



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 21 October 2010

### Place

The Council Chamber, South Street, Farnham

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TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY** on **THURSDAY 21 OCTOBER, 2010, at 7.00PM.**

The Agenda for the meeting is set out over.

Yours faithfully

On behalf of Mr Roland Potter (Town Clerk)

**Prior to the commencement of the Council Meeting, at 6.45pm there will be a Presentation to all Council Members by Chief Superintendent, Gavin Stephens.**

### Members Apologies

**Members are requested to submit their apologies to the Committee and Members Services Co-ordinator by 5 pm on Wednesday 20 October 2010**

### Recording of Council Meetings

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

### Questions by the Public

Prior to the commencement of the meeting, the Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda, to which an answer will be given or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details.

A maximum of 15 minutes will be allowed for the whole session.



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 21 October 2010.

### Place

The Council Chamber, South Street, Farnham

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### 1 Apologies

To accept apologies for absence.

### 2 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 9 September 2010 – attached at **Appendix A**.

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 23 September 2010 – **to follow**.

### 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](mailto:wendy.coulter@farnham.gov.uk) by 12 noon on Wednesday 20 October 2010. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to hand to the Town Clerk before the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless he/she has obtained dispensation from the Standards Committee.*

### 4 Statements by the Public

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

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

## **5 Town Mayor's Announcements**

To receive the Town Mayor's announcements.

### **Part 1 – Items for Decision**

## **6 Annual Return for Year Ending 31 March 2010.**

To receive the unqualified report and Annual Return from the External Auditor for the year ending 31 March 2010 – **attached at Appendix B.**

### **Part 2 – Items to Note**

## **7 Working Group Notes**

To receive notes from the Cemeteries and Appeals Working Group Meeting held on 4 October 2010 – **Appendix C.**

## **8 Reports from Outside Bodies**

To receive from Members any verbal reports on Outside Bodies.

## **9 Planning Applications**

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

22 September 2010 attached at **Appendix D.**

The above actions are taken with delegated authority.

## **10 Date of Next Meeting**

To note the date of the next Council Meeting – Thursday 2 December 2010, at 7pm in the Council Chamber, South Street, Farnham.

## **11 Exclusion of the Press and Public**

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Items 12 and 13 of the agenda.

### **Part 3 – Confidential Items**

## **12 Confidential Minutes**

To sign as a correct record the confidential minutes of the Farnham Town Council meeting held on Thursday 23 September 2010 – **attached under separate cover for Town Council Members only (to follow)**.

## **13 Staffing Issues**

To consider Staffing Issues. To receive a verbal report.

The Town Mayor will close the meeting.

13 September 2010

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

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

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



# FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### Time and date

7.00pm on Thursday 9 September 2010

### Place

The Council Chamber, South Street, Farnham

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

#### Officers Present:

Roland Potter (Town Clerk)

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

The proceedings of the meeting of Farnham Town Council held on Thursday 9 September 2010 were digitally recorded for Council purposes only.

Prior to the start of the meeting Farnham Town Council received a presentation on the work of the Farnham Society by the Chairman of the Farnham Society, Alan Gavaghan.

## QUESTIONS BY THE PUBLIC

There were no questions by the public.

### C 057/10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Attfield, C Cockburn, Mrs P Frost, C Storey and A Thorp.

### C 058/10 MINUTES

The Minutes of the Farnham Town Council Meeting held on Thursday 5 August 2010 were signed by the Town Mayor as a correct record.

### C 059/10 DISCLOSURE OF INTERESTS

There were no disclosures of interests.

### C 060/10 STATEMENTS BY THE PUBLIC

There were no statements by the public.

### C 061/10 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor thanked Councillors and members of the public for the cakes they had provided for the Mayor's charity tea tents at the band concerts.

The Mayor mentioned the following events that he had recently attended:

1 September presented Minden roses to the local forces and TA

5 September attended the Forget Me Not Walk and the dedication of the new building at St Thomas on the Bourne.

8 September attended Battle of Britain fly past at Odiham

The Town Mayor reminded members that the results of the South and South East tin Bloom would be known on the 10 September.

The Town Mayor asked for volunteers to help man the Farnham Town Council stall at the UCCA Freshers Fayre.

The Town Mayor also reminded members that on the 21 September there would be a Business Seminar hosted by Farnham Town Council to encourage partnership working with retailers in the town.

On the 23 September there would be an extra Council meeting and on the 27 September the Farnham Awards Ceremony would take place in the council chamber.

