any development should be restricted for one development only and not for sub-division

WA 08/1447

Erection of a new dwelling with detached double garage
Land adjacent to 3 Longdown Close, Farnham

Council is concerned about infill development.

WA 08/1448

Erection of detached double garage following demolition of existing garage
3 Longdown Close, Farnham

No objection

WA 08/1453

Erection of a first floor extension for new therapy teaching rooms
More House School, Moons Hill, Frensham

No objection

WA 08/1454

Application for consent to display non-illuminated signs
Woolmead House East, Woolmead, Farnham

Object, the use of illuminated signs in the Conservation Area, all signs should be natural materials as per the conditions of the Conservation Area.

WA 08/1455

Installation of two condenser units
Hawthorn House, East Street, Farnham

No objection

WA 08/1462

Alterations to elevations
33 The Borough, Farnham

Object:

- a. **Object to the use of illuminated signs in the Conservation Area, all signs should be natural materials as per the conditions of the Conservation Area.**
- b. **It is not appropriate to display the website and telephone number and should be displayed on a small plaque on the front of the building.**

- c. **The proliferation of signs is out of keeping with the building and does not fit the town and Conservation Area.**

WA 08/1463

Application for Listed Building Consent for display of illuminated and non-illuminated signs and interior and exterior alterations
33 The Borough, Farnham

Object:

- a. **Object to the use of illuminated signs in Conservation Area, all signs should be natural materials as per the conditions of the Conservation Area.**
- b. **It is not appropriate to display the website and telephone number and should be displayed on a small plaque on the front of the building.**
- c. **The proliferation of signs is out of keeping with the building and does not fit the town and Conservation Area.**

WA 08/1464

Conversion of garage with erection of single storey link to main property
1 Sandrock Hill Road, Wrecclesham

No objection

WA 08/1475

Erection of an extension
11 Blenheim Crescent, Farnham

No objection provided materials used are in keeping with existing building.

WA 08/1477

Application for a Certificate of Lawfulness under Section 192 for the erection of a double garage and workshop for general storage of house and garden equipment for domestic uses
Minadhu, Manley Bridge Road, Rowledge

Farnham Town Council deplores retrospective planning applications and would request the Planning Authority to consider conditioning the use of the garage and workshop for private use only as a garage and workshop

WA 08/1481

Construction of dormer windows to provide loft conversion (variation to permission granted under WA/2007/2198)
39 Firgrove Hill, Farnham

The previous comments of The Planning Consultative Group held on 25 October 2007 were as follows: No objection provided materials used are in keeping with existing building.

No objection provided materials used are in keeping with existing building

WA 08/1483

Application for a Certificate of Lawfulness under Section 191 for the retention of an extension to a detached garage
25 Aveley Lane, Farnham

No objection

WA 08/1487

Erection of a pair of semi-detached dwellings with access off Woodlands Avenue (details pursuant to WA/2007/2179)

Land at 2 Woodlands Avenue & 91 Weybourne Road, Farnham

Previous comments of the Planning Consultative Group held on 9th August, 2007, were as follows: Object. Farnham Town Council considers that this is overdevelopment for the site.

Previous comments of the Planning Consultative Group held on 25 October 2007 were as follows: Object. Farnham Town Council considers that this is over development for the site.

Object: The Town Council considers that this is overdevelopment for the site.

WA 08/1489

Erection of dormer windows and roof hip amendments to form loft extension
14 West Avenue, Farnham

Objection: changing the character of the building and out of keeping with the street scene and out of character with the neighbouring properties.

WA 08/1490

Erection of single storey extension
17 Lower South View, Farnham

Concerned about the impact on the residential amenities and the impact of the side window on the N.E elevation

WA 08/1491

Erection of extensions and alterations
Aldworth, The Crescent, Farnham

Objection to the window on the front face of the development as it extends beyond the building and concerns about the impact of the development of the residential amenities of the neighbouring properties.

WA 08/1493

Erection of extensions and alterations following demolition of existing carport (revision of WA/2008/0004)

19 Longley Road, Farnham

Previous comments of the Planning Consultative Group held on 17 January 2008: Object, overdevelopment for the site and property and extensions would be detrimental to the street scene.

Farnham Town Council deploras retrospective planning applications and reiterates previous comments: Objection, overdevelopment for the site and property and extensions would be detrimental to the street scene.

