



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

26 April 2018

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, 3rd May at 2016 **at 8pm** 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
8.00PM ON THURSDAY, 3rd MAY 2018
TANYARD HALL, 30 STATION ROAD, GOMSHALL**

AGENDA

Ref:	Item:	Led by:
18/1	Election of Chairman	JM
18/2	Declaration of Acceptance of Office to be signed by the newly elected Chairman	JM
18/3	Election of Vice-Chairman	Chairman
18/4	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40	JM
18/5	Declaration of Personal or Prejudicial Interests Declarations by Councillors on any of the agenda items below.	Chairman
18/6	Declaration of gifts or hospitality over £25. 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
	SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL	
18/7	Election of the General Purposes Committee – 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 R Andrews, C Brooke, P Carter, A Collingwood, B Grover, J Hutton, G Reffo, R Smith and the Chairman and Vice Chairman of the Council as ex-officio members.	JM
18/8	Election of the Planning Committee – at least one member from each ward plus the Chairman & Vice Chairman. Membership is open to all Members of the Council. Current members: Councillors R Andrews, C Brooke, C Carlisle, R Davey, A Golightly, B Grover, B Harrap, R Smith	JM
18/9	Election of the Finance Committee – the Committee to comprise of the Chairman, Vice Chairman and at least two other	JM

	members of the Council these being appointed so that each of the four villages served by the Council is represented. Current members: Councillors R. Andrews, C Brooke, J Cross, R Davey, C. Carlisle, A Golightly, G Reffo and R Smith.	
18/10	Election of Human Resources Committee – 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: Councillor R Andrews, C Carlisle, G Reffo and the Chairman, R Davey, leaving one vacancy	
18/11	North Ward Working Group (Gomshall and Shere) – all North Ward Councillors	JM
18/12	South East Working Group (Holmbury St. Mary) – all South East Ward Councillors	JM
18/13	South West Ward Working Group (Peaslake) – all South West Ward Councillors	JM
18/14	Shere Traffic Working Group – all North Ward Councillors and representatives of the public as per previously	JM
18/15	Peaslake Farm Steering Committee – the Group to comprise two elected members from each ward and the Chairman. Note: members of the Peaslake Farm Housing Provider Selection Sub-Committee were: Councillors R Andrews, C Carlisle, P Carter, A Collingwood, J Cross, R Davey and G Reffo.	JM
18/16	Decision making Powers - the Council to confirm that decision making powers be delegated to the General Purposes, Planning and Peaslake Farm Steering 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
18/17	Terms of Reference for Committees <ul style="list-style-type: none"> • to agree terms of reference for the Peaslake Farm Steering Committee • the Council to consider whether the terms of reference for all remaining Committees should continue as previously agreed 	JM
18/18	Appointment of Representatives on outside organisations <ul style="list-style-type: none"> • Peaslake Memorial Hall – G Reffo • Henry Smith (Shere) Charity for Relief in Need – C Simpson, S Neilson and E Andrews. Each individual appointment is for four years. • Shere Recreation Ground – B Grover. • Shere Swimming Pool – A Collingwood • Shere Village Hall – R. Davey. • Surrey Association of Parish & Town Councils – R Smith • Wasp Bus – R Andrews. • Holmbury Village Hall – R Andrews. • Any other representatives? 	JM
18/19	Dates of Council meetings – The Council has previously received a list of Council meetings to December 2018.	JM

18/20	Annual Financial matters a. The Council to confirm that the Council's finances for the year commencing 1 st April 2018, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 7 November 2017 b. The Clerk be authorised to issue cheques during the financial year 2018/19 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 2018/19. The cheques to be signed by two Councillors and the Clerk and reported to the next meeting of the full Council c. Insurance – the Council to verify that its current insurance cover is adequate d. The Council to consider whether it will continue with the current Banking arrangements e. The Council to appoint the Chairman to undertake the regular financial checks in accordance with the Financial Regulations f. The Council to re-adopt the Financial Regulations	JM
18/21	Standing Orders – the Council to approve and re-adopt the Standing Orders and Direct Debits (to be reviewed by the Finance Committee in October 2018)	JM
18/22	Review of Asset Register – to consider any amendments to the current Register (as circulated)	JM
18/23	Approval of the Minutes of the Council meeting held on 10 April 2018	JM
	ITEMS FOR DECISION:	
18/24	Finance matters <ul style="list-style-type: none"> • To note that the Parish Council's accounts for the year ended 31 March 2018 will be completed on the Parish Council's accounting software on 17 May. The software will not allow data to be input for the new financial year until that work is complete. Therefore, April and May accounts will be reported to Council at their June meeting. • To note the position re: concurrent functions grant funding from Guildford Borough Council and identify any projects for grant funding in 2019/20. • To consider whether to have a supply of Parish Council owned tables for hire at each of the village halls 	JM/RD
18/25	Planning policy – to receive advice from SSALC	RD
18/26	Holmbury traffic calming – to receive an up-date	RA
18/27	Police Matters – to consider any matters that need to be brought to the attention of the Police.	
	ITEMS TO NOTE:	
18/28	Councillors' Business (for noting or including on the agenda for the next meeting)	All
18/29	Date of next meeting: Annual Parish Meeting, Thursday 24th	JM

	May 2018, 8pm Tanyard Hall, 30 Station Road, Gomshall	
18/30	Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda)	JM
18/31	Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960) – to exclude the public and press for the following item of business because of the confidential nature of the business to be transacted.	JM
18/32	Peaslake Farm - to consider revised draft Heads of Terms from Greenoak Housing Association for the proposed lease	RD/JM