



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
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Guildford,
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30th April 2020

All Members of Shere Parish Council are hereby summoned to attend the Shere Parish Council meeting to be held **remotely via Zoom Wednesday 6th May 2020 at 7pm** for the purpose of transacting the business specified on the agenda below.

DocuSigned by:

Suzanne Hoyland

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ANNUAL COUNCIL MEETING 7.00PM WEDNESDAY 6th MAY 2020

Held remotely using video conferencing facility ZOOM (Coronavirus Act 2020)

To join meeting click below:

<https://us02web.zoom.us/j/85976292068?pwd=cnowS05rM0UyOUFpR3kxWWILS2VKZz09>

Meeting ID: 859 7629 2068

Password: 016349

AGENDA

Any members of the public who would like to attend the meeting to observe or would like to address the council during the short adjournment, please email clerk@shereparishcouncil.gov.uk by 4pm on Wednesday 6th May (clearly indicating the item on which to address the council about, if any)

Ref:	Item:
20/1	Election of Chairman
20/2	Election of Vice-Chairman
20/3	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)
20/4	Approval of the Minutes of the Council meeting held on the 5 th March 2020
20/5	Declaration of Disclosable Pecuniary Interests (DPIs) Declarations by Councillors on any of the agenda items below in accordance with The Localism Act 2011, ss.27-34 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)
20/6	Brief Report from Surrey County Councillor K Taylor on matters from Surrey County Council affecting Shere Parish.
20/7	Brief Report from Guildford Borough Councillors on matters from Guildford Borough Council affecting Shere Parish.
20/8	SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL
20/9	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 C Brooke, A Case, P Carter, J Hutton, G Reffo, R Smith, B Andrews, B Grover and the Chairman and Vice-Chairman as ex officio members.

20/10	Election of the Planning Committee – at least one member from each ward plus the Chairman and Vice Chairman. Membership is open to all Members of the Council. Current members: Councillors R Andrews, C Brooke, M Taylor-Cotter, B Grover, B Harrap, R Smith the Chairman and Vice-Chairman as ex officio members.
20/11	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, M Taylor-Cotter and R Smith.
20/12	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 1 vacancy
20/13	North Ward Working Group (Gomshall and Shere) – all North Ward Councillors
20/14	South East Working Group (Holmbury St. Mary) – all South East Ward Councillors
20/15	South West Ward Working Group (Peaslake) – all South West Ward Councillors
20/16	Shere Traffic Working Group – all North Ward Councillors and representatives of the public as per previously
20/17	Peaslake Farm Steering Committee – the Group to comprise two elected members from each ward including the Chairman. Current members: Councillors R Andrews, C Carlisle, P Carter, J Cross, R Davey and G Reffo.
20/18	<p>Decision making Powers:</p> <ul style="list-style-type: none"> • the Council to confirm that decision making powers be delegated to the General Purposes, Planning and Peaslake Farm Steering 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.) • the council to consider that during the coronavirus pandemic decisions can be delegated to the clerk in consultation with the Chairman
20/19	Terms of Reference for Committee - the Council to consider whether the terms of reference for all remaining Committees should continue as previously agreed
20/20	<p>Appointment of Representatives on outside organisations (showing current members)</p> <ul style="list-style-type: none"> • Peaslake Memorial Hall – G Reffo • Henry Smith (Shere) Charity for Relief in Need – J Hutton • Shere Recreation Ground – B Grover • Shere Swimming Pool – J Cross • Shere Village Hall – R Davey • Wasp Bus – R Andrews • Holmbury Village Hall – R Andrews • Shere Library – B Grover <p>Any other representatives?</p>
20/21	Dates of Council meetings – The Council has previously received a list of Council meetings to December 2020.
20/22	<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 2020, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 5th November 2019 b. The Clerk be authorised to issue cheques/make payments during the financial year 2020/21 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, office expenses, utility bills, insurance costs, subscriptions, Tanyard Hall expenses and pre-authorized orders – all as allowed for in the budget for 2020/21. The cheques/payments to be signed/authorised by two Councillors and the Clerk and reported to the next meeting of the full Council c. Council to approve standing orders and direct debits as reviewed at Finance Committee 17th October 2019 (next review October 2020) d. Insurance – the Council to verify that its current insurance cover is adequate e. The Council to consider whether it will continue with the current Banking arrangements 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
20/23	Standing Orders – the Council to consider adopting the NALC Model Standing Orders.

20/24	Code of Conduct: <ul style="list-style-type: none"> the Council to re-adopt then current Guildford Borough Council (GBC) Code of Conduct to consider the proposed amendments to the GBC Code of Conduct
20/25	Review of Asset Register – to consider any amendments to the current Register (as circulated)
20/26	Freedom of Information Policy and Publication Scheme – to consider adoption of updated documents
20/27	Media and Communications Policy – to consider adoption
	BUSINESS TO BE TRANSACTED:
20/28	Finance matters <ul style="list-style-type: none"> Approval of income and expenditure for the month ended March 2020 (Appendix 1) To note bank reconciliations and statement balances for the month ended March 2020 (Appendix 2) To note income and expenditure against budget and earmarked reserves for the month ended March 2020 (Appendix 3) To note VAT expenditure for March 2020 (Appendix 4) To note that the Parish Council's accounts for the year ended 31 March 2020 will be completed on the Parish Council's accounting software on 20th May. The software will not allow data to be input for the new financial year until that work is complete. Therefore, April and May accounts will be reported to Council at the June meeting. To note the position re: concurrent functions grant funding from Guildford Borough Council and identify any projects for grant funding in 2021/22 To consider breakdown of donations and subscriptions as per the attached sheet (Appendix 5) To consider donation to Peaslake Village Hall for half the cost of a new shed £500 (Local Government (Miscellaneous Provisions) Act1976 s.19) To consider adoption of a new grant scheme
20/29	Coronavirus pandemic: <ul style="list-style-type: none"> to ratify the attached decisions (Appendix 6) to reflect on the Council's response and to consider any further actions, if appropriate Prudential RideLondon – to consider the concerns over the race being held this year To consider any difficulties with the easing of the lockdown restrictions
20/30	The Gables, Felday Glade – to consider request for permission to conduct works on drive over manorial waste
20/31	Prescription Dispensing Machine, Shere Surgery – to consider a request for a contribution towards the device to dispense prescriptions outside of the surgery 24/7 (up to 750 prescriptions per week).
20/32	Shere Pool – to consider request for further funds for stage 2 of the renovation works
20/33	Wood Fired Pizza – to consider request to have a mobile truck in Shere Recreation Ground Car Park after the pandemic lockdown, on a Friday and Saturday afternoon and evening
20/34	Police Matters - to consider any matters that need to be brought to the attention of the Police.
	ITEMS TO NOTE:
20/35	Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda)
20/36	Questions from Parish Councillors
20/37	Date of next meeting: Annual Parish Meeting has been CANCELLED Next regular Council Meeting Tuesday 9 th June Via ZOOM unless restrictions have been lifted by the Government