

Shere Parish Council



29th September 2022

All Members of Shere Parish Council are hereby summoned to attend the **Shere Parish Council meeting** to be held **7.30pm Wednesday 5th October 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

COUNCIL AGENDA
Wednesday 5th October 2022

- 22.52 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)**
- 22.53 Approval of the Minutes of the Council meeting held on [19th July 2022](#)**
- 22.54 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)**
- 22.55 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish**
- 22.56 Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish**
- 22.57 Questions or requests from members of the public to the Council** in relation to the business on the agenda or future items for discussion
- 22.58 Annual Accounts 2021/22** – to review and accept the signed 2021/22 [Annual Governance and Accountability Return](#) (including [report and certificate](#)), [Completion of audit notification from the external auditor](#) and [Notice of Conclusion of Audit](#) (all Appendix 1)
- 22.59 Accounts for the year 2022/2023**
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.
- a) [confirmed the scope of the internal audit for 2022/23](#) (Appendix 2); 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 conduct what it sets out to do)

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- b) agreed that the minimum tