



SHERE PARISH COUNCIL

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

Suzanne Hoyland
Parish Clerk/Finance Officer,
Telephone: 01483 203431

clerk@shereparishcouncil.gov.uk
www.shereparishcouncil.gov.uk

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

27th September 2018

All Members of Shere Parish Council are hereby summoned to attend the Shere Parish Council meeting to be held at Holmbury St Mary Village Hall, Felday Glade, Holmbury St Mary RH5 6PG, on Thursday, 4th October at 2018 **at 8pm** for the purpose of transacting the business specified on the attached agenda.

Suzanne Hoyland
Assistant Clerk



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COUNCIL MEETING

8.00PM ON THURSDAY, 4th OCTOBER 2018

Holmbury St Mary Village Hall, Felday Glade, Holmbury St Mary RH5 6PG

AGENDA

Ref:	Item:	Led by:
	Presentation to Joy Millett for her work as Clerk to Shere Parish Council 2013-2018	
18/106	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40	Clerk
18/107	Declaration of Personal or Prejudicial Interests Declarations by Councillors on any of the agenda items below.	Chairman
18/108	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
18/109	SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL	
18/110	Approval of the Minutes of the Council meeting held on the 11th September 2018	Clerk
	ITEMS FOR DECISION:	
18/111	Accounts for the year 2018/19 To note that the Responsible Finance Officer, in consultation with the Chairman and Vice-Chairman of the Finance Committee, has undertaken the following tasks. It is RECOMMENDED that this action is RATIFIED . <ul style="list-style-type: none"> confirmed the scope of the internal audit for 2018/19; approved the internal audit plan setting out proposals for the internal auditor; confirmed 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) agreed 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 	RFO
18/112	Finance matters <ul style="list-style-type: none"> Approval of income and expenditure for September 2018 To note bank reconciliations for month ended September 2018 To note income and expenditure against budget to end of September 2018 To note VAT expenditure for September 2018 To note acceptance of the 3 Year Long Term Agreement with Zurich for the Council's insurance from 1 October 2018 at a cost of £2427.27 per annum (subject to no change in sums insured, levels of indemnity and claims history) 	RFO/RD

	<ul style="list-style-type: none"> To APPROVE and ACCEPT the annual return, including the external auditor's certificate 	
18/113	Donations: <ul style="list-style-type: none"> To receive a position report on donations To consider a request for Donation to Access-dance – primary school dance festival for local schools (amount not specified) and to note Tillingbourne School has signed up for this project. 	RFO
18/114	Policy for Access across Parish Council land – consideration of wording of the following statement within the policy: 'The amount to be charged will be a percentage of the difference between the value of the property with a right of way, and the value without'	Clerk
18/115	Document Retention Scheme – to consider adoption of the SALC policy following the receipt of any comments from Councillors regarding the scheme.	Clerk/RD
18/116	Grievance Policy & Disciplinary Policy – to consider adoption of policies	Clerk/RD
18/117	Shere & Peaslake Scout Group Bonfire Night – consideration of the request to use Goose Green on Friday 2 nd November 2018 for the annual bonfire	Clerk
18/118	Peaslake Farm Steering Group – to receive a report of the meeting held on 4 th October 2018	RD
18/119	Peaslake Farm Fields – to receive an update	
18/120	Thames Water – to note the conclusion of Thames Water regarding flooding in Peaslake	
18/121	Surrey Hills proposals for environmental enhancement/de-cluttering of road signs in Holmbury St Mary – to consider the proposals following the site meeting on the 24 th September 2018	Clerk/RS/ CC/BA
18/122	Police Matters: <ul style="list-style-type: none"> to consider any matters that need to be brought to the attention of the Police. To note the re-launch of the Country Watch network 	All
	ITEMS TO NOTE:	
18/123	Chantry Lane footbridge – To note an update on repairs.	Clerk
18/124	North Downs Line Steering Group – to note Councillor G Reffo has volunteered to attend the next meeting in the place of A Collingwood.	Clerk
18/125	Human Resources – to note an update on the position of Clerk & Responsible Financial Officer and Assistant to the Clerk	RD
18/126	Councillors' Business (for noting or including on the agenda for the next meeting)	All
18/127	Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda)	Clerk
18/128	Date of next meeting: Tuesday, 6th November 2018, 8pm, Tanyard Hall, 30 Station Road, Gomshall GU5 9LF	Clerk