

Shere Parish Council



29th April 2021

All Members of Shere Parish Council are hereby summoned to attend the **Annual Shere Parish Council meeting** to be held remotely via Zoom **7pm Thursday 6th May 2021** for the purpose of transacting the business specified on the agenda below.

<https://us02web.zoom.us/j/89598544465?pwd=c1ZLQTY3aGdUdVBSeVhKYkFraVhiQT09>

Meeting ID: 895 9854 4465

Password: 321806

Due to the current Covid-19 Coronavirus situation, the Parish Council is meeting virtually as permitted in "The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations")"

DocuSigned by:

3DC4E0071BEF422...
Suzanne Hoyland
Clerk to the Parish Council

AGENDA

- 21.1 **Election of Chairman**
- 21.2 **Election of Vice-Chairman**
- 21.3 **To accept apologies** and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)
- 21.4 **Approval of the Minutes** of the Council meeting held on [7th April 2021](#)
- 21.5 **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)
- 21.6 **Brief Report from Surrey County Council (SCC) Councillor** on matters from Surrey County Council affecting Shere Parish.
- 21.7 **Brief Report from Guildford Borough Council (GBC) Councillors** on matters from Guildford Borough Council affecting Shere Parish.
- 21.8 **Questions or requests from members of the public to the Council** in relation to the business on the agenda or future items for discussion.
- 21.9 **Off-road Epic Cycling Events** – To receive [Mountain Bike Management Plan](#), [Code of Practice for Organisers](#) and Information on [Trail Closure](#) and to hear from Rob Fairbanks Director, Surrey Hills Board

Shere Parish Council

21.10 **Committees and Working Groups** – to elect members for the following committees and working groups:

- a) **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.
- b) **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.
- c) **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.
- d) **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, R Davey and B Harrap
- e) **North Ward Working Group (Gomshall and Shere)** – Current members all North Ward Councillors
- f) **South East Working Group (Holmbury St. Mary)** – Current members all South East Ward Councillors
- g) **South West Ward Working Group (Peaslake)** – Current members all South West Ward Councillors
- h) **Shere Traffic Working Group** – Current members all North Ward Councillors and representatives of the public as per previously
- i) **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.

21.11 **Decision making Powers:**

- a) 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.)
- b) the council to consider that during the coronavirus pandemic decisions can be delegated to the clerk in consultation with the Chairman

21.12 **Terms of Reference for Committee** - the Council to consider whether the terms of reference for all Committees should continue as previously agreed

21.13 **Appointment of Representatives on outside organisations** (showing current members)

- 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

Shere Parish Council

- Wasp Bus – R Andrews
- Holmbury Village Hall – R Andrews
- Shere Library – B Grover
- Shere Nursery Custodian – C Brooke

Any other representatives?

21.14 **Dates of Council meetings** – to note the Council has previously [received a list of Council meetings](#) to December 2021

21.15 **Annual Financial matters**

- a) The Council to confirm that the Council's finances for the year commencing 1st April 2021, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 10th November 2020
- b) The Clerk be authorised to issue cheques/make payments during the financial year 2021/22 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-authorised orders – all as allowed for in the budget for 2021/22. The cheques/payments to be signed/authorised by two Councillors and the Clerk (or Assistant 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 28th October 2020 (next review October 2021)
- 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 consider re-adopting the [Financial Regulations](#)

21.16 [Standing Orders](#) – the Council to consider re-adopting the Standing Orders.

21.17 [Code of Conduct](#) - the Council to consider re-adopting the current Code of Conduct

21.18 [General Power of Competence](#) – to consider re-adopting

21.19 [Review of Asset Register](#) – to consider any amendments to the current Register (as circulated)

21.20 **Coronavirus pandemic**

- a) To confirm date and venue for June meeting (currently set for Tuesday 8th June 2021), after the end of the allowed use of zoom and to consider arrangements for planning and to approve [risk assessment](#)
- b) To consider [safety issue after Shere social distancing barriers removed](#), highlighted by Shere Delights
- c) to consider any other urgent coronavirus related issues

21.21 **Finance matters**

- a) To note that the Parish Council's accounts for the year ended 31 March 2021 will be completed on the Parish Council's accounting software on 19th 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.
- b) To note the position re: concurrent functions grant funding from Guildford Borough Council and identify any projects for grant funding in 2022/23

Shere Parish Council

- 21.22 **To consider the following items and agree resolutions where appropriate:**
- a) [Walking for Health](#) – to consider a [grant application](#) for £350
 - b) [Local authority remote meetings: call for evidence](#) – to consider replying to consultation
 - c) Peaslake Farm Fields – to consider options
- 21.23 **General Purposes Committee Meeting** – to receive minutes and consider any recommendations (if appropriate)
- 21.24 **Police Matters** - to consider any matters that need to be brought to the attention of the Police.
- 21.25 **Clerk's Report** (for noting, delegation to the Clerk or inclusion on the next agenda)
- 21.26 **Date of next meeting:** To be confirmed at meeting
- 21.27 **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.
- 21.28 **Drop-in Coordinator and Administrative Assistant** – to receive notice of resignation and to delegate to the Clerk and Human Resources Committee the recruitment process