WA 08/1502

Erection of two storey extension
2 The Old Orchard, Farnham

No objection subject to the opinion of the Arboricultural Officer

WA 08/1503

Erection of a single-storey extensions following demolition of existing conservatory
2 Valley Lane, Lower Bourne, Farnham

No objection

WA 08/1505

Erection of extensions and alterations following demolition of existing extensions

No objection provided materials used are in keeping with existing building

WA 08/1506

Erection of a single-storey extension
21 St Johns Road, Farnham

No objection

WA 08/1508

Erection of a two-storey extension and basement following demolition of existing conservatory
67 Burnt Hill Road, Lower Bourne, Farnham

No objection provided materials used are in keeping with existing building

WA 08/1510

Erection of single storey extension and attached garage following the demolition of existing conservatory
16 North Avenue, Farnham

No objection provided materials used are in keeping with existing building

WA 08/1512

Erection of extensions and alterations
Thornywood, 82 Crooksbury Road, Farnham

No objection

WA 08/1513

Erection of single storey extensions and alterations
New Horizon, 1 Pine Grove, Farnham

No objection in principle, however the Council is concerned about the potential for sub-division and would request that if the Planning Authority is mindful to grant permission that the building should be conditioned for single dwelling only

WA 08/1516

Change of use to Class D1 to provide chiropractic clinic
Sovereign House, 17 South Street, Farnham

No objection

WA 08/1522

Erection of extensions and alterations (revision of WA/2007/1622)
Two Magpies, 21a Boundstone Road, Farnham

The previous comments of the Planning Consultative Group held on 9 August 2007 were as follows: Farnham Town Council objects to the loss of parking and that the proposed development is out of keeping with surrounding properties

No comment

WA 08/1523

Erection of extensions and alterations
86 Shortheath Road, Farnham

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

WA 08/1530

Erection of a detached garage
11 Recreation Road, Rowledge

No objection

WA 08/1533

Erection of a new dwelling and garage
45 Hale Road, Farnham

The Council strongly objects to infill development and any development that would be a precursor to further infill development and the Council objects to the proposed development due to the size within the plot and traffic movement and access by emergency and utility vehicles

WA 08/1534

Erection of a conservatory following demolition of existing conservatory

33 Jubilee Lane, Farnham

No objection

WA 08/1535

Erection of a two-storey extension following demolition of existing extensions
10 Longley Road, Farnham

Concerned about the impact on the residential amenities of neighbouring properties

WA 08/1536

Erection of a new dwelling
19 Gong Hill Drive, Lower Bourne, Farnham

Object, overdevelopment of the rural area, out of keeping with the surrounding area and properties:

- a. leading to an erosion of its semi-rural character
- b. be out of keeping with the scale, pattern and density of surrounding development
- c. lead to pressure for the fragmentation of other development

WA 08/1537

Application for a Certificate of Lawfulness under Section 191 for the retention of an extension
Plot 2, 26 Brambleton Avenue, Farnham

No comment due to the fact that this is within permitted development area

WA 08/1538

Retention of a detached smoking shelter
The Cherry Tree Public House, Cherry Tree Road, Rowledge

No objection

WA 08/1543

Erection of two dwellings with garages and associated works following demolition of existing bungalow
Lowlands Bungalow, Folly Lane South, Farnham

No objection

WA 08/1544

Erection of a single-storey extension
111 Weydon Hill Road, Farnham

No objection

WA 08/1545

Erection of a conservatory
Greenhill Farm, 24 Greenhill Road, Farnham

No objection

WA 08/1546

Construction of dormer windows
10 Temples Close, Farnham

No objection

WA 08/1554

Application for a Certificate of Lawfulness under Section 192 for the erection of an extension
13 Stephendale Road, Farnham

Farnham Town Council deplores retrospective planning applications and concerned about the impact on the residential amenities of neighbouring properties

WA 08/1560

Erection of a single storey extension following demolition of existing outbuilding
23 Lynch Road, Farnham

Concerned about the impact on the residential amenities of neighbouring number 25 Lynch Road

WA 08/1567

Erection of a covered parking area
Karibu, 14 Frensham Vale, Farnham

No objection in principle, but request the Planning authority to consider conditioning use of property development for private vehicle parking only.

WA 08/1577

Conversion of garage to habitable space and conversion of garage roof space
Moyenne, Vine Lane, Farnham

No objection

WA 08/1578

Application for a Certificate of Lawfulness under Section 192 for the construction of dormers for form loft conversion
47 St Georges Road, Farnham

Farnham Town Council deplores retrospective planning applications

WA 08/1582

Erection of extension to provide porch following demolition of existing porch and canopy.

