

# **SHERE PARISH COUNCIL**

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

Mrs. L.S. Childs,  
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Tanyard Hall,  
30 Station Road,  
Gomshall  
GU5 9LF

5<sup>th</sup> May 2010

## **SHERE PARISH COUNCIL ANNUAL MEETING**

All Members of Shere Parish Council are hereby summoned to attend the **Annual Meeting** of Shere Parish Council to be held in Tanyard Hall, 30 Station Road, Gomshall on **Friday 14<sup>th</sup> May 2010 at 8.00 pm** for the purpose of transacting the business specified on the attached agenda.

The Minutes of the Council meeting held on 26<sup>th</sup> March and the Extraordinary meeting held on 1<sup>st</sup> April, the Minutes of the Finance Committee meeting held on 19<sup>th</sup> April and the Minutes of the Annual Parish meeting held on 30<sup>th</sup> April are enclosed plus any relevant papers for consideration at the meeting on 14<sup>th</sup> May.

A meeting of the **Planning Committee** will be held at **7.15 p.m. prior to the Council meeting on 14<sup>th</sup> May**. An Agenda is attached together with the Minutes of the Planning meeting held on 19<sup>th</sup> April.

Lesley Childs  
Clerk to the Council

Enclosures

**SHERE PARISH COUNCIL**  
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Tanyard Hall  
30 Station Road  
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Guildford,  
Surrey. GU5 9LF

**ANNUAL COUNCIL MEETING**  
**8 P.M. FRIDAY 14<sup>TH</sup> MAY 2010**  
**TANYARD HALL, 30 STATION ROAD, GOMSHALL**

There will be a short adjournment at the beginning, and also halfway through the meeting, to enable the public to express a view or to ask a question relating to any matter on the agenda. The Public are welcome to stay and observe the rest of the meeting.

**AGENDA**

**10/1 Election of Chairman.**

**10/2 Declaration of Acceptance of Office** to be signed by the newly elected Chairman.

**10/3 Election of Vice-Chairman.**

**10/4 To accept apologies and reason for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40**

**10/5 Declaration of Personal or Prejudicial Interests** by Councillors on any of the agenda items below in accordance with the Local Authorities (Model Code of Conduct) Order 2007 – (SI.2007/1159).

**10/6 Register of Interests** – to declare any amendments. (Members are reminded that any amendments must also be notified by Councillors in writing to the Monitoring Officer, Guildford Borough Council, Millmead, Guildford. GU2 4BB).

**10/7 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.

**10/8 Election of the Parish Maintenance Committee** – the Committee to comprise of at least one Member from each ward (and preferably one Member from each

village). Present members – C. Carlisle, J. Hutton, R. Smith, M. Taylor-Cotter, M. Urban plus the Chairman and Vice Chairman as ex-officio members.

**10/9 Election of the Playground Committee** – the Committee shall comprise of four Members of the Council preferably with one Member from each of the four main villages. Present members – R. Andrews, C. Brooke, S. Neilson, J. Tenner plus the Chairman and Vice Chairman as an ex-officio members.

**10/10 Election of the Health and Safety Committee** – at least four Members with, if possible, one Member from each Ward. Present members – C. Brooke, R. Smith, M. Taylor-Cotter, M. Urban plus the Chairman and Vice Chairman as ex-officio members.

**10/11 Election of the Planning Committee** – at least one member from each ward plus the Council Chairman & Vice Chairman. Membership is open to all Members of the Council.

**10/12 Election of the Finance Committee** – the Committee shall 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. Present members – R. Andrews, D. Hall, R. Newman, S. Nielson, R. Smith, J. Tenner, M. Urban, J. Williams.

**10/13 Election of the Tanyard Hall Committee** - at least four Members preferably with a majority of these representing North Ward (Gomshall and Shere). Present members – R. Andrews, R. Davey, J. Hutton, S. Neilson, R. Newman. Co-opted member K. Childs.

**10/14 North Ward Working Group** (Gomshall and Shere) – all North Ward Councillors.

**10/15 South East Working Group** (Holmbury St. Mary) – all South East Ward Councillors.

**10/16 South West Ward Working Group** (Peaslake) – all South West Ward Councillors.

**10/17 Holmbury Traffic Working Group** – the three South East Ward Councillors and representatives of the public as per 2008/09 & 2009/10.

**10/18 Shere Traffic Working Group** – all North Ward Councillors and representatives of the public as per 2008/09 & 2009/10.

**10/19 Decision making Powers** - the Council to confirm that decision making powers continue to be delegated to the Health and Safety Committee, Parish Maintenance Committee, Planning, Playground and Tanyard Hall Committees providing that 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.

**10/20 Terms of Reference for Committees** – the Council to consider whether the terms of reference for all Committees should continue as previously agreed.

## **10/21 Appointment of Representatives on outside organisations**

- Peaslake Memorial Hall – 2009/10 Mrs. M. Taylor-Cotter.
- Shere Charity for Relief in Need – Mrs Bryant, Mrs Hill, Mrs Simpson. The Council to authorise a further four year term of office.
- Shere Fun – 2009/10 Dr. C. Brooke.
- Shere Recreation Ground – 2009/10 D. Hall.
- Shere Swimming Pool – 2009/10 Mrs. M. Taylor-Cotter.
- Shere Village Halls – 2009/10 Mr. R. Davey.
- Surrey Association of Parish and Town Councils – 2009/10 Mrs. J. Williams.
- Wasp Bus – 2009/10 Mr. R. Andrews.
- Holmbury Village Hall – 2009/10 Mr. R. Andrews.

