



## **SHERE PARISH COUNCIL**

*Serving the villages of Gomshall,  
Holmbury St. Mary, Peaslake, Shere and  
a large part of Abinger Hammer*

Joy Millett  
Parish Clerk/Finance Officer,  
Telephone/Fax: 01483 203431

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<http://www.ShereParishCouncil.gov.uk>

Tanyard Hall  
30 Station Road  
Gomshall  
Guildford,  
Surrey. GU5 9LF

4 May 2016

All Members of Shere Parish Council are hereby summoned to attend the Shere Parish Annual Council meeting to be held at Tanyard Hall, 30 Station Road, Gomshall, on Thursday, 12<sup>th</sup> May at 2016 **at 7.30pm** for the purpose of transacting the business specified on the attached agenda.

Joy Millett  
Clerk to the Council



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**ANNUAL COUNCIL MEETING  
7.30PM ON THURSDAY, 12th MAY 2016  
TANYARD HALL, 30 STATION ROAD, GOMSHALL**

### AGENDA

<b>Ref:</b>	<b>Item:</b>	<b>Led by:</b>
16/1	<b>Election of Chairman</b>	JM
16/2	<b>Declaration of Acceptance of Office</b> to be signed by the newly elected Chairman	JM
16/3	<b>Election of Vice-Chairman</b>	Chairman
16/4	<b>To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40</b>	JM
16/5	<b>Declaration of Personal or Prejudicial Interests</b> Declarations by Councillors on any of the agenda items below.	Chairman
16/6	<b>Declaration of gifts or hospitality over £25.</b> Members are reminded that once a declaration of gifts or hospitality has been made then a new Form of Financial and Other Registerable Interests must be completed	Chairman
	<b>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL</b>	
16/7	<b>Election of the General Purposes Committee</b> – the Committee to comprise of at least six elected Members of the Council with, if possible, one Member from each of the four main villages. The Chairman and Vice Chairman of the Council will be ex-officio members. Current members: Councillors B Andrews, C Brooke, C Carlisle, P Carter, A Collingwood, R Davey, J Hutton, G Reffo, R Smith	JM
16/8	<b>Election of the Health and Safety Committee</b> – at least four Members with, if possible, one Member from each Ward. Current members: Councillors C. Brooke, A Collingwood, A Golightly, G Reffo, R Smith plus the Chairman and Vice Chairman as ex-officio members	JM
16/9	<b>Election of the Planning Committee</b> – at least one member from each ward plus the Council Chairman & Vice Chairman. Membership is open to all Members of the Council. Current	JM

	members: Councillors B Andrews, C Brooke, C Carlisle, R Davey, A Golightly, B Grover, B Harrap, R Smith	
<b>16/10</b>	<b>Election of the Finance Committee</b> – the Committee to comprise of the Chairman, Vice Chairman and at least two other members of the Council these being appointed so that each of the four villages served by the Council is represented. Current members: R. Andrews, C Brooke, J Cross, R. Davey, C. Carlisle, G Reffo and R. Smith.	JM
<b>16/11</b>	<b>Election of Human Resources Committee</b> – this Committee shall comprise the Chairman and at least three other members of the Council, these being appointed so that each of the villages served by the Council is represented and so that councillors with experience of the strategic management of human resources are included, where possible. Current members: R Andrews, C Carlisle, G Reffoe and the Chairman, R Davey.	
<b>16/12</b>	<b>North Ward Working Group</b> (Gomshall and Shere) – all North Ward Councillors	JM
<b>16/13</b>	<b>South East Working Group</b> (Holmbury St. Mary) – all South East Ward Councillors	JM
<b>16/14</b>	<b>South West Ward Working Group</b> (Peaslake) – all South West Ward Councillors	JM
<b>16/15</b>	<b>Holmbury Traffic Working Group (if required by the Council)</b> – the three South East Ward Councillors and representatives of the public as per 2010/11, onwards	JM
<b>16/16</b>	<b>Shere Traffic Working Group</b> – all North Ward Councillors and representatives of the public as per previously	JM
<b>16/17</b>	<b>Management and Strategy Working Group</b> – membership is open to all members of the Council	JM
<b>16/18</b>	<b>Housing Working Group</b> – present members: Councillors C Carlisle, R Davey, B Grover, B Harrap, G Reffo, R Smith	JM
<b>16/19</b>	<b>Peaslake Farm Working Group</b> – present members: all members of the Council; three PPG members; two non-PPG members.	
<b>16/20</b>	<b>Complaints Procedure Working Group</b> – C Brooke, P Carter, R Smith and one vacancy	JM
<b>16/21</b>	<b>Decision making Powers</b> - the Council to confirm that decision making powers continue to be delegated to the General Purposes, and Planning Committees, provided expenditure incurred does not exceed that allowed in the budget. (Note: Working Groups have no delegated powers – all recommendations made by a Working Group must be conveyed to the full Council or a Committee for approval.)	JM
<b>16/22</b>	<b>Terms of Reference for Committees</b> – the Council to consider whether the terms of reference for all Committees should continue as previously agreed	JM
<b>16/23</b>	<b>Appointment of Representatives on outside organisations</b> <ul style="list-style-type: none"> <li>• Peaslake Memorial Hall – G Reffo</li> <li>• Henry Smith (Shere) Charity for Relief in Need – C Simpson, S Neilson and E Andrews. Each individual appointment is for four years.</li> <li>• Shere Recreation Ground – B Grover.</li> <li>• Shere Swimming Pool – A Collingwood</li> <li>• Shere Village Hall – R. Davey.</li> </ul>	JM