25 Woodbourne, Farnham

No objection

WA 08/1587

Widening of access into sewage treatment works

Farnham Sewage Treatment Works, Monkton Lane, Farnham

No objection subject to the approval of the Highways Authority

The meeting closed at 7.30 pm

Date 12 September 2008

Chairman



FARNHAM TOWN COUNCIL

G

Minutes

Planning Consultative Group

Time and date

6.30pm on Thursday 2 October 2008

Place

Town Clerks Office, South Street, Farnham

Members Present

- * Cllr C G Genziani (Chairman)
- * Cllr D J Attfield (Vice Chairman)
- * Cllr L Fleming
- Cllr R D Frost
- o Cllr G Hargreaves
- * Cllr J E Maines
- Cllr R Steel
- * Cllr C Storey

* Present

o Apologies for absence.

PP 072/08

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.

Name of Councillor	Application No	Subject	Type of Interest	Reason
D. Attfield	WA08/1675	Creighton, 7 Tongham Road, Farnham	Prejudicial	Know property owner

J. Maines	WA08/1652	26 Alma Lane, Farnham	Personal	Governor of local school

WA 08/1588

Erection of extensions and alterations (revision of WA/2008/0902)
The Cedars, Shortheath Road, Farnham
The previous comments of the Planning Consultative Group held on the 12 June 2008 were as follows: Use of part of garage as habitable floor space together with the erection of an extension and alterations – No objection

No objection subject to materials used being in keeping with the existing building.

WA 08/1595

Erection of first floor extension and alterations
14 Stephendale Road, Farnham

No objection

WA 08/1596

Erection of combined public payphone service and bybox secure locker facility (to replace existing payphone)
Land adjacent to 2 Woolmead, Farnham

No objection

WA 08/1597

Replacement of air conditioning units and external alterations
33 The Borough, Farnham

No objection subject to the confirmation of the Listed Buildings and Conservation Officer

WA 08/1598

Listed Building Consent for replacement air conditioning units and external alterations
33 The Borough, Farnham

No objection subject to the confirmation of the Listed Buildings and Conservation Officer

WA 08/1602

Erection of a replacement dwelling following demolition of existing dwelling and garage
14 Monks Well, Farnham

No objection

WA08/1606

Erection of extensions and alterations following demolition of existing extension (follows invalid WA/08/0317)

32 Adams Park Road, Farnham

The previous comments of The Planning Consultative Group held on 27 September 2007 were as follows: Concerned about the possible impact on residential amenities of neighbouring properties. Materials used should match existing. The previous comments of The Planning Consultative Group held on 13 March 2008 were as follows: concerned about the possible adverse impact on the residential amenities of neighbouring properties

Concerned about the possible impact on the residential amenities of the neighbouring properties and the materials used should match the existing.

WA 08/1608

Enclosure of lobby and erection of a canopy

Broadmede House, Farnham Business Park, Farnham

No objection

WA 08/1620

Application for Listed Building Consent for internal alterations
Church House, Union Road, Farnham

No object subject to the approval of the Listed Buildings Officer

WA 08/1622

Erection of a garage following demolition of existing garage
9 Rowhills, Farnham

Request that this should be conditioned for private use as a garage and store only

WA 08/1625

Erection of a building comprising 8 flats following the demolition of an existing dwelling
46 Shortheath Road, Farnham

Object: overdevelopment of the site and out of character with the street scene and the implications of traffic movement. Concerned about the accumulating strain on the infra structure

WA 08/1627

Change of use to mixed use sales/servicing/repairs to include MOT testing together with the erection of an extension
Rowledge Garage, 5 The Square, Rowledge

Although the Council supports promoting the viability of a local business the Council is concerned about the potential increase in traffic movement

WA 08/1629

Erection of extensions
16 Wings Road, Farnham

No objections subject to the materials used being in keeping with the existing building

WA 08/1631

Erection of extensions and alterations
10 Longhope Drive, Farnham

No objection subject to materials used being in keeping with existing building

WA 08/1632

Application for a Certificate of Lawfulness under Section 191 for the existing use as a Chiropractic clinic
1 South Avenue, Farnham

No comment

WA 08/1633

Erection of single storey extension
12 Trebor Avenue, Farnham

No objection

WA 08/1634

Installation of reflective film to first and second floor windows
Bridge House, South Street, Farnham

