

Shere Parish Council



27<sup>th</sup> April 2022

All Members of Shere Parish Council are hereby summoned to attend the **Shere Parish Council meeting** to be held **7.30pm Thursday 5<sup>th</sup> May 2022 at Tanyard Hall 30 Station Road, Gomshall GU5 9LF** for the purpose of transacting the business specified on the agenda below.

DocuSigned by:

*Suzanne Hoyland*

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Suzanne Hoyland  
Clerk to the Parish Council

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**ANNUAL COUNCIL AGENDA**  
**Thursday 5<sup>th</sup> May 2022**

- 22.1 Election of Chairman**
- 22.2 Election of Vice-Chairman**
- 22.3 North Ward Vacancy – to consider co-option application**
- 22.4 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)**
- 22.5 Approval of the Minutes of the Council meeting held on 3<sup>rd</sup> March 2022 and the Annual Parish Meeting held on 7<sup>th</sup> April 2022**
- 22.6 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)**
- 22.7 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish**
- 22.8 Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish**
- 22.9 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion**
- 22.10 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 and the Chairman and Vice Chairman of the Council will be ex-officio members. Current members: Councillors C

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Brooke, P Carter, J Hutton, G Reffo, R Smith, B Andrews, **(one vacancy)** 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, **(one or more vacancies)**, B Harrap, R Smith, M Keeble and 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, M Keeble 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
- j) **Management and Strategy Working Group** – all councillors

### 22.11 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 Pandemics or National Emergencies - decisions can be delegated to the clerk in consultation with the Chairman, in the event it has been necessary to cancel meetings.

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

### 22.13 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 – **Vacancy**
- Shere Swimming Pool – J Cross
- Shere Village Hall – R Davey
- Wasp Bus – R Andrews
- Holmbury Village Hall – R Andrews
- Shere Library – **Vacancy**
- Shere Nursery Custodian – C Brooke

**Any other representatives?**

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### 22.14 Annual Financial matters

- a) The Council to confirm that the Council's finances for the year commencing 1st April 2022, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 9th November 2021 item 21.101 (d)
- b) The Clerk be authorised to issue cheques/make payments during the financial year 2022/23 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 2022/23. 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 27th October 2021 (next review October 2022)
- 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](#)

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

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

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

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

### 22.19 Finance matters

- a) Approval of income and expenditure for the months ended March and April 2022 (Appendix 1)
- b) To note bank reconciliations and statement balances for months ended March and April 2022 (Appendix 2)
- c) To note income and expenditure against budget and earmarked reserves to end of April 2022 (Appendix 3)
- d) To note VAT expenditure for March and April 2022 (Appendix 4) and to note a VAT claim for £10,335.19 and has been received for the period 1.9.2021 to 31.3.2022
- e) [Concurrent functions grant funding](#) from Guildford Borough Council:
  - To note current position and agree works where appropriate
  - To identify any projects for grant funding in 2023/24
- f) To ratify £250 grant for each village for Jubilee decorations & costs (Local Government Act 1972 s 145)
- g) [Donations & Subscriptions](#) – to consider and agree regular yearly payments (Appendix 6)

**22.20 To consider the following items and agree resolutions where appropriate:**

- a) Shere Parking and Traffic:
  - to ratify the North ward Proposal (distributed 8.3.2022)
  - to note that the request for additional yellow lines would be considered by GBC towards the end of this financial year, for potential installation next financial year – this is due to workload and backlog
  - To receive response from Shere Recreation Ground Trustees regarding charging in the car park and to consider next move

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- b) Planning Comments – to discuss the relevance of collecting the comments from councillors ahead of the Planning Meetings, now applications are digital and noting that this is not done for any other council meeting.
- c) Shere Village Hall – to consider expressing an interest in the new office planned for the loft for parish council staff, potentially releasing Tanyard Hall for marketing
- d) [National Association of Local Councils](#) – to consider replying to NALC with suggestions for smaller councils
- e) [Levelling Up White Paper](#) – to note proposed changes

**22.21 General Purposes Committee Meeting – to receive minutes and consider any recommendations (if appropriate)**

**22.22 Policies for Review and Readoption:**

- a) [Media & Communications Policy](#)
- b) [Blue Tables Policy](#) and [Hire Agreement](#)
- c) [Environment Policy](#)

**22.23 Police Matters** - to consider any matters that need to be brought to the attention of the Police.

**22.24 Clerk's Report** (for noting, delegation to the Clerk or inclusion on the next agenda)

**22.25 Date of next meeting:** 7.30pm Thursday 9<sup>th</sup> June 2022 at Tanyard Hall, 30 Station Road, Gomshall GU5 9LF