Finally, the Town Mayor reminded members that the Feast of Food would be taking place in Castle Street on the 2 October and help was needed for the day.

The Mayor informed members that the Town Council was attempting to get the Mayor's Diary in to the press and also it would be sent to all members.

The Mayor reminded members that the Town Council had an opportunity to request from Waverley Borough Council, the Planning Authority, where and how 106 monies should be requested and distributed in Farnham. He encouraged all members to submit their suggestions for how 106 monies could be spent to the Town Clerk.

### **Part I – Items for Decision**

#### **C 062/10 GRANTS POLICY REVIEW 2010 – PHASE I**

Cllr Fleming, the Lead Member of the Corporate Development & Audit Working Group introduced the item on Grants Policy review. She asked members to consider the following recommendations of the CDAWG.

1. To note the review of the town council's policy on awarding grants including Revenue Grants, Capital Grants, Community Grants (up to £2,000) and small grants (up to £200).
2. To consider the recommendations of the internal auditor regarding the council's policy on grants.
3. To note the financial implications associated when awarding grants.
4. To agree that the Grants Policy should be budget driven as opposed to demand lead.
5. To agree that the grants budget will be administered through the CDAWG
6. To agree that the level of grant funding for 2011/12 be set at 5.76% of the precept.
7. To agree to temporarily suspend all grant administration and awards pending this report and a review of grant procedures until 31 December 2010.

Members noted that officers of the council had undertaken a review of the council's practices and policies over the last 10 years with regard to grant funding to other organisations using best of value principles. The review only considered the council's policy and a further review would be undertaken of the procedures for awarding the grants over the next few weeks.

Members noted that the internal auditors to the council had raised concerns in their last report to the council that the council's current grant making policy had a tendency to be demand lead rather than budget driven.

The recommendation of CDAWG was that the grants budget should be set and applications should be considered based on the available budget not on the basis of applicants' demands and that grants should be considered on a basis of value for money and linked to the council's services and objectives.

Members discussed the implications of reducing grant funding during the current economic climate.

Cllr Lovell proposed reducing the level of grant funding by 10% this was seconded by Cllr Maines.

Cllr Fleming explained that the awards for the small grants would not be reduced and applicants could still apply for up to £200, but the intention was to try to reduce the large Revenue Grants.

Cllr Le Gal agreed that the grant funding should be budget driven and should be set at 6% of the precept.

Cllr Steel reminded members that large levels of grants had been awarded, but that the council in the current economic climate could no longer afford to award these high levels of grants. He reminded members that whilst setting the budget for grants the council should not rely on using reserves. Help should be given to organisations with definite needs.

The Town Mayor clarified that members were considering the amendment proposed by Cllr Lovell to reduce the level of grant funding by 10% rather than 20%, which would mean that the council would be spending 6.5% of its precept on grant funding.

Cllr Le Gal confirmed that the proposal by the Corporate Development and Audit Working Group was to set the grants budget at a percentage of the precept and not to reduce the grants budget year on year.

Cllr Maines as seconder to the proposal by Cllr Lovell, confirmed that she was not against the proposal for the grant awards to be budget lead rather than to be demand driven. However, she was concerned that the Council should not reduce the grant funding by 20% for this year.

Cllr Maines confirmed that she would support and second Cllr Lovell's proposal of a reduction by 10% on the grants budget for this year.

Cllr Lovell reiterated that as the Town Council had reduced the grants budget by 20% year on year for the past three years, during the current economic situation the Council should only reduce the budget by 10% for this year.

The Town Mayor confirmed the proposal by Cllr Lovell that the grant funding for this year should only be reduced by 10% and the grants budget be set at 6.5% of the precept.

The Council voted on the proposal.

The vote was 3 for, 8 against and 1 abstention, therefore the motion was lost.

Members then took a vote on the recommendations included in the report. The vote was 10 for, 1 against and 1 abstention.

**Resolved:**

- 1. That the review of the town council's policy on awarding grants including Revenue Grants, Capital Grants, Community Grants (up to £2,000) and small grants (up to £200) be noted.**
- 2. That the recommendations of the Internal Auditor regarding the Council's policy on grants be noted.**
- 3. That the Financial implications associated when awarding grants be noted.**
- 4. That the grants policy should be budget driven rather than demand led.**
- 5. That the grants policy will be administered through the CDAWG.**
- 6. That the level of grant funding for 2011/2012 be set at 5.76% of the Precept.**
- 7. To temporally suspend all grant administration and awards pending this report and a review of grant procedures until 31<sup>st</sup> December 2010.**

**A copy of the Grants Review report is attached to record minutes together with the recommendations of the Internal Auditor.**



C 063/10 WORKING GROUPS TERMS OF REFERENCE

Members were asked to consider the recommendation of the Corporate Development and Audit Working Group to extend the terms of reference of working groups to allow for the reporting of additional council services.

Members noted that there were a number of services which reported directly to the Town Clerk and were essential to the delivery of Town Council projects. However, these services did not currently report directly to the relevant working groups.

There were also a number of task groups which met on an ad hoc basis, as required, to consider issues of major importance to Farnham and the Town Council e.g. the Minerals Task Group. It was noted that the CDAWG had recommended that the terms of reference for the current working groups should be extended as it would improve and help coordinate the shared delivery of these services by allowing them to report to the relevant working groups and to reduce the need for the ad hoc meetings of task groups.

**Resolved:**

**That the Terms of Reference be amended to allow for the reporting of additional Council services. (Amended Terms of Reference for Working Groups attached to record minutes).**

C 064/10 INSTALLATION OF ADDITIONAL LIGHTING IN GOSTREY MEADOW AND IMPROVEMENTS TO THE ELECTRICITY SUPPLY

Members considered upgrading the power output, installing additional lighting columns to the park and war memorial and having additional power for the bandstand and stalls in Gostrey Meadow.

Members noted that the Town Council uses Gostrey Meadow as its main location for its delivery of an annual programme of very successful events. As these events were becoming more popular there was a growing demand to improve the quality of service the Town Council provided to support these events. In particular the need for additional electricity to stalls and for music.

The Town Council has a statutory obligation to consider community safety implications in the delivery of all its services. As a result of this obligation and a request from local organisations, the Council in partnership with these organisations installed a lighting scheme across the park. The lighting scheme had proved to be very successful, but now required extending and the lighting around the bridge required improvement.

Members noted that an extension of the scheme would provide additional lighting around the war memorial which is owned and maintained by the Council as well as providing additional illumination in the darker areas. This would enhance the capability of CCTV camera coverage which was due to be installed.

Option 1 would provide additional lighting and upgrade the power available within the park at a cost of £15,291. However, this project would require power leads to be laid from one feeder column over the ground on a temporary basis to all stalls potentially creating a trip hazard which would have to be managed at each event.

Option 2 would provide two additional feeder columns near to the path thereby reducing the need for long power leads across the park. The additional estimated cost of this would be £6,000.

Members noted the following legal and policy implications:

1. As per Financial Regulation 11.1(b) three quotes should be obtained for the electricity and lighting works to Gostrey Meadow.
2. Under Financial Regulation 11.1(c) that the council waive Financial Regulation 11.1(b) to obtain three quotes for the electricity and lighting works to Gostrey Meadow due to Southern Electric Contracting being the largest company and having won the tender contracts for both Waverley Borough Council and Guildford Borough Council and the difficulty in obtaining a further two quotes within the timescale.

Members noted the following financial implications:

1. Within the council's earmarked reserves there was £15,000 identified for this project.
2. The total cost of the project was £15,291.19 plus VAT (subject to the confirmed quote from Scottish and Southern Energy about the cost of the increased power supply) without the additional two market feeder pillars near to the police station.
3. The total cost of the project including the marker feeder pillars near to the police station side of the park is estimated at £21,291.19

The members further noted that once the order was placed there would be an eight week lead time for works to be completed and if the work was to be completed for the Christmas Lights Switch On Ceremony it would only leave two weeks for any delays.

**Resolved:**

1. **That under Financial Regulation 11.1c that Council waive Financial Regulation 11.1b to obtain three quotes.**
2. **The order for the above works to be placed with Southern Electric Contracting.**
3. **The project under Option 1 at a cost of £15,291.19 be approved.**
4. **The release of earmarked reserves for Option 1 of £15,000 be approved.**

C 065/10 GOVERNMENT CONSULTATION

Members considered a consultation on local referendums to veto excessive council tax increases.

**Resolved: that members would forward their comments to the Town Clerk and the Town Clerk would respond on behalf of the Town Council.**

C 066/10 CONSULTATION ON POLICING IN THE 21<sup>ST</sup> CENTURY

Members considered a consultation on policing in the 21<sup>st</sup> Century – reconnecting police and the people.