As this development abuts the conservation area the Council is concerned about the appearance on the surrounding area and would request that this matter be considered by the Conservation Officer

WA 08/1635

Erection of extensions
Red Gables, 1 Longdown Close, Farnham

No objection provided materials are in keeping with existing building

WA 08/1638

Erection of extensions and alterations (variation to permission granted under WA/2007/2746)

14 Shortheath Crest, Farnham

The previous comments of The Planning Consultative Group held on 31 January 2008 were as follows: Object, concerned about adverse impact on the residential amenities of the neighbouring properties

Concerned about the impact on residential amenities of number 12

WA 08/1640

Erection of a building to provide 3 apartments
9 Dollis Drive, Farnham

Concerned about the affect on the residential amenities of neighbouring properties, out of keeping with the adjoining properties, concerned about the loss of open space and the lack of working and increase in traffic movement

WA 08/1652

Erection of first storey extension
26 Alma Lane, Farnham

No objection

WA 08/1653

Erection of an 18 metre telecommunication mast with antennae, dishes and associated equipment cabinets with ancillary works
Baker Oates Stables, Gardeners Hill Road, Farnham

No objection

WA 08/1658

Erection of a conservatory following demolition of existing conservatory
16 Bridgefield, Farnham

No objection

WA 08/1671

Application for Certificate of Lawfulness under Section 192 for a proposed link extension and alterations
28 St Peters Gardens, Farnham

**Farnham Town Council deplores retrospective planning applications.
Concerned about the loss of garage parking space.**

WA 08/1673

Application for consent to display illuminated and non-illuminated signs (revision of WA/2008/1144)

BP Service Station, Farnham-By-Pass, Farnham

The previous comments of The Planning Consultative Group held on the 10 July 2008 were as follows: No objection

No objection

WA 08/1674

Creation of a swimming pool
8 Swingate Road, Farnham

No objection

WA 08/1675

Erection of single storey extension following conversion of garage to form annexe
Creighton, 7 Tongham Road, Farnham

Concerned about the loss of garage however would request that if the Planning Authority are mindful to grant permission that the development be conditioned solely for that use and for that building only

WA 08/1676

Erection of detached garage
Little Park, 2 Packway, Farnham

No objection

WA 08/1677

Erection of single storey extension (revision of WA/2008/0197)
Stone cottage, 3 Hereford Lane, Farnham

The previous comments of The Planning Consultative Group held on 28 February 2008 were as follows: No objection

No objection

WA 08/1680

Erection of extensions and alterations
24 High Park Road, Farnham

Concerned about the impact of the residential amenities of the neighbours and over development of the site

WA 08/1681

Erection of extension and alterations and change of use from residential to dental practice (D1 use)
87 West Street, Farnham

No objections subject to the approval of the Listed Buildings Officer

WA 08/1682

Application for Listed Building Consent for erection of extensions and alterations and change of use from residential to dental practice (D1 use)
87 West Street, Farnham

No objections subject to the approval of the Listed Buildings Officer

WA 08/1683

Erection of first floor extension
72 East Street, Farnham

No objections

WA 08/1685

Erection of porch and associated alterations
27 Greenhill Way, Farnham

No objections

WA 08/1688

Alterations to elevations and internal alterations
5 Upper Church Lane, Farnham

No objections subject to the approval of the Listed Buildings Officer

WA 08/1689

Application for Listed Building Consent for internal and external alterations
5 Upper Church Lane, Farnham

No objections subject to the approval of the Listed Buildings Officer

WA 08/1690

Outline application for the erection of buildings to provide 15 flats.
Heath House, Heath Lane, Farnham

Object, overdevelopment of the site and concerned about the increase in traffic and its impact on the local area. Concerned about the loss of a building of local character.

WA 08/1692

Erection of a new dwelling and detached dwelling following demolition of existing dwelling and attached dwelling
11 Stoneyfields, Farnham

No objection

WA 08/1693

Erection of a new dwelling following demolition of existing dwelling
Rosemead Cottage, River Lane, Farnham

No objection

WA 08/1694

Erection of conservatory following demolition of existing single storey structure
1 Cokenor Wood, Farnham

No objection

WA 08/1698

Conversion of garage to habitable space and amendments to elevations
120 Burnt Hill Road, Lower Bourne, Farnham

Concerned about the loss of garaging

WA 08/1701

Erection of detached garage
22 Broadwell Road, Farnham

Concerned about the impact of the residential amenities of the neighbouring properties and would request that garage be conditioned for private use only as a garage.

