



SHERE PARISH COUNCIL

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

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

ANNUAL COUNCIL MEETING 8 P.M. FRIDAY 25th MAY 2012 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 address the Council. The Public are welcome to stay and observe the rest of the meeting.

AGENDA

12/1 Election of Chairman.

12/2 Declaration of Acceptance of Office to be signed by the newly elected Chairman.

12/3 Election of Vice-Chairman.

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

12/5 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).

12/6 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.

12/7 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.

12/8 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, b. Cohen, S. Neilson, J. Tenner plus the Chairman and Vice Chairman as an ex-officio members.

12/9 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.

12/10 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.

12/11 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, R. Davey, D. Hall, R. Newman, S. Nielson, R. Smith, J. Tenner, M. Urban.

12/12 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.

12/13 North Ward Working Group (Gomshall and Shere) – all North Ward Councillors.

12/14 South East Working Group (Holmbury St. Mary) – all South East Ward Councillors.

12/15 South West Ward Working Group (Peaslake) – all South West Ward Councillors.

12/16 Holmbury Traffic Working Group (f required by the Council) – the three South East Ward Councillors and representatives of the public as per 2010/11.

12/17 Shere Traffic Working Group – all North Ward Councillors and representatives of the public as per previously.

12/18 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.

12/19 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 apart from the Playground Committee who have suggested that the first paragraph be amended slightly to read as follows: Policy – The role of the Council in this respect is to provide a number of play areas distributed throughout the Parish in such a way as to provide play facilities for children and to ensure that the

equipment is attractive to the children and young people and that it is safe for them to use.

12/20 Appointment of Representatives on outside organisations

- Peaslake Memorial Hall – 2011/12 Mrs. M. Taylor-Cotter.
- Shere Charity for Relief in Need – Mrs Hill, Mrs Simpson. Mrs. Neilson. Each individual appointment is for four years.
- Shere Fun – 2011/12 Dr. C. Brooke.
- Shere Recreation Ground – 2011/12 D. Hall, Deputy R. Newman.
- Shere Swimming Pool – 2011/12 Mrs. M. Taylor-Cotter.
- Shere Village Halls – 2011/12 Mr. R. Davey.
- Surrey Association of Parish and Town Councils – 2011/12 Mr R. Newman.
- Wasp Bus – 2011/12 Mr. R. Andrews.
- Holmbury Village Hall – 2011/12 Mr. R. Andrews.
- Other representatives?

12/21 Dates of Council meetings – The Council has previously received a list of Council meetings to December 2012.

12/22 Annual Financial matters

- a. The Council to confirm that the Council's finances for the year commencing 1st April 2012, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 25th November 2011.
- b. The Clerk to be authorised to issue cheques during the financial year 2012/13 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 2012/13. 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 insurance cover is adequate at the present time (to be fully reviewed by the Finance Committee September 2012).
- d. The Council to consider whether it will continue with the current Banking arrangements.
- e. Appointment of Internal Auditor – the Council to appoint the Internal Auditor for the year 2012/13.
- f. The Council to appoint the Chairman to undertake the regular financial checks in accordance with the Financial Regulations.
- g. The Council to re-adopt the Financial Regulations unchanged.

12/23 Standing Orders – the Council to approve and re-adopt the Standing Orders and Direct Debits unchanged (to be reviewed by the Finance Committee in September 2012).

12/24 Police Matters

12/25 Approval of the Minutes of the Council meeting held on 20th April 2012.

12/26 Olympic Torch and Cycle Races – the Council to receive an up to date report and to discuss matters relating to this.

11/27 Possible Library facilities in the Parish – up to date report and consideration of any matters relating to the Library.

12/28 Purchase of Manorial Waste Land, Holmbury St. Mary – the Council to receive the solicitor's comments regarding the draft agreement prior to the execution of this document.

12/29 Clerk's Report

12/30 Councillors' Business (for noting or including on the agenda for the next meeting)

ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL

12/ 31 Finance

- a. Approval/authorisation of income and expenditure including details of Petty Cash expenditure since the last meeting.
- b. Notification of current bank balances.
- c. To receive a bank reconciliation to 31st March 2012.

12/32 Correspondence received by the Clerk which requires the attention of the Council:

Surrey County Council – Notice of confirmation of Modification Order for footpaths 170 and 173.

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).

12/33 Date of next meeting: Friday 22nd June 2012, 8 p.m. Tanyard Hall, 30 Station Road, Gomshall.

Signed:

Mrs L. Childs
Clerk to the Council

21st May 2012