**Resolved that: members would forward their comments to the Town Clerk and that the Town Clerk, together with the Lead Member of the Corporate Development and Audit Working Group would form a response on behalf of the Town Council.**

C 067/10 WORKING GROUP NOTES

Members received the notes from the Corporate Development and Audit Working Group Meeting held on 20 August 2010 – **attached to record minutes.**

Members received the notes from the Tourism and Events Working Group meeting held on 28 July 2010 – **attached to record minutes.**

Members received the notes from the Farnham in Bloom Group meeting held on 18 August 2010 – **attached to record minutes.**

C 068/10 REPORTS FROM OUTSIDE BODIES

Cllr Maines reported that she had recently attended a meeting of the Towns and Parishes at Waverley Borough Council. Among the items discussed were the promotion of neighbourhood watch, Waverley Borough council's new contracts for grounds maintenance, the opportunity for Town and Parish Councils to suggest where 106 monies should be spent in the towns and parishes, through the planning process.

Cllr Maines encouraged members to forward any items that they wished the Town and Parish Council meeting to consider, to the Town Clerk.

C 069/10 PLANNING APPLICATIONS

Members received the minutes of the meetings of the Planning Consultative Group held on the 29 July 2010 and 12 August 2010.

**RESOLVED: That the observations made by the Planning Consultative Group held on, 29 July 2010 and 12 August 2010 and dealt with in accordance with delegated authority, be noted.**

C 070/10 DATE OF NEXT MEETING

Members noted that the date of the next council meeting was Thursday 23 September 2010 at 7.00pm in the council chamber.

C 071/10 EXCLUSION OF THE PRESS AND PUBLIC

**RESOLVED: That in view of the confidential nature of business to be transacted at Agenda Items 16, Confidential Minutes and 17, Farnham Awards, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at Item 15.**

**Part 3 – Confidential Items**

C 072/10 CONFIDENTIAL MINUTES

The confidential minutes of the Farnham Town Council meeting held on Thursday 5 August were signed by the Town Mayor as a correct record.

C 073/10 FARNHAM AWARDS

Members considered the nominations for the Farnham Awards.

The Town Mayor closed the meeting at 8.50pm.

Date

Chairman

## FARNHAM TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S81 Local Government Act 2000 and the adopted Farnham Town Council Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> the following matter:-

**COMMITTEE: COUNCIL**

**DATE: 21 OCTOBER 2010**

**NAME OF COUNCILLOR: \_\_\_\_\_**

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

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

Signed

Dated

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

<sup>2</sup> 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.

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

<sup>4</sup> State item under consideration.

**Issues Arising Report  
for Farnham Town Council  
Audit for the year ended  
31 March 2010**





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## Introduction

The following matters have been raised to draw items to the attention of Farnham Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2010.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Internal controls



**The following issues have been raised to assist the council in improving their internal controls or working practices. The council is recommended to consider these but is under no statutory obligation to act upon them.**

**Internal controls***What is the issue?*

The internal auditor has noted a number of weaknesses in the financial systems of the council.

*Why has this issue been raised?*

The council is exposed to the risks associated with these weaknesses.

*What do we recommend you do?*

The council have resolved to implement the recommendations made by the internal auditor to improve the financial systems of the council. The council must ensure this is undertaken as soon as possible or in any event before the end of the current financial year.

If the council addresses all the issues raised by the internal auditor the council should improve internal controls which will help to prevent and detect error and fraud and assist the council to operate in an effective and efficient manner.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England and Wales - A Practitioners Guide, NALC/OVW/SLCC

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 16 September 2010



# Local Councils in England

## Annual return for the year ended

### 31 March 2010

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Local councils in England with an annual turnover of £1 million or less must complete an annual return summarising their annual activities at the end of each financial year. In this annual return the term 'local council' means a Parish Meeting or a Parish Council or a Town Council.

The annual return on the following pages is made up of four sections:

- **Sections 1 and 2** are to be completed by the person nominated by the local council.
- **Section 3** will be completed by the external auditor.
- **Section 4** is to be completed by the local council internal audit provider.

**Each local council must ensure this annual return is approved no later than 30 June 2010.**

#### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Please complete all sections highlighted in green. Do **not** leave any green box blank. Incomplete or incorrect returns may require additional external audit work and incur additional costs.

Please send the annual return, together with your bank reconciliation as at 31 March 2010, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your appointed external auditor by the due date.

If required, your auditor will identify and ask for any documents needed for audit. Unless requested, please do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the council for publication or public display of sections 1,2 and 3.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk)



# Section 1 – Accounting statements for

**FARNHAM TOWN COUNCIL**

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

	Year ending		Notes and guidance
	31 March 2009 £	31 March 2010 £	
1 Balances brought forward	952,933	1,134,809	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	841,725	866,976	Total amount of precept receivable or received in the year.
3 (+) Total other receipts	187,088	122,994	Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.
4 (-) Staff costs	450,867	511,341	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	10,227	10,227	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6 (-) Total other costs	385,843	657,640	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	1,134,809	945,571	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	1,154,135	949,428	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	1,811,513	1,989,046	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	84,596	81,175	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	Yes NO	Yes NO	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2010.

Signed by Responsible Financial Officer

 REQUIRED

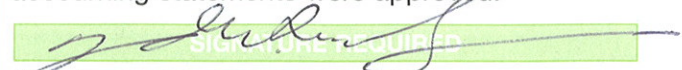
Date **18/06/2010**

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

**C 032/10** REFERENCE

Date **24/06/2010**

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

 REQUIRED

Date **24/06/2010**



## Section 2 – Annual governance statement

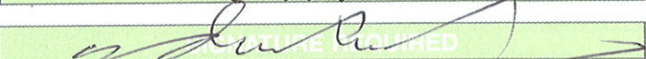
We acknowledge as the members of **FARNHAM TOWN COUNCIL** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year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

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

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

**Farnham Town Council** C032/10 page no **24/06/2010** dated **24/06/2010**

Signed on behalf of **FARNHAM TOWN COUNCIL**

Signed by: Chair  Date **24/06/2010**

Signed by: Clerk **R. Potts** Date **18/06/2010**

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



# Section 3 – External auditor’s certificate and opinion

## Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2010 of

ENTER ENTER NAME OF FIREHAMPTON TOWN COUNCIL

## Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council is also responsible for preparing an annual return which:

- summarises the council accounting records for the year ended 31 March 2010; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

## External auditor’s report

(~~Except for the matters reported below~~)\* on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (~~delete as appropriate~~).

(continue on a separate sheet if required)

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

Please see enclosed report

**BDO LLP Southampton  
United Kingdom**

(continue on a separate sheet if required)

External auditor’s signature BDO LLP

External auditor’s name **BDO LLP Southampton  
United Kingdom** Date 16/9/10

**Note:** The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.



# Section 4 – Annual internal audit report to

ENTER NAME OF **FARNHAM TOWN COUNCIL**

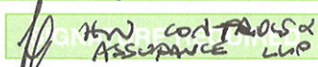
The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2010.

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

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

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

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

Signature of person who carried out the internal audit  Date **18/06/2010**

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

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



## Guidance notes on completing the 2010 annual return

- 1 Please make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are approved by the council, properly initialled and an explanation for them is provided to the auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 2 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it off to the auditor.
- 3 Please do not send the auditor any information not specifically asked for. Doing so is not helpful. You must, however, notify the auditor with details of any change of Clerk or Chair.
- 4 Make sure that the copy of the bank reconciliation which you send to your auditor with the annual return covers **all** your bank accounts. If your council holds any short-term investments, please note their value on the bank reconciliation. The auditor should be able to agree your bank reconciliation to Box 8 on the Statement of Accounts. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- 5 Please **explain fully** significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The auditor wants to know that **you** understand the reasons for all variances. Please include a complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide*\* to assist you.
- 6 If the auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 7 Please make sure that your accounting statements add up! Please ensure that the balance carried forward from the previous year (Box 7 of 2009) equals the balance brought forward in the current year (Box 1 of 2010).
- 8 **Do not complete section 3.** The external auditor will complete it at the conclusion of the audit.
- 9 Use the *Practitioners' Guide*\* for guidance. This publication is regularly updated and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines open should you wish to talk through any problem you may encounter.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	YES/NO
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	YES/NO
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	YES/NO
	An explanation of significant variations from last year to this year is provided?	YES/NO
	Bank reconciliation as at 31 March 2010 agreed to Box 8?	YES/NO
	An explanation of any difference between Box 7 and Box 8 is provided?	YES/NO
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? <b>NB: Do not send trust accounting statements unless requested.</b>	YES/NO
Section 2	For any statement to which the response is 'no', an explanation is provided?	YES/NO
Section 4	All green boxes completed by internal audit and explanations provided?	YES/NO

\*Note: *Governance and Accountability for Local Councils in England – A Practitioners' Guide* is available from your local NALC and SLCC representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)



# FARNHAM TOWN COUNCIL

# C

## Notes

### Cemeteries and Appeals Working Group

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#### Time and date

10.00am on Monday 4 October 2010

#### Place

Council Chamber, South Street, Farnham

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

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

#### 1. Apologies

Apologies for absence were received from Cllrs V Duckett and C Genziani.