WA 08/1703

Erection of dwelling following demolition of existing dwelling (revision of WA/2008/0957)
2 Compton Way, Moor Park, Farnham
The previous comments of The Planning Consultative Group held on 28 February 2008 were as follows: No objection

No objection

WA 08/1709

Construction of an all weather playing surface and associated works
Frensham Heights School, Frensham Heights Road, Rowledge

No objection subject to the light diffusion being contained to a minimum and that the hours of use of floodlighting is conditioned

WA 08/1715

Erection of extension to form front porch
22 Wings Road, Farnham

No objection

WA 08/1718

Erection of a two-storey extension following demolition of garage, conservatory and three outbuildings
Milestones, 2 Pine Ridge Drive, Farnham

No objection

WA 08/1722

Erection of a single storey extension
33 Hampton Road, Farnham

No objection

WA 08/1723

Erection of extension and alteration to roof following demolition of garage
3 Bullers Road, Farnham

Concerned about the loss of garage parking space and the effect on the adjoining properties

WA 08/1724

Erection of conservatory
42 Waynflete Lane, Farnham

No objection

TC/ 08/0001

G.P.D.O Part 24; siting of a 12.5m high telecommunications mast and associated cabinet
Land at Sandy Hill Road, Farnham

Object: proximity to housing, impact on local community, in particular young children and the Council believe that further opportunities for sharing the mast should be considered or relocation further from housing.

The meeting closed at 6.10 pm

Date 3 October 2008

Chairman



FARNHAM TOWN COUNCIL

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Minutes

Planning Consultative Group

Time and date

6.00pm on Thursday 23 October 2008

Place

Town Clerks Office, South Street, Farnham

Members Present

- * Cllr C G Genziani (Chairman)
- * Cllr D J Attfield (Vice Chairman)
- o Cllr L Fleming
- o Cllr R D Frost
- o Cllr G Hargreaves
- * Cllr J E Maines
- o Cllr R Steel
- * Cllr C Storey

* Present

o Apologies for absence.

PP 073/08

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.

WA 08/1728

Erection of a single storey extension following demolition of existing conservatory
7 Avon Road, Farnham

No objection

WA 08/1730

Retention of a security fence
57 & 57a Weybourne Road, Farnham

Concerned about the graffiti and would suggest an alternative colour on the fence.

WA 08/1733

Alterations to roof including the construction of additional dormer windows and removal of chimneys together with the change of use of attached public conveniences to provide additional residential accommodation and garage
65a West Street, Farnham

Concerned about the impact of traffic across the pavement and would also suggest the Conservation Officer be consulted as the property is in the conservation area and the character of the property should be retained

WA 08/1750

Erection of a two storey building for children's nursery and associated works
Land at Farnham Hospital, Hale Road, Farnham

Concerned about the insufficient parking for the number of staff and visitors, also the proximity to the junction. Concerned about the overdevelopment of the site and the size of the nursery and the property is not in keeping with the neighbouring listed building.

WA 08/1753

Erection of a first floor extension forming additional office space
28 Downing Street, Farnham

No objection

WA 08/1756

Erection of a two storey extension following demolition of existing single storey structure
Littlefield Cottage 44 Gardeners Hill Road, Frensham

Concerned at loss of garage parking

WA 08/1759

Erection of a garage following demolition of existing garage and plant room
18 Longdown Road, Farnham

Garage should be conditioned for private use only as it is in the BE3 area.

WA 08/1762

Erection of two storey side extension and single storey rear extension
9 High Street, Rowledge

No objection but Council would be concerned if it were to receive later an

application for sub-division to create two dwellings

WA 08/1764

Erection of extension to roof including provision of dormer windows to form bedroom (revision of WA/2008/1489)

14 West Avenue, Farnham

The previous comments of the Planning Consultative Group held on 11 September 2008 were as follows: Objection: changing the character of the building and out of keeping with the street scene and out of character with the neighbouring properties

Objection: changing the character of the building and out of keeping with the street scene and out of character with the neighbouring properties.

WA 08/1765

Erection off a detached garage

9 Waverley Lane. Farnham

No objection subject to approval of the Arboriculturalist registering impact on trees

WA 08/1770

Erection of extension and construction of hard standing following demolition of existing garage

Territorial Army Centre, Guildford Road, Farnham

No objection

WA 08/1771

Erection of a replacement dwelling and garage following demolition of existing 48 Compton Way, Farnham

No objection

WA 08/1773

Construction of dormer windows to from loft conversion

Haris, Pine Grove, Lower Bourne

No objection

WA 08/1777

Change of use of part of dwelling to A1 retail use

4 Upper Church Lane, Farnham

No objection

WA 08/1778

Erection of dwelling and garage following demolition of existing

Robins Wood, Moor Park Way, Farnham

No objection

WA 08/1779

Erection of bay window and porch to front and extension to rear
Cones, 74 Crooksbury Road, Farnham

No objection

WA 08/1780

Erection of replacement dwelling following demolition of existing bungalow (revision
of WA/2008/0700)

Land at Woodpeckers, 9 Temples Close, Farnham

The previous comments of The Planning Consultative Group held on 1 May 2008
were as follows: No objection

No objection

WA 08/1781

Erection of extensions and alterations following demolition of existing detached
garage (revision of WA/2008/0656)
38 North Avenue, Farnham

The previous comments of The Planning Consultative Group held on 1 May 2008
were as follows: Concerned about the possible adverse effect on the amenities of
the neighbouring properties.

**Object. Concerned about impact on neighbouring properties 40 & 36 and the
effect on the street scene and changing character of semi detached dwelling**

WA 08/1784

Erection of a 2 storey extension (revision of WA/2008/0232)
80 Lodge Hill Road, Lower Bourne, Farnham

The previous comments of The Planning Consultative Committee held on
28 February 2008 were as follows: Concerned about the possible adverse effect
on the amenities of the neighbouring properties. Natural materials would be
preferable to the man made materials proposed.

**Concerned about the possible adverse effect on the amenities of the
neighbouring properties. Natural materials would be preferable to man made
materials proposed.**

WA 08/1787

Erection of an extension and alterations to existing bungalow to provide a chalet
bungalow (variation of WA/2007/0815)
11 Lawday Link, Farnham

The previous comments of The Planning Consultative Group held on 26 April 2007
were as follows: No objection

No objection

WA 08/1789

Application for a certificate of lawfulness under Section 191 for the retention of use as an independent dwelling
The Coach House, Leigh Cottage, Tilford Road, Farnham

No comment

WA 08/1793

Application for consent to display two illuminated freestanding display units.
Murco Petroleum, Hale Road, Farnham

Object to the illumination

WA 08/1794

Erection of a conservatory
High Copse, 2 Folly Hill, Farnham

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

WA 08/1795

Erection of a single storey extension
1 Santon Cottages, East Street, Farnham

No objection

WA 08/1796

Erection of replacement dwelling following demolition of existing
44 The Lodge, Frensham Vale, Lower Bourne, Farnham

No objection

WA 08/1797

Erection of a two storey extension following demolition of part of structure (revision of WA/2008/0001)

Monastery Clock, Old Compton Lane, Farnham

The previous comments of The Planning Consultative Group held on 17 January 2008 were as follows: No objection

No objection

WA 08/1801

Erection of replacement dwelling and garage following demolition of existing
20 Upper Bourne Lane, Farnham

No objection

WA 08/1802

Erection of a three bedroom dwelling following demolition of existing booster station
Former Pumping station, Nutshell Lane, Farnham

Concerned about the traffic issues and the access close to the road junction and the over development of the site.

WA 08/1808

Erection of extensions and alterations to existing bungalow to form a chalet bungalow (revision of WA/2007/2615)
11 St Georges Road, Badshot Lea

The previous comments of The Planning Consultative Group held on 3 January 2008 were as follows: No objections provided proposals are in keeping with surrounding properties and materials used match existing.

No objections provided proposals are in keeping with surrounding properties and materials used match existing.

WA 08/1810

Erection of two storey extension and alterations to entrances to building
All Hallows Roman Catholic Secondary School, Weybourne Road, Farnham

No objection

WA 08/1812

Installation of a window
6a Station Hill, Farnham

No objection

WA 08/1814

Erection of a ground floor extension and alteration to roof.
4 Woodside Road, Farnham

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

WA 08/1816

Erection of a single storey extension following demolition of existing extension
49 Castle Street, Farnham

Should be referred to the Listed Buildings Officer for comment.

WA 08/1817

Application for Listed Building Consent for the erection of a single storey extension following demolition of existing extension
49 Castle Street, Farnham

Should be referred to the Listed Buildings Officer for comment.

