



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,
Telephone/Fax: 01483 203431

Clerk2009@ShereParishCouncil.gov.uk
<http://www.ShereParishCouncil.gov.uk>

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

3 June 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 Wednesday, 10th June at 2015 at 7.30pm for the purpose of transacting the business specified on the attached agenda.

The Council meeting will be preceded by a meeting of the Planning Committee, starting at 6.30pm.

Joy Millett
Clerk to the Council



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,
Telephone/Fax: 01483 203431

Clerk2009@ShereParishCouncil.gov.uk
<http://www.ShereParishCouncil.gov.uk>

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

**COUNCIL MEETING
7.30PM ON WEDNESDAY, 10TH JUNE 2015
TANYARD HALL, 30 STATION ROAD, GOMSHALL**

AGENDA

Ref:	Item:	Led by:
15/39	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40	JM
15/40	Declaration of Personal or Prejudicial Interests 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)	RD
15/41	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	RD
	SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL	
	ITEMS FOR DECISION:	
15/42	Human Resources Committee – this Committee shall 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 off human resources are included, where possible. 2014/15 membership: R Andrews, C Carlisle, M Fontana and M Taylor-Cotter the Chairman, R Davey	JM
15/43	Approval of the Minutes of the Council meeting held on 21 May 2015	JM
15/44	Police Matters – to receive a report from the police representative	Police
15/45	Accounts for the year 2014/15 a. the Council to receive notification from the Internal Auditor that the Accounts are in order and that he has satisfactorily completed Section 4 of the Annual Return stating that the Council’s internal auditor, acting	JM/RD

	<p>independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31st March 2015. Internal audit has therefore been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in Section 4 of the Annual Report confirming that in all significant respects the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.</p> <p><i>(Note: the internal audit is scheduled for 8th June 2015)</i></p> <ul style="list-style-type: none"> b. the Council to receive, approve and accept the Accounts for the year ended 31st March 2015. c. The Council to receive and approve the Annual Return (Section 1) for the year ended 31st March 2015. This to be signed by the Chairman and the Clerk. d. The Council to approve the Annual Governance Statement (Section 2 of the Annual Return). This to be signed by the Chairman and the Clerk. e. The Council to confirm the scope of the internal audit for 2015/16. f. The Council to receive a budget update to 31st March 2015 g. The Council to confirm that the Council's internal auditor Mr. Mark Mulberry is fully independent of the Council and meets the standards required to carry out the internal audit. h. The Council to approve the internal audit plan setting out proposals for the internal 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). i. 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 Chairman of the Parish Council, are adequate and effective for the Council's internal audit purposes. This to also be agreed with the Internal Auditor. j. The Council to resolve that an Engagement Letter be issued to the Internal Auditor for the year 2015/16. 	
15/46	<p>Finance matters</p> <ul style="list-style-type: none"> • Approval of income and expenditure for the month ended May 2015 • To note bank reconciliation for month ended May 2015 • To note income and expenditure against budget to end of May 2015 • To nominate two councillors as authorised signatories on the Parish Council's accounts with Lloyds bank 	JM/RD
15/47	Well in Middle Street, Shere – to consider undertaking urgent repairs	RD/JM
15/48	Sale of part of The Hurtwood – to consider the implications of	

	the sale of this land (prospectus to be circulated)	
15/49	Sale of land at Ewhurst Road , currently leased to the Parish Council (Lot 6 of prospectus for sale of parts of The Hurtwood)	RD/JM
15/50	Parking at Shere Surgery, Gomshall Lane – to consider comments and suggested solutions from Shere Surgery to address the poor condition of the road outside the Surgery	JM/CB
15/51	Replacement bridge in Upper Street, Shere – to consider support for a privately-arranged community meeting	RD
15/52	Shere Open Gardens – to consider purchase of hanging baskets for Old Fire Station	JM
15/53	Council’s web-site – posting of current information and articles	RD/CC
15/54	Holmbury St Mary churchyard – to consider making a grant to cover half of the cost of churchyard maintenance, ie, £2157.	JM
	ITEMS TO NOTE:	
15/55	General Purposes Committee – to receive the minutes of the meeting held on 24 April 2015	CC
15/56	Peaslake Farm Working Group – to receive the notes of the informal meeting of the Working Group held on 26 th May 2015	JM
15/57	Employee Pensions – to note that the Pensions Regulator has formally notified the Parish Council that, from 1 January 2017, it must automatically enrol those who are eligible into a workplace pension and contribute towards it. In the meantime, the Pensions Regulator will be sending the Parish Council a series of communications about these new duties.	JM
15/58	Councillors’ Business (for noting or including on the agenda for the next meeting)	All
15/59	Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda)	JM
15/60	Date of next meeting: Tuesday 7th July 2015, 7.30pm Peaslake Memorial Hall, Walking Bottom, Peaslake GU5 9RR	JM
15/61	Exclusion of Public and Press (Public Bodies Admission to meetings Act 1960) – to consider excluding the public and press for the following items:	JM
15/62	Parish Maintenance Contract – to consider rolling the contract forward for a year to 31 March 2016	JM