



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

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

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

27 April 2017

All Members of Shere Parish Council are hereby summoned to attend the Shere Parish Annual Council meeting to be held at Tanyard Hall, 30 Station Road, Gomshall, on Thursday, 4th May at 2016 **at 8pm** for the purpose of transacting the business specified on the attached agenda.

Joy Millett
Clerk to the Council



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**ANNUAL COUNCIL MEETING
8.00PM ON THURSDAY, 4th MAY 2017
TANYARD HALL, 30 STATION ROAD, GOMSHALL**

AGENDA

Ref:	Item:	Led by:
17/1	Election of Chairman	JM
17/2	Declaration of Acceptance of Office to be signed by the newly elected Chairman	JM
17/3	Election of Vice-Chairman	Chairman
17/4	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40	JM
17/5	Declaration of Personal or Prejudicial Interests Declarations by Councillors on any of the agenda items below.	Chairman
17/6	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	Chairman
	SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL	
17/7	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 Andrews, C Brooke, P Carter, A Collingwood, B Grover, J Hutton, G Reffo, R Smith and the Chairman and Vice Chairman of the Council as ex-officio members.	JM
17/8	Election of the Health and Safety Committee – at least four Members with, if possible, one Member from each Ward. Current members: Councillors C. Brooke, A Collingwood, A Golightly, R Smith plus the Chairman and Vice Chairman as ex-officio members	JM
17/9	Election of the Planning Committee – at least one member from each ward plus the Chairman & Vice Chairman.	JM

	Membership is open to all Members of the Council. Current members: Councillors R Andrews, C Brooke, C Carlisle, R Davey, A Golightly, B Grover, B Harrap, R Smith	
17/10	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: Councillors R. Andrews, C Brooke, J Cross, R Davey, C. Carlisle, G Reffo and R Smith.	JM
17/11	Election of 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 of human resources are included, where possible. Current members: Councillor R Andrews, C Carlisle, G Reffo and the Chairman, R Davey, leaving one vacancy	
17/12	North Ward Working Group (Gomshall and Shere) – all North Ward Councillors	JM
17/13	South East Working Group (Holmbury St. Mary) – all South East Ward Councillors	JM
17/14	South West Ward Working Group (Peaslake) – all South West Ward Councillors	JM
17/15	Holmbury Traffic Working Group (if required by the Council) – this Group was disbanded last year.	JM
17/16	Shere Traffic Working Group – all North Ward Councillors and representatives of the public as per previously	JM
17/17	Peaslake Farm Housing Provider Selection Sub-Committee – the Sub-Committee to comprise two elected members from each ward and the Chairman. Current members: Councillors R Andrews, C Carlisle, P Carter, A Collingwood, J Cross, R Davey and G Reffo.	JM
17/18	Parish Plan Working Group – present members: Councillors C Carlisle, R Davey, B Grover, B Harrap, G Reffo and R Smith	JM
17/19	Complaints Procedure Working Group – C Brooke, P Carter, R Smith and one vacancy	JM
17/20	Decision making Powers - 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
17/21	Terms of Reference for Committees – the Council to consider whether the terms of reference for all Committees should continue as previously agreed	JM
17/22	Appointment of Representatives on outside organisations <ul style="list-style-type: none"> • Peaslake Memorial Hall – G Reffo • Henry Smith (Shere) Charity for Relief in Need – C Simpson, S Neilson and E Andrews. Each individual appointment is for four years. • Shere Recreation Ground – B Grover. • Shere Swimming Pool – A Collingwood 	JM

	<ul style="list-style-type: none"> • Shere Village Hall – R. Davey. • Surrey Association of Parish & Town Councils – R Smith • Wasp Bus – R Andrews. • Holmbury Village Hall – R Andrews. • Any other representatives? 	
17/23	Dates of Council meetings – The Council has previously received a list of Council meetings to December 2017.	JM
17/24	<p>Annual Financial matters</p> <ol style="list-style-type: none"> a. The Council to confirm that the Council’s finances for the year commencing 1st April 2017, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 10 November 2017 b. The Clerk to be authorised to issue cheques during the financial year 2017/18 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 2017/18. 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. The Council to appoint the Chairman to undertake the regular financial checks in accordance with the Financial Regulations f. The Council to re-adopt the Financial Regulations 	JM
17/25	Standing Orders – the Council to approve and re-adopt the Standing Orders and Direct Debits (to be reviewed by the Finance Committee in October 2017)	JM
17/26	Review of Asset Register – to consider any amendments to the current Register (as circulated)	JM
17/27	Approval of the Minutes of the Council meeting held on 6 April 2017	JM
	ITEMS FOR DECISION:	
17/28	Police Matters – to consider any matters that need to be brought to the attention of the Police.	Police
17/29	<p>Other Finance matters</p> <ul style="list-style-type: none"> • Approval of income and expenditure for the month ended April 2017 • To note bank reconciliation for month ended April 2017 • To note income and expenditure against budget to end of April 2017 • To note the position re: concurrent functions grant funding from Guildford Borough Council and identify any projects for grant funding in 2018/19. 	JM/RD
17/30	Swimming Pool Path – to consider a quote to reinstate the footpath.	JH

17/31	Training for E-bikes – item for discussion requested at last meeting.	AG
17/32	Traffic calming in Middle Street, Shere – item for discussion requested at last meeting.	
17/33	Road Safety at junction of A25 and Gomshall Lane – item for discussion requested at last meeting.	CB
17/34	Recording of Council meetings – to consider whether to continue to make audio recordings of Council meetings, following a trial	JM
17/35	Peaslake Farm fields – to receive a report of a meeting with the Parish Council’s solicitor, on 28 th April.	RD
17/36	Peaslake Farm Housing Provider Selection Sub-Committee – to receive a report of the meeting held on 3 May 2017	RD/JM
17/37	General Purpose Committee: 26 April 2017 to receive the draft minutes of the meeting and any recommendations to Council.	CC
17/38	Flooding and sewerage problems in Peaslake – to receive a response from Thames Water.	JM
	ITEMS TO NOTE:	
17/39	TV programme: Britain’s best village 2017 – to note details	
17/40	Councillors’ Business (for noting or including on the agenda for the next meeting)	All
17/41	Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda)	JM
17/42	Date of next meeting: Annual Parish Meeting, Thursday 25th May 2016, 7.30pm Tanyard Hall, 30 Station Road, Gomshall	JM
17/43	Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960) – to exclude the public and press for the following item of business because of the confidential nature of the business to be transacted.	JM
17/44	Semi-retirement of handyman – to receive a report	JM