WA 08/1824

Erection of a two storey extension and creation of a drive.
80 Lodge Hill Road, Lower Bourne, Farnham

Suggest a site visit.

WA 08/1828

Erection of a boundary wall
1 Dollis Drive, Farnham

No objection

WA 08/1836

Consultation on a county matter for the storage and re-distribution of imported limestone aggregate
Farnham Quarry, St Georges Road, Badshot Lea

No objection provided kept within timescales of operation already existing and does not extend beyond existing process area.

WA 08/1839

Erection of a new dwelling with detached garage
Land at 11 Pottery Lane, Wrecclesham

Concerned about the increased traffic along Pottery Lane.

WA 08/1840

Erection of single storey extension and alterations to roof
6 Arthur Road, Farnham

Concerned on the impact of neighbours at number 8 Arthur Road.

WA 08/1845

Change of use of car showroom and maintenance workshop to provide a furniture showroom/shop together with a storage/distribution centre for the Phyllis Tuckwell Memorial Hospice Charity.
Land at Swain and Jones Site, Dogflud Way, Farnham

No objection

WA 08/1846

Application for consent to display a non-illuminated sign
Land at Swain and Jones Site, Dogflud Way, Farnham

No objection

WA 08/1848

Consultation on a County Matter; re-siting of storage bays and installation of wheel wash facility/re-siting of existing wheel spinner
Homefield Sandpit, Guildford Road, Farnham

No objection provided wheel wash is sufficient for needs of this facility.

WA 08/1853

Retention of 2 temporary storage containers
Recreation Ground, Westfield Lane, Farnham

No objection

WA 08/1860

Erection of a two-storey side extension
16 Cobbetts Way, Farnham

No objection

WA 08/1862

Erection of extension and alterations including a pitched roof over existing flat roof garage, following demolition of existing extension
Craven House, 1 Craven Close, Lower Bourne

Concerned about the impact on neighbours' amenities on property number 5 and St Edmunds House.

Notification of tree work in conservation area

GREAT AUSTINS FARNHAM CONSERVATION AREA
Ref: CA/2008/0096 – 7 Mavins Road, Farnham
Works to trees

Noted

WRECCLESHAM FARNHAM CONSERVATION AREA
Ref: CA/2008/0102 – Oakfield, 7 Pottery Lane, Wrecclesham, Farnham
Works to trees

Noted

FARNHAM CONSERVATION AREA
Ref: CA/2008/0103 – 20 Long Garden Walk
Works to Trees

Noted

The meeting closed at 6.10pm

Date 24 October 2008

Chairman



FARNHAM TOWN COUNCIL



Update Report

Corporate Development and Audit Task Group

Report to

Full Council 13 November 2008

Report of

Corporate Development and Audit Task Group

Title

Update report of activities of the Corporate Development and Audit Task Group

1 Purpose of Report

To update Members of the activities and recommendations of the Corporate Development and Audit Task Group (CDATG)

2 Summary of Key Issues

The CDATG received a report on the following issues:

Transfer of Assets: Town Council Offices

Waverley Borough Council (WBC) identified a value of £300,000 for the whole of the building.

However, the condition survey identified estimated costs of £130,000 to be spent over the next 10 years.

Of those costs WBC had undertaken the exterior decoration reducing the initial cost to £115,000.

Of the remaining cost, £27,850 was identified as legislation, non-compliance costs.

The life expectancy of the boiler was anticipated to be 3 years; however, the Town Clerk informed members that the Town Council would engage an independent quote.

The future prevention cost for flooding and the impact on the boiler room would have to be undertaken at the same time as a replacement boiler at an estimated cost of £15,000.

Members of the CDATG suggested that the Town Council engage an independent valuation of the building.

Town Council Offices: Operational Costs

WBC's anticipated outturn for the operational costs of the building were £47,500. Members were informed that this figure would need to be increased for additional energy costs, inflation and an enhanced cleaning contract. The anticipated 2009/2010 operational costs are £53,000.

WBC only wish to rent a portion of the building for 3 years. Their maximum rent is anticipated to be £13,000, this will result in a net operating cost of £40,000. Within the current budget the Town Council has set aside a sum of £25,000 per annum.

Members noted that WBC is unlikely to provide additional reception staff and the Town Council would need to provide at least 1 additional part time member of staff for 18 hours per week (estimated cost £11,000 per annum).

