

Shere Parish Council



10th May 2023

All Members of Shere Parish Council are hereby summoned to attend the **Shere Parish Council Annual Council Meeting** to be held **7.30pm Tuesday 16th May 2023 at Tanyard Hall 30 Station Road, Gomshall GU5 9LF** for the purpose of transacting the business specified on the agenda below.

DocuSigned by:

Suzanne Hoyland

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Suzanne Hoyland
Clerk to the Parish Council

ANNUAL COUNCIL AGENDA
Tuesday 16th May 2023

Clerk to Confirm a Declaration of Acceptance of Office has been signed by all elected members of the Council

- 23.1 Election of Chairman**
- 23.2 Declaration of Acceptance of Office to be signed by the newly elected Chairman**
- 23.3 Election of Vice-Chairman**
- 23.4 Co-option North Ward** - To consider any written applications and short presentations for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy, if appropriate
- 23.5 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)**
- 23.6 Approval of the Minutes of the Council meeting held on [9th March 2023](#) and the [Annual Parish Meeting held on 21st March 2023](#)**
- 23.7 Declaration of Disclosable Pecuniary Interests (DPIs) Declarations** by Councillors on any of the agenda items below in accordance with The Localism Act 2011, ss.27-34 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)
- 23.8 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish**
- 23.9 Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish**
- 23.10 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion**

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23.11 Committees and Working Groups – to elect members for the following committees and working groups:

- a) **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 and the Chairman and Vice Chairman of the Council will be ex-officio members.
- b) **Planning Committee** – at least one member from each ward plus the Chairman and Vice Chairman. Membership is open to all Members of the Council.
- c) **Finance Committee** - 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.
- d) **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.
- e) **North Ward Working Group (Gomshall and Shere)** – Current members all North Ward Councillors
- f) **South East Working Group (Holmbury St. Mary)** – Current members all South East Ward Councillors
- g) **South West Ward Working Group (Peaslake)** – Current members all South West Ward Councillors
- h) **Shere Traffic Working Group** – Current members all North Ward Councillors and representatives of the public as per previously
- i) **Peaslake Farm Steering Committee** – the Group to comprise two elected members from each ward including the Chairman.
- j) **Management and Strategy Working Group** – all councillors members

23.12 Decision making Powers:

- a) 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.)
- b) the council to consider that during Pandemics or National Emergencies - decisions can be delegated to the clerk in consultation with the Chairman, in the event it has been necessary to cancel meetings.

23.13 Terms of Reference for Committee - the Council to consider whether the terms of reference for all Committees should continue as previously agreed

23.14 Appointment of Representatives on outside organisations (showing current members)

- Peaslake Memorial Hall – G Reffo
- Henry Smith (Shere) Charity for Relief in Need – J Hutton
- Shere Recreation Ground – P Tompkins
- Shere Swimming Pool – J Cross
- Shere Village Hall – R Davey
- Wasp Bus – R Andrews
- Holmbury Village Hall – R Andrews
- Shere Library – J Cross
- Shere Nursery Custodian

Any other representatives?

23.15 Annual Financial matters

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- a) The Council to confirm that the Council's finances for the year commencing 1st April 2023, including staff salaries, will be conducted in accordance with the budget approved by the full Council on [8th November 2022 item 22.79 \(c\)](#)
- b) The Clerk be authorised to issue cheques/make payments during the financial year 2023/24 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, office expenses, utility bills, insurance costs, subscriptions, Tanyard Hall expenses and pre-authorized orders – all as allowed for in the budget for 2023/24. The cheques/payments to be signed/authorised by two Councillors and the Clerk (or Assistant Clerk) and reported to the next meeting of the full Council
- c) Council to approve standing orders and direct debits as reviewed at [Finance Committee 20th October 2022](#) (next review October 2023)
- d) Insurance – the Council to verify that its current insurance cover is adequate
- e) The Council to consider whether it will continue with the current Banking arrangements
- f) The Council to appoint the Chairman to undertake the regular financial checks in accordance with the Financial Regulations
- g) The Council to consider re-adopting the [Financial Regulations](#)
- h) The Council to consider the [Annual Review of Fees](#)

23.16 [Standing Orders](#) – the Council to consider re-adopting the Standing Orders.