#### 2. Draft Business Plan and Strategy

POINTS	ACTION
<p>Members considered a five year Draft Business Plan and Strategy to deliver the Cemeteries Service from 2011 – 2016.</p> <p>It was agreed that the five year Draft Business Plan be considered for adoption and officers were asked to complete a full Business Plan for consideration at the next meeting of the Working Group.</p>	<p><b>WRC to write up full Business Plan for consideration at next meeting.</b></p>

#### 3. ICCM Charter – Bronze Level

POINTS	ACTION
<p>Members considered the actions to be taken to enter the ICCM Charter – Bronze Level, as included in the Draft Business Plan.</p> <p>Members discussed the ICCM Charter and officers confirmed that it was a nationally recognised scheme,</p>	<p><b>Officers to implement the Action Plan to achieve</b></p>

<p>which would set a benchmark for the standard of service for the Cemeteries Service.</p> <p>It was agreed that the officers implement the Action Plan to obtain the Bronze Charter Level for 2011.</p>	<p><b>Bronze Charter Status by the end of 2011.</b></p>
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#### 4. Meeting with Undertakers

POINTS	ACTION
<p>Members agreed to postpone the meeting with the undertakers until the Staffing Review had been completed and the Business Plan had been agreed and adopted by Full Council.</p>	

#### 5. Review of Format for Price Lists

POINTS	ACTION
<p>Members considered a revised format for the price lists for the Cemeteries Service.</p> <p>Members agreed that the revised format should be used and for officers to make the necessary changes.</p>	<p><b>Officers to adopt the revised format for the price lists for the Cemeteries Service.</b></p>

#### 6. Friends of Farnham Cemeteries

POINTS	ACTION
<p>Members noted that the Friends of Farnham Cemeteries have met on a regular basis to discuss ways of enhancing the group and encouraging further membership.</p> <p>Members further noted that the group were very keen to promote the Farnham Cemeteries and were helping to organise an open day on 27 October 2010, in West Street Cemetery.</p>	

#### 7. Transfer of Exclusive Rights of Burial

POINTS	ACTION
<p>Members received a verbal report from officers of a training course that had been attended on the Transfer of Exclusive Rights of Burial at the ICCM headquarters, London.</p> <p>Members noted that, although the Town Council was not operating incorrectly, the administration for the transfer of Exclusive Rights is complicated and knowledge of probate law is required.</p> <p>As a result, all Transfers of Exclusive Rights of Burial</p>	



would now be dealt with by the Responsible Officer for Cemeteries, who had attended the training course.	
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8. Date of next meeting.

<b>POINTS</b>	<b>ACTION</b>
It was agreed that an interim meeting would be held to discuss costing for the Cemeteries Budget and the meeting would take place on Wednesday 3 November 2010 at 10am.	<b>WRC to circulate agenda via email.</b>



# FARNHAM TOWN COUNCIL

# D

## Minutes

### Planning Consultative Group

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#### **Time and date**

6.30pm on Wednesday 22 September 2010

#### **Place**

Town Clerks Office, South Street, Farnham

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#### **Members Present**

- \* Cllr C G Genziani (Lead Member)
- \* Cllr D J Attfield (Deputy Lead Member)
- o Cllr V Duckett
- \* Cllr L Fleming
- o Cllr R D Frost
- o Cllr G Hargreaves
- o Cllr J E Maines
- o Cllr O'Grady
- \* Cllr C Storey (Left the meeting at 7.30pm)

\* Present

0 Apologies for absence.

PCG 074/10

PLANNING APPLICATIONS - CONSIDERATIONS

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

#### **1. Apologies for Absence**

Apologies for absence were received from Councillors Duckett, Frost, Hargreaves, Maines and O'Grady.

#### **2. Disclosure of Interests**

There were no disclosures of interest.

3. **Designating Areas for Non-Student Housing**

Members considered whether areas of Farnham should be designated as non-student housing.

Members requested officers to obtain further information from the Planning Authority and to liaise with the University, with regard to demand.

4. **Planning Applications Considered**

**NMA 10/0149** – Amendment to WA 09/1203 to provide a change to the screen at the end of the rear balcony from glass to solid wall and removal of Condition 4.  
8 Gong Hill Drive, Lower Bourne, Farnham.

**No objection.**

**TM 10/0109** – Application for works to tree subject of Tree Preservation Order 17/03.  
Dormanswood, 7b Greenhill Road, Farnham.