The Town Clerk informed Members that the anticipated shortfall for the operation of the Council Offices was expected to be £26,000 per annum. Members were also informed that there may be TUPE implications for the transfer of a WBC member of staff.

Capital Funding of Transfer of Asset

Members noted that the capital cost of the transfer of the Council Offices including repairs was £415,000.

The cost of funding this transfer from the Public Loans Board would be £33,000 per year for 20 years.

Transfer of Assets: Gostrey Meadow

The Town Clerk informed Members that the transfer of Gostrey Meadow had yet to be discussed in detail however, the contractual arrangements between WBC and Glendale may make the transfer difficult in the short term.

The cost of the contract is £60,000 per annum and there would be TUPE implications.

It was suggested that Mr Taitt from FTC to be involved in the management of the asset without any financial input, this could then be reconsidered when the contract was due to be reconsidered in 4 years time.

Staffing

Members noted that a member of staff who had chosen to return after maternity leave part time, had left the Council under staffed in the area of Major Events and Tourism. The Council would be asked to consider retaining Miss Catherine Cooper in a full time capacity in addition to the part time post of Mrs Sydenham.

The staffing cost would rise due to incremental pay rises and anticipated cost of living settlement of £25,000 per annum to £46,000.

Members noted that the Council is currently undertaking Job Evaluations on all posts and that Council may wish to review how posts are paid in light of the evaluation exercise.

In light of the increasing workload with regard to grass cutting the Council had employed 2 temporary staff to assist with the grass cutting and Health and Safety Project. It was suggested that a contingency provision should still be included in the outside workforce budget for any further requirements.

Budget Implications 2009/2010

Additional funding of £84,000 per annum would be required to purchase and operate the Council Offices.

Subsidised funding from WBC for the transfer of the public conveniences would reduce by £10,000.

The total budget implication would be £94,000.

Capital Costs

War Memorial – Gostrey Meadow, Members noted that the surrounding path needed lifting and relaying on a new foundation and the cost of this work including the lighting would be £11,000.

Grass Cutting Machine – the Town Clerk reported that one of the ride on mowers would need replacing early in the next financial year. The cost of a new Kubota ride on mower would be approximately £10,000 (funded from capital reserves).

Essential footpath repairs in cemeteries: the cost of essential repairs within the cemeteries was estimated to be £8,000 (funded from capital reserves).

Project Costs

Members noted that there was an opportunity for local members to identify local projects and these could be planned into the work schedule.

Members suggested that some kind of project be set up to honour local heroes.

Precept 2009/2010

Members considered the previous Precepts and discussed possible increases. However, it was suggested that this be further considered at the Council Budget Workshop.

31 October 2008

Note: The person to contact about this report is The Committee and Members Services Co-ordinator, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)



Farnham Town Council

Cemeteries Work Group and Appeals Panel

Report to Council 13-11-08

Since the last report to Council there has been a Training Session for Work Group members (and any others who cared to join in) on 17th September. This was very educational and informative and it was encouraging to see our staff who have been professionally trained in this area passing on their knowledge in such a competent manner.

There have been routine meetings of the Work Group on 25th September and 30th October, the discussions of which are summarised below and a confidential meeting of the Appeals Committee on 30th October followed by a site visit to West Street Cemetery on 5th November(note in part 3),.

Since our last Council Meeting there have been 5 Burials 4, at West Street Cemetery and 1 at Green Lane.

Of these 4 were Farnham residents (ratepayers) and 1 from outside the Farnham area. The total for the year-to-date is 13. These numbers include 2 infants. There were also 9 interments/scattering of ashes from previous Cremation elsewhere.

Work on “push testing” is progressing according to plan but has been put in abeyance for the Festive Season. The number of “unsafe” Graves reported to date is 167 out of 1,000 at Badshot Lea Cemetery and 224 out of 3,000 at Green Lane Cemetery of which only 100 “owners” have been positively identified.

Maintenance continues to put large demands on the time of our Outside Workforce and in common with other Councils, grass cutting is a major problem that has been exacerbated by the warmer, wetter weather conditions we have recently experienced. It is to be hoped that the Council’s Policy of “Lawned Cemeteries” will stop this getting worse as kerbing round Graves means strimmers rather than mowers have to be used, greatly increasing the amount of time needed to keep our Cemeteries in good condition.

Our fees are considered to be at a reasonable level but we continue to operate this service at a net loss to the Council and therefore a charge to domestic ratepayers.