## **10/22 Annual Financial matters**

- a. The Council to note that the Council's finances for the year commencing 1<sup>st</sup> April 2010 will be conducted in accordance with the budget approved by the full Council on 27<sup>th</sup> November 2009 and reconfirmed at the last Council meeting on 26<sup>th</sup> March 2010.
- b. The Clerk to be authorised to issue cheques during the financial year 2010/11 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 2010/11. The cheques to be signed by two Councillors and the Clerk and reported to the next meeting of the full Council.
- c. The Finance Committee to approve the Minutes of the meeting held on 19<sup>th</sup> April 2010.
- d. The full Council to receive, accept and adopt the recommendations of the Finance Committee as detailed in the Minutes of the meeting held on 19<sup>th</sup> April 2010.
- e. To receive, approve and accept the accounts for the financial year ended 31<sup>st</sup> March 2010.
- f. To receive and approve the annual return (section 1) for the year ended 31<sup>st</sup> March 2010. This to be signed by the Chairman and the Clerk.
- g. To approve the Annual Governance Statement (Section 2 of the Annual Return). This to be signed by the Chairman and the Clerk.

## **Internal Audit**

- h. The Council to confirm the scope of the internal audit.

- i. The Council to confirm that the Council's internal auditor Mr. Malcolm Foster is fully independent of the Council and meets the standards required to carry out the internal audit.
- j. The Council to approve the internal audit plan setting out proposals for the auditor and to confirm that this properly takes account of the corporate risk (i.e. the controls and procedures within the Council which minimise the risk of the Council not being able to function or carry out what it sets out to do).
- k. The Council to agree that the minimum tests proposed in the audit plan, together with the inspections carried out by the Internal Auditor and the Vice Chairman of the Council, are adequate and effective for the Council's internal audit purposes.
- l. The Council to resolve that an Engagement Letter be issued to the Internal Auditor for the year 2010/11.
- m. **Insurance** – the Council to review its insurance and to verify that cover is adequate and sufficient (as amended and subsequently recommended by the Finance Committee). The Council to authorise the Clerk to accept the most appropriate quotation following receipt of details of cover and premium required from at least three insurance companies. Cover to commence on 1<sup>st</sup> June 2010.
- n. The Council to confirm that they wish to continue with the current Banking arrangements.

**10/23 Parish Annual Meeting held on 30th April 2010** – to receive and agree the draft Minutes for initialling by the Chairman. These will then be approved fully at the next Annual Parish meeting in 2011.

**10/24 Approval of the Minutes of the meetings held on 26 March & 1st April.**

**10/25 Traffic Issues in the Parish**

- Car Park, Shere and related pinchpoint in Upper Street – to receive a report on the latest position and to consider any further action required.
- To receive a letter from the Leader of Surrey County Council regarding highway defects.
- Upper Street, Shere – to consider the installation of speed tables.

**10/26 Shere War Memorial** – the Council to approve the insertion of a plaque giving details of parties involved in the restoration work. Any other outstanding work to be considered.

**10/27 Clerk's Report**

**10/28 Councillors' Business** (for noting or including on the agenda for the next meeting)

**ADJOURNMENT TO ENABLE THE PUBLIC TO COMMENT OR TO ASK A QUESTION RELATING TO ANY MATTER ON THE AGENDA.**

**10/29 Finance**

- a. Approval/authorisation of income and expenditure including details of Petty Cash expenditure since the last meeting.
- b. To receive a bank reconciliation to 31<sup>st</sup> March 2009.
- c. Consideration of a request for a donation towards urgent building work required to the Old School Room, Peaslake – Local Government Act 1972 Section 137 Resolution required.
- d. The Council to authorise the renewal of the web domain at a cost of £66 plus VAT (Local Government Act 1972 s. 111).

**10/30 Correspondence** received by the Clerk which requires the attention of the Council:

Letter from First Great Western stating that services did not stop at Gomshall Station during the severe weather as the Station is on low level ground and therefore subject to flooding and snow thereby affecting the track.

Invitation to participate in the Village of the year competition.

Nominations required by Guildford Borough Council for areas requiring extra cleansing attention.

Surrey Transport Plan – consultation – [www.surreycc.gov.uk/surreytransportplan](http://www.surreycc.gov.uk/surreytransportplan)

- Transport Climate Change Strategy Consultation – closing date for responses 17<sup>th</sup> June 2010.

**Correspondence received after the agenda had been printed but requiring the attention of the Council** (for noting, delegation to the Clerk or inclusion on the agenda for the next meeting – full details available at the meeting).

**Correspondence received which may be of interest to Councillors but not necessarily requiring discussion by the full Council** – for noting only or a request made to the Clerk for inclusion on the agenda for the next meeting (correspondence available immediately prior to the meeting).

**Exclusion of the Public and the Press (Public Bodies Admission to meetings Act 1960)**

10/31 Lease of land at Felbury House – consideration of the final details of the lease.

**Date of next meeting:** Friday 4<sup>th</sup> June 2010, 8 p.m. Tanyard Hall, 30 Station Road, Gomshall.