



SHERE PARISH COUNCIL

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

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30 Station Road
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Guildford,
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**SHERE PARISH COUNCIL MEETING
FRIDAY 24th FEBRUARY 2012
8 P.M. TANYARD HALL, 30 STATION ROAD, GOMSHALL**

AGENDA

11/50 To accept apologies and reason for absence (if appropriate) in accordance with the Local Government Act 1972, Schedule 12, paragraph 40.

11/51 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).

11/52 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).

11/53 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).

11/54 Approval of the Minutes of the Meeting held on 20TH January 2012.

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL.

11/55 Police Matters – to receive an up to date report.

11/56 Holmbury St. Mary Football Pitch – the Council to consider a request received from the Friends of the Hurtwood to use the football pitch as the Headquarters for the start/changeover/finish for a fundraising Duathlon sometime during the Spring of 2013.

11/57 Improvement in Train Services – the Council to receive a report on the meeting with representatives from Network Rail regarding the current arrangements for crossing the line at Gomshall Station which the Council regards as inadequate.

11/58 Peaslake Village Improvements – the Council to postpone consideration of this project for 2 – 3 months pending further discussions with Surrey County Council.

11/59 London Lane – the Council to consider engaging a surveyor to monitor the improvement in London Lane following its seasonal closure and the subsequent degradation when vehicles are able to use this again with a view to producing a compelling case for permanent closure (please note that this course of action is not recommended by SCC).

11/60 Heritage Open Days – the Council to consider opening Tanyard Hall to the public on Saturday 8th September 2012.

11/61 Visit of the Mayor to the Parish – the Council to note that the Parish Annual Meeting is to be held on 3rd May – after the Mayor, Councillor Terence Patrick, has finished his term of office. The Council to decide if alternative arrangements should be made.

11/62 Diamond Jubilee Celebrations – the Council to consider seeking permission from the National Trust to plant a tree on the land at the junction of Gomshall Lane with the A25.

11/63 The draft Minutes of recent meetings of the Health and Safety Committee and the Parish Maintenance Committee to be received by the Council.

11/64 Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda)

11/65 Councillors' Business (for noting, delegation to the Clerk or inclusion on the next agenda).

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL

11/66 Finance Matters

1. Approval/Authorisation of income and expenditure including details of Petty Cash expenditure since the last meeting.
2. Current bank balances – notification thereof.
3. Bank Reconciliation/Budget update/details of earmarked reserves – to be received and accepted by the Council (the Council to note that the bank reconciliation and the budget update figures have been checked by the Chairman as part of the Council's internal control system).

The Minutes of the Finance Committee to be approved by those members of the Finance Committee present at the meeting. The Minutes to be accepted by the Council together with the thirteen recommendations contained therein. These include the acceptance of tenders for

the Old Fire Station cleaning contract, the weekly parish maintenance contract and the grass cutting/larger parish maintenance work contract.

The Council to review the Governance and Management Risk Assessment.

The Council to approve a donation to the Peaslake Diamond Jubilee Celebrations from the South West Ward account following a recommendation by the South West Ward Councillors.

EDF Energy – the Council to consider renewing the 12 month fixed term period contracts for Tanyard Hall and the Old Fire Station.

Shere Meeting Room/Library Project – the Council to pass a Section 137 resolution in respect of the expenditure on this project.

11/67 Internal Audit

- a. The Council to confirm that an Engagement letter dated 19th July 2011 was issued to the Internal Auditor for the year 2011/12 and that his Planning notes have been received.
- b. The Council to receive an interim report from the Council's internal auditor following an inspection held on 13th February 2012 (final inspection for the current year due April/May 2012).
- c. The Council to confirm that it has maintained an adequate system of internal control during the current year, including measures designed to prevent and detect fraud and corruption.
- d. The Council to confirm that it has maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control system and carried out a review of its effectiveness i.e:
 1. the scope of the internal audit has been discussed with the full Council and the internal auditor to ensure that the audit covers all the relevant risk areas:
 2. the internal auditor is sufficiently independent of the Council's financial controls and procedures and is unbiased and objective:
 3. that the internal auditor has sufficient knowledge to be able to carry out the audit and to give an objective view on whether the financial controls and procedures meet the needs of the Council:
 4. that the relevant responsibilities of Members, Clerk/RFO and Internal Auditor are defined:
 5. that the Council is aware of the timetable of when the internal audits will take place and when a report, if any, will be issued to the Council.

11/68 Consultation Documents – none received.

11/69 Correspondence

- A letter received from a local resident regarding her attendance at the last Parish Council meeting (copied to all Councillors).
- A letter received from a resident regarding the choice of a location for a skatepark (she has particularly requested that this be placed before the full Council and not just

the working group - copied to all Councillors – Minutes of Working Group meetings are displayed on the Council's website).

Correspondence received after the agenda had been printed – details available on 24th February 2012.

Correspondence not necessarily requiring discussion by the Council – details available at the meeting.

11/70 Next full Council meeting Friday 20th April 2012 at 8 p.m. Parish Annual Meeting 3rd May 2012.

11/71 Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960) – The Chairman to propose, and the Council to agree, that the following matters be discussed in accordance with the above Act.

The Council to approve the confidential Minutes of the meeting of the Council held on 20th January 2012.

The Council to receive full details of the tenders for the contracts for the Old Fire Station cleaning, weekly parish maintenance work and grass cutting/larger parish maintenance work.

Enquiry regarding a possible change in the conditions of the Lease for a Council property.

Lesley Childs
Clerk to Shere Parish Council

16th February 2012