23.17 [Code of Conduct](#) - the Council to consider re-adopting the current Code of Conduct

23.18 [General Power of Competence](#) – to consider re-adopting

23.19 [Review of Asset Register](#) – to consider any amendments to the current Register (as circulated)

23.20 Finance matters

March 2023

- a) Approval [of Lloyds income of £2,293.70 and Lloyd's expenditure of £9,671.24, Boom Income of £132.25 and Unity Income of £190.06](#) for the month ended March 2023 (Appendix 1)
- b) To note bank reconciliations and statement balances (including credit card) for month ended March 2023 (Appendix 2)
- c) To note [March Year End 2023 income and expenditure against budget](#) and [earmarked reserves](#) (Appendix 3)
- d) Approval of Bank - [Cash and Investment Reconciliation as at 31 March 2023](#) (Appendix 4)
- e) Approval of [Balance Sheet as of 31.3.2023](#) (Appendix 5)
- f) To note the Annual Governance and Accountability Return (AGAR) is being prepared for the auditor and will be presented to Council in June
- g) To note a VAT claim for £6,484.98 and has been received for the period 1.10.2022 to 31.3.2023

April 2023

- h) Approval of [Lloyds income of £102,533.57 and Lloyds expenditure of £13,633.17](#) for the month ended April 2023 (Appendix 6)
- i) To note bank reconciliations and statement balances (including credit card) for month ended April 2023 (Appendix 7)
- j) To note [income and expenditure against budget](#) and [earmarked reserves](#) to end of April 2023 (Appendix 8)
- k) To note [VAT expenditure](#) for April 2023 (Appendix 9)

Other

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- l) Bank Signatories – to approve the following changes: removal of C Brooke and R Smith from all accounts and to add P Tompkins and Marion Taylor-Cotter to Lloyds, Unity, Nationwide and Boom.
- m) [Concurrent functions grant funding](#) from Guildford Borough Council:
 - To note current position and agree works where appropriate
 - To identify any projects for grant funding in 2024/25
- n) [Subscriptions](#) – to consider and agree regular yearly payments (Appendix 10)
- o) [Donations](#) – to note update and budget and reagree the donation of £250 per village for coronation decorations/insurance agreed in the last financial year but due to be paid in this financial year. Also, to note applications for grants can be made using the [Grant Information](#) and [Application Form](#) on our website
- p) To Ratify £2355.67 ex VAT for the Annual Report (including cost for postage of £1,106.68 and £155.20 for the Community Food Larder leaflet)
- q) Peaslake Village Hall – to consider [Grant Application of £10,000 \(or more\) for extension and conversion of changing rooms](#) (additional supporting information provided)

23.21 To consider the following items and agree resolutions where appropriate:

- a) Queen Street, Goose Green, High View, Gomshall and connecting roads – to consider supporting Speed Limit reduction
- b) To Ratify Wayleave Agreements for Broadband for the Surrey Hills (B4SH) to install cabling in Pond Lane Car Park in Peaslake and an extension on Peaslake Farm (Appendix 11)
- c) To Ratify Network Access Agreements for Gigaclear to install cabling for Broadband (Appendix 12)
- d) To note [Your Fund Surrey](#) is open for applications for community projects funding
- e) [Open Spaces Society Press Release](#) – to note new guide to protection

23.22 Guildford Borough Council's Corporate Governance and Standards Committee for the period 2023-2027 – Co-option of Parish Council Members – To note that Councillor P Tompkins has volunteered for the role

23.23 Policies for Review and Readoption:

- a) [Annual Investment Strategy](#)

23.24 Police Matters - to consider any matters that need to be brought to the attention of the Police.

23.25 Date of next meeting: 7.30pm Thursday 8th June 2023 at Tanyard Hall, 30 Station Road, Gomshall GU5 9LF

23.26 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.

23.27 Peaslake Farm Fields – to consider Heads of Terms from Friends of the Hurtwood

23.28 Peaslake Farm Development – to ratify the Deed of Variation and to consider next steps