	<ul style="list-style-type: none"> <li>• Surrey Association of Parish &amp; Town Councils – R Smith</li> <li>• Wasp Bus – R Andrews.</li> <li>• Holmbury Village Hall – R Andrews.</li> <li>• Any other representatives?</li> </ul>	
<b>16/24</b>	<b>Dates of Council meetings</b> – The Council has previously received a list of Council meetings to December 2016.	JM
<b>16/25</b>	<p><b>Annual Financial matters</b></p> <ul style="list-style-type: none"> <li>a. The Council to confirm that the Council’s finances for the year commencing 1<sup>st</sup> April 2016, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 14 January 2016</li> <li>b. The Clerk to be authorised to issue cheques during the financial year 2016/17 for the payment of staff salaries, PAYE/superannuation, donations/cemetery grants, monthly contractors’ fees, Parish, public toilets and playground maintenance and minor maintenance materials, audit fees, land/hall rents, petty cash, office expenses, utility bills, insurance costs, subscriptions, Tanyard Hall expenses and pre-authorised orders – all as allowed for in the budget for 2016/17. The cheques to be signed by two Councillors and the Clerk and reported to the next meeting of the full Council</li> <li>c. Insurance – the Council to verify that its current insurance cover is adequate</li> <li>d. The Council to consider whether it will continue with the current Banking arrangements</li> <li>e. Appointment of Internal Auditor – the Council to confirm the appointment of the Internal Auditor for the year 2016/17</li> <li>f. The Council to appoint the Chairman to undertake the regular financial checks in accordance with the Financial Regulations</li> <li>g. The Council to re-adopt the Financial Regulations</li> </ul>	JM
<b>16/26</b>	<b>Standing Orders</b> – the Council to approve and re-adopt the Standing Orders and Direct Debits (to be reviewed by the Finance Committee in October 2016)	JM
<b>16/27</b>	<b>Review of Asset Register</b> – to consider any amendments to the current Register (as circulated)	JM
<b>16/28</b>	<b>Approval of the Minutes of the Council meeting held on 12 April 2016</b>	JM
	<b>ITEMS FOR DECISION:</b>	
<b>16/29</b>	<b>Police Matters</b> – to consider any matters that need to be brought to the attention of the Police.	Police
<b>16/30</b>	<p><b>Other Finance matters</b></p> <ul style="list-style-type: none"> <li>• Approval of income and expenditure for the month ended March 2016</li> <li>• To note bank reconciliation for month ended March 2016</li> <li>• To note income and expenditure against budget to end of 2015/16 (previously circulated)</li> <li>• To note that Guildford Borough Council have agreed an extension to the dead-line to claim the £1,000 grant towards insulation works at Holmbury St Mary football</li> </ul>	JM/RD

	<p>pavilion</p> <ul style="list-style-type: none"> <li>To note a breakdown of legal costs incurred by the Parish Council in 2015/16, as requested at the last meeting by Councillor A Golightly</li> </ul>	
<b>16/31</b>	<b>Holmbury St Mary manorial waste</b> – to receive a report of a meeting of ward councillors, on 18 April 2016	RA/CC/RS
<b>16/32</b>	<b>Flooding in Peaslake</b> – to discuss what strategic action might be taken to ameliorate the worst effects of flooding.	PC
<b>16/33</b>	<b>Directional sign to Holmbury St Mary village hall</b> – to consider installing a sign to the hall	RA
<b>16/34</b>	<b>Shere Surgery kerb improvements</b> – to receive a progress report.	RD/CB
<b>16/35</b>	<b>Felday Chapel</b> – to consider public access arrangements to surrounding common land	RS
<b>16/36</b>	<b>CCTV policy</b> – to consider a CCTV policy for the Parish Council	CB
<b>16/37</b>	<b>Shere duck race</b> – to consider a request from Shere Village Nursery to use the land and river alongside Shere swimming pool to hold a duck race on Saturday, 21 <sup>st</sup> May.	JM
	<b>ITEMS TO NOTE:</b>	
<b>16/38</b>	<b>Management and Strategy Committee</b> – to receive a report of the meeting to be held on 10 May 2016	RD
<b>16/39</b>	<b>Meeting with local Parish Councils to discuss HGV routes</b> – to receive a report of the meeting to be held on 11 May 2016	RD
<b>16/40</b>	<b>Local Plan and housing</b> – to note a press release by Guildford Borough Council	RD/RS
<b>16/41</b>	<b>Councillors' Business</b> (for noting or including on the agenda for the next meeting)	All
<b>16/42</b>	<b>Clerk's Report</b> (for noting, delegation to the Clerk or inclusion on the next agenda)	JM
<b>16/43</b>	<b>Date of next meeting:</b> Annual Parish Meeting, Thursday 26th May 2016, 7.30pm Tanyard Hall, 30 Station Road, Gomshall	JM
<b>16/44</b>	<b>Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960)</b> – to exclude the public and press for the following item of business because of the confidential nature of the business to be transacted.	JM/RD
<b>16/45</b>	<b>Dispute over land at Peaslake Farm</b> – to receive a position report on the proceedings with the Land Tribunal	RD