



SHERE PARISH COUNCIL

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

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

25 April 2014

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, 10th March at 2014 at 7.30pm 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, to deal with the items of business that were scheduled for the 23rd April meeting, which was cancelled.

Joy Millett
Clerk to the Council



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**ANNUAL COUNCIL MEETING
7.30PM ON THURSDAY, 1ST MAY 2014
TANYARD HALL, 30 STATION ROAD, GOMSHALL**

AGENDA

Ref:	Item:	Led by:
14/26	Election of Chairman	JM
14/27	Declaration of Acceptance of Office to be signed by the newly elected Chairman	JM
14/28	Election of Vice-Chairman	Chairman
14/29	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40	JM
14/30	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)	Chairman
14/31	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	
14/32	Casual Vacancy in South West Ward (Peaslake) Following the resignation of B Cohen, there is a casual vacancy for a Parish Councillor in the South West Ward. Public notice of the vacancy has been given and if a request for an election to fill the vacancy is signed by ten registered electors of the Parish and is received on or before 28 April by the Proper Officer of Guildford Borough Council, an election will be held to fill the vacancy. Given the time-scale, an up-date on this will be given at the meeting. If no such notice is received by the Proper Officer, the vacancy will be filled by the Parish Council by co-option. (Note: two	JM

	expressions of interest in this vacancy have already been received)	
14/33	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 Davey, C Carlisle, A Collingwood, M Taylor Cotter, J Hutton, R Smith, M Urban	JM
14/34	Election of the Health and Safety Committee – 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
14/35	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. Current members: all Parish Councillors with the exception of A Collingwood, J Hutton and J Tenner	JM
14/36	Election of the 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. Current members: R. Andrews, C Brooke, R. Davey, C. Carlisle, R. Smith, J. Tenner, M. Urban and two vacancies	JM
14/37	Election of Human Resources Committee - The Committee to 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 Davey, C Carlisle, R Andrews, M Taylor-Cotter and M Fontana	JM
14/38	North Ward Working Group (Gomshall and Shere) – all North Ward Councillors	JM
14/39	South East Working Group (Holmbury St. Mary) – all South East Ward Councillors	JM
14/40	South West Ward Working Group (Peaslake) – all South West Ward Councillors	JM
14/41	Holmbury Traffic Working Group (if required by the Council) – the three South East Ward Councillors and representatives of the public as per 2010/11, onwards	JM
4/42	Shere Traffic Working Group – all North Ward Councillors and representatives of the public as per previously	JM
14/43	Management and Strategy Working Group – membership is open to all members of the Council	JM
14/44	Housing Working Group – present members: R Andrews, C Carlisle, M Taylor-Cotter, J Tenner and one vacancy	JM
14/45	Complaints Procedure Working Group – C Brooke, M Taylor-Cotter, R Smith and one vacancy	JM
14/46	Decision making Powers - the Council to confirm that decision making powers continue to be delegated to the General Purposes, Health and Safety and Planning Committees, provided expenditure incurred does not exceed that allowed in the budget. (Note: Working Groups have no delegated powers – all	JM

	recommendations made by a Working Group must be conveyed to the full Council or a Committee for approval.)	
14/47	Terms of Reference for Committees – the Council to consider whether the terms of reference for all Committees should continue as previously agreed. (Councillors to note that all Committees have examined a copy of their remit and are happy with these.)	JM
14/48	Appointment of Representatives on outside organisations <ul style="list-style-type: none"> • Peaslake Memorial Hall – from 2011/12 M. Taylor-Cotter. • Shere Charity for Relief in Need – Mrs Hill, Mrs Simpson, S Neilson. Each individual appointment is for four years. • Shere Recreation Ground – from 2011/12, D Hall, R. Newman (deputy) and B Grover. • Shere Swimming Pool – from 2011/12, M. Taylor-Cotter. • Shere Village Hall – from 2011/12, Mr. R. Davey. • Surrey Association of Parish and Town Councils – R Smith • Wasp Bus – from 2011/12, R Andrews. • Holmbury Village Hall – from 2011/12, R Andrews. • Any other representatives? 	JM
14/49	Dates of Council meetings – The Council has previously received a list of Council meetings to December 2014	JM
14/50	Annual Financial matters <ol style="list-style-type: none"> a. The Council to confirm that the Council’s finances for the year commencing 1st April 2014, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 15 January 2014 b. The Clerk to be authorised to issue cheques during the financial year 2014/15 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-authorized orders – all as allowed for in the budget for 2014/15. 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. Appointment of Internal Auditor – the Council to confirm the appointment of the Internal Auditor for the year 2014/15 f. The Council to appoint the Chairman to undertake the regular financial checks in accordance with the Financial Regulations 	JM

	g. The Council to re-adopt the Financial Regulations	
14/51	Standing Orders – the Council to approve and re-adopt the Standing Orders and Direct Debits (to be reviewed by the Finance Committee in October 2014)	JM
14/52	Approval of the Minutes of the Council meeting held on 10 April 2014	JM
14/53	Peaslake Stores and Post Office – at their last meeting, Council noted a) the decision of Guildford Borough Council (GBC) to accept this property for inclusion in the Council’s list of assets of community value and b) that GBC had also advised that the owner had the right to seek a written request and any supporting information to GBC by 19 May 2014. In the absence of the owners or their representatives at that meeting, it was agreed that further consideration of this matter be deferred to the Council’s next meeting, on 1 st May	RS
14/54	Police Matters – to receive a report for the police representative	Police
14/55	Surrey Rights of Way – to consider the Council’s draft response to the consultation exercise.	RS
14/56	Local Plan – to note that: <ul style="list-style-type: none"> • the Borough Council has appointed the planning and architectural consultants, Scott Brownrigg, to look at capacity in urban areas, prior to the Borough Council looking at the Green Belt • the Parish Council’s response to the settlement hierarchy questionnaire has been submitted • the meeting with the Borough Councillors Stephen Mansbridge and Monika Juneja to discuss the draft Local Plan and its impact on villages 	RS
14/57	Ewhurst Road, Peaslake – to receive a progress report	JM
14/58	Assistant to the Parish Clerk – to note that an appointment has been made	JM
14/59	Mobile fish & chips van – to consider a request from a local catering company for permission to park their van, in the Parish, one evening a week for around two hours	JM
14/60	Finance <ul style="list-style-type: none"> • Revision of system of financial reporting – to report on discussions with software supplier regarding revisions to the system • To note that the annual internal audit will be on 30th May 	RD/JM
14/61	Councillors’ Business (for noting or including on the agenda for the next meeting)	All
14/62	Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda)	JM
14/63	Correspondence received by the Clerk which requires the attention of the Council	JM
14/64	Date of next meeting: Annual Parish Meeting, Wednesday 21st May 2014, 7.30pm Tanyard Hall, 30 Station Road, Gomshall	JM
14/65	Exclusion of Public and Press (Public Bodies Admission to meetings Act 1960) – to consider excluding the public and press for the following items:	
14/66	Peaslake Farm – at their last meeting, Council noted the second legal opinion and an up-date on the position regarding the lease and agreed to make a site visit and report options back to Council.	CC