**No objection subject to the approval of the Arboricultural Officer.**

**TM 10/0110** – Application for works to trees subject of Tree Preservation Order WA241.  
5 Mavins Road, Farnham.

**No objection subject to the approval of the Arboricultural Officer.**

**TM 10/0111** – Application for works to trees subject of Tree Preservation Order 32/07.  
1 Boundstone Road, Wrecclesham, Farnham.

**No objection subject to the approval of the Arboricultural Officer.**

**TM 10/0116** – Application for works to a tree subject of Tree Preservation Order 9/01.  
11 Greystead Park, Farnham.

**No objection subject to the approval of the Arboricultural Officer.**

**TM 10/0120** – Application for works to a tree subject of Tree Preservation Order 32/07.  
Pinewood Copse, 6 Gardeners Hill Road, Wrecclesham, Farnham.

**No objection subject to the approval of the Arboricultural Officer.**

**TM 01/0126** – Application for works to tree subject of Tree Preservation Order 9/99.  
13 Applelands Close, Farnham.

**No objection subject to the approval of the Arboricultural Officer.**

**WA 10/1447** – Erection of an estate workers dwelling.

Land at Moor Park House, Moor Park Lane, Farnham.

**Strongly object. This dwelling could be incorporated into existing buildings on the site.**

**Farnham Town Council suggests that this application is referred to the Listed Building Officer.**

**If consent is granted there must be a condition imposed which restricts the use of this building for use as an estate workers dwelling only.**

**WA 10/1450** – Retention of replacement fence.  
Land South of Rosemead, River Lane, Farnham.

**No objections.**

**WA 10/1451** – Erection of extensions, alterations to roof to include gable extensions and dormer window; provision of first floor accommodation and alterations (revision of WA 10/0998).  
7 Three Stiles Road, Farnham.

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

**WA 10/1452** – Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the construction of a single storey extension.  
Paddock Wood, Summerfield Lane, Farnham.

**No objection.**

**WA 10/1453** – Erection of a replacement dwelling and garage.  
7 Leigh Lane, Farnham.

**Objections; concerned about the development as it is contrary to the policies of BE3 and concerned that the proposed dwelling will be sited further into the plot which will encourage urbanisation of the grounds around it. Concerned about the loss of the natural environment.**

**WA 10/1454-** Erection of a detached building comprising of 4 garages to serve dwellings under construction.  
2 Vicarage Hill, Farnham.

**Concerned about the adverse impact on the residential amenities of Acorn Cottage. This should be conditioned for private garages only for the property at Aveley Hill.**

**WA 10/1462** – Erection of single storey extensions.  
18 Pine Ridge Drive, Lower Bourne, Farnham.

**No objections.**

**WA 10/1463** – Erection of single storey extension following demolition of existing conservatory; enlargement of existing rear roof light.  
4 Templar Avenue, Farnham.

**No objections.**

**WA 10/1466** – Erection of new front fascia and subsequent demolition of existing fascia.  
Hawthorn Cottage, Runfold St George, Farnham.

**Object, potential for change of use to a dwelling. Farnham Town Council would recommend this application to the Listed Buildings Officer.  
It must be conditioned so that it is not allowed use as a dwelling.**

**WA 10/1467** – Application for Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for a proposed loft conversion with side and rear dormer windows.  
20 Chestnut Avenue, Farnham.

**Concerned about the possible adverse impact on the residential amenities of the neighbouring properties. Out of character with the existing street scene.**

**WA 10/1471** – Erection of single storey extension.  
49 Castle Street, Farnham.

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

**WA 10/1472** – Application for Listed Building Consent for the erection of single storey extension.  
49 Castle Street, Farnham.

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

**WA 10/1474** – Erection of replacement double garage with home office above following demolition of existing garage and extension to utility room.  
41 Longhope Drive, Wrecclesham, Farnham.

**Concerned about possible subdivision of property. This development should be conditioned for single occupancy dwelling only.**

**WA 10/1475** – Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the erection of a single storey rear extension.  
41 Longhope Drive, Wrecclesham, Farnham.

**No comment.**

**WA 10/1482** – Erection of conservatory to rear.  
Thumblands Cottage, 3 Sands Road, Farnham.

**No objection.**

**WA 10/1485** – Erection of extensions and new enlarged roof to provide habitable accommodation at first floor level.  
37 Larkfield Road, Farnham.

