



## **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,  
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<http://www.ShereParishCouncil.gov.uk>

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

8 May 2015

All Members of Shere Parish Council are hereby summoned to attend the Shere Parish Council meeting to be held at Tanyard Hall, 30 Station Road, Gomshall, on Thursday, 21<sup>st</sup> May at 2015 **at 6.30pm** for the purpose of transacting the business specified on the attached agenda.

The Council meeting will be **followed by a meeting of the Planning Committee.**

Joy Millett  
Clerk to the Council



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**ANNUAL COUNCIL MEETING**  
**6.30PM ON THURSDAY, 21ST MAY 2015**  
**TANYARD HALL, 30 STATION ROAD, GOMSHALL**

## AGENDA

<b>Ref:</b>	<b>Item:</b>	<b>Led by:</b>
15/1	<b>Declaration of Acceptance of Office</b> to be signed by all members of the Council	JM
15/2	<b>Election of Chairman</b>	JM
15/3	<b>Declaration of Acceptance of Office</b> to be signed by the newly elected Chairman	JM
15/4	<b>Election of Vice-Chairman</b>	Chairman
15/5	<b>To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40</b>	JM
15/6	<b>Declaration of Personal or Prejudicial Interests</b> <ul style="list-style-type: none"> <li>• To be completed and signed by all new councillors</li> <li>• Declarations by Councillors on any of the agenda items below in accordance with the Local Authorities (Model Code of Conduct) Order 2007 – (SI.2007/1159)</li> </ul>	Chairman
15/6	<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>	
15/7	<b>Co-option of member for the North Ward (Shere &amp; Gomshall)</b> To make a co-option to the current vacancy in the North Ward.	JM
15/8	<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 C Brooke, C Carlisle, A Collingwood, R Davey, M Taylor Cotter, J Hutton, R Smith, M Urban	JM

15/9	<b>Election of the Health and Safety Committee</b> – at least four Members with, if possible, one Member from each Ward. Current members: C. Brooke, R. Smith, M. Taylor-Cotter, M. Urban plus the Chairman and Vice Chairman as ex-officio members	JM
15/10	<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 members: all Parish Councillors with the exception of A Collingwood, J Hutton and J Tenner	JM
15/11	<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, R. Davey, C. Carlisle, R. Smith, J. Tenner, M. Urban and two vacancies	JM
15/12	<b>North Ward Working Group</b> (Gomshall and Shere) – all North Ward Councillors	JM
15/13	<b>South East Working Group</b> (Holmbury St. Mary) – all South East Ward Councillors	JM
15/14	<b>South West Ward Working Group</b> (Peaslake) – all South West Ward Councillors	JM
15/15	<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
15/16	<b>Shere Traffic Working Group</b> – all North Ward Councillors and representatives of the public as per previously	JM
15/17	<b>Management and Strategy Working Group</b> – membership is open to all members of the Council	JM
15/18	<b>Housing Working Group</b> – present members: R Andrews, C Carlisle, M Taylor-Cotter, J Tenner and one vacancy	JM
15/19	<b>Peaslake Farm Working Group</b> – present members: all members of the Council; three PPG members; three non-PPG members.	
15/20	<b>Complaints Procedure Working Group</b> – C Brooke, M Taylor-Cotter, R Smith and one vacancy	JM
14/21	<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
15/22	<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
15/23	<b>Appointment of Representatives on outside organisations</b> <ul style="list-style-type: none"> <li>• Peaslake Memorial Hall – from 2011/12 M. Taylor-Cotter.</li> <li>• Shere Charity for Relief in Need – Mrs Hill, Mrs Simpson, S Neilson. Each individual appointment is for four years.</li> <li>• Shere Recreation Ground – from 2011/12, D Hall, R.</li> </ul>	JM

	<p>Newman (deputy) and B Grover.</p> <ul style="list-style-type: none"> <li>• Shere Swimming Pool – from 2011/12, M. Taylor-Cotter.</li> <li>• Shere Village Hall – from 2011/12, Mr. R. Davey.</li> <li>• Surrey Association of Parish and Town Councils – R Smith</li> <li>• Wasp Bus – from 2011/12, R Andrews.</li> <li>• Holmbury Village Hall – from 2011/12, R Andrews.</li> <li>• Any other representatives?</li> </ul>	
<b>15/24</b>	<b>Dates of Council meetings</b> – The Council has previously received a list of Council meetings to December 2015. A copy has been circulated to new members.	JM
<b>15/25</b>	<p><b>Annual Financial matters</b></p> <ol 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 2015, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 14 January 2015</li> <li>b. The Clerk to be authorised to issue cheques during the financial year 2015/16 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 2015/16. 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 2015/16</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> </ol>	JM
<b>15/26</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 2015)	JM
<b>15/27</b>	<b>Review of Asset Register</b> – to consider any amendments to the current Register (as circulated)	JM
<b>15/28</b>	<b>Approval of the Minutes of the Council meeting held on 14 April 2015</b>	JM
<b>15/29</b>	<b>Police Matters</b> – to receive a report from the police representative	Police
<b>15/30</b>	<b>Council’s web-site</b> – to receive a progress report from Lemoneye	RD
<b>15/31</b>	<p><b>Other Finance matters</b></p> <ul style="list-style-type: none"> <li>• Approval of income and expenditure for the month ended April 2015</li> <li>• To note bank reconciliation for month ended April 2015</li> <li>• To note income and expenditure against budget to end of</li> </ul>	JM/RD

	2014/15 (previously circulated) <ul style="list-style-type: none"> <li>To note income and expenditure against budget to end of April 2015</li> </ul>	
<b>15/32</b>	<b>Peaslake Farm Project Group</b> To receive minutes of the meeting held on 21 April 2015 To consider <b>RECOMMENDATIONS</b> to Council that: <ul style="list-style-type: none"> <li>The name of the Group be changed to the Peaslake Farm Working Group, in order to avoid confusion between it and the PPG</li> <li>Approval be given to expenditure on the land valuation at Peaslake Farm, to Clarke, Gammon Wellers, at a cost of £2,750 &amp; VAT</li> </ul>	RD
<b>15/33</b>	<b>Shere Recreation Ground celebration</b> - to consider holding a party on Saturday 11 <sup>th</sup> July to celebrate installation of the new skate ramp and adult fitness equipment	CD
<b>15/34</b>	<b>Ewhurst Road, Peaslake</b> – to note position regarding an application to register with the Land Registry right of way and parking rights	
<b>15/35</b>	<b>Councillors' Business</b> (for noting or including on the agenda for the next meeting)	All
<b>15/36</b>	<b>Clerk's Report</b> (for noting, delegation to the Clerk or inclusion on the next agenda)	JM
<b>15/37</b>	<b>Date of next meeting:</b> Annual Parish Meeting, Wednesday 27th May 2015, 7.30pm Tanyard Hall, 30 Station Road, Gomshall	JM