**Concerned about the adverse impact on the residential amenities of the neighbouring properties in terms of size and bulk of extensions and roof.**

**WA 10/1495** – Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for a single storey extension to the side (north east) elevation.  
Grovers Cottage, Runwick Lane, Farnham.

**No objections.**  
**However please note comment under WA 10/1498.**

**WA 10/1496** – Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the erection of single storey extension to the side (south west) elevation.  
Grovers Cottage, Runwick Lane, Farnham.

**No objections.**  
**However please note comment under WA 10/1498.**

**WA 10/1497** – Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the erection of a porch to the front (north west) elevation.  
Grovers Cottage, Runwick Lane, Farnham.

**No objections.**  
**However please note comment under WA 10/1498.**

**WA 10/1498** – Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the erection of a two storey extension to the rear (south east) elevation.  
Grovers Cottage, Runwick Lane, Farnham.

**No objections.**

**Farnham Town Council has no objections to any of the above applications provided only one application is approved.**

**WA 10/1501** – Erection of triple garage with room over.  
26 Brookley Lodge, Crooksbury Road, Farnham.

**Conditioned for triple garage and store, private use only.**

**WA 10/1502** – Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the erection of a single storey extension.  
20 Upper Hale Road, Farnham.

**No objections.**

**WA 10/1503** – Erection of two storey extension and front porch following demolition of existing garage and porch; addition of pitched roof to existing flat roofed extension.  
4 Oak Tree View, Farnham.

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

**WA 10/1508** – Erection of rear conservatory.  
1 Osborn Road, Farnham.

**No objections.**

**WA 10/1512** – New pitched roof over existing double garage and use of roof space as ancillary residential accommodation.  
9 Bourne Grove, Lower Bourne, Farnham.

**This should be conditioned for use as part of existing house and not to be used as a separate dwelling.**

**WA 10/1513** – Installation of air conditioning with associated outdoor unit.  
Castles, 7 Bush House, South Street, Farnham.

**Object that the proposed work has already been carried out.**

**WA 10/1514** – Application for Advertisement Consent for replacement of externally illuminated fascia panel.  
Castles, 7 Bush House, South Street, Farnham.

**As per the Farnham Design Statement, Page 19 “Restrictions on inappropriate shop frontages, with regard to colour, lighting and size, must be strengthened”.**

**This application is adjacent to the Conservation Area, therefore the Conservation Officer should be consulted.**

**Object that the work has already been carried out.**

**WA 10/1523** – Erection of two storey extension and alterations.  
33 Lynch Road, Farnham.

**Concerned about the mass and scale of extensions. Concerned about the adverse impact on the residential amenities of the neighbouring properties.**

**WA 10/1524** – Use of land for the storage of building materials and machinery together with

the retention of 2 storage buildings.  
Land to rear 120 Upper Hale Road, Farnham.

**Concerned about movement of vehicles, noise of machinery and vehicles and the effect on the neighbouring properties.**

**WA 10/1525** – Application for a Certificate of Lawfulness under section 191 of the Town and Country Planning Act 1990 for the use of a single dwelling as two dwellings.  
Park Cottage, Hillside Road, Frensham, Farnham.

**Farnham Town Council deplores retrospective planning applications and objects to this planning application. Drawings should be provided to show the accommodation split.**

**WA 10/1526** – Erection of extensions and alterations to studio to form habitable accommodation.  
7 Station Hill, Farnham.

**Object to creation of new development, this is infill development.**

**WA 10/1527** – Application for variation of condition 24 of WA 09/1319 (change of use from office to provide 10 residential dwellings and erection of 14 new dwellings and associated works) – condition change to allow alterations to walled garden parking and associated changes.  
Moor Park House, Moor Park Lane, Farnham.

**Farnham Town Council requests a site visit. Concerned about the cumulative effect of all the recent applications and the move away from the integrity of the original planning application.**

**WA 10/1528** – Application for variation of condition 10 of WA 09/1320 (Listed Building Consent for alterations to Listed mansion and associated buildings) – condition change to allow alteration to walled garden parking and associated changes.  
Moor Park House, Moor Park Lane, Farnham.

**Farnham Town Council requests a site visit. Concerned about the cumulative effect of all the recent applications and the move away from the integrity of the original planning application.**

**WA 10/1529** – Change of use from office to three self contained flats.  
1 West Street, Farnham.

**Concerned about the lack of communal storage for bins and recycling. Are the communal amenities adequate.  
The 106 monies associated with this planning application should be used for the town centre, not for Farnham Park.**

The meeting closed at 8.10pm.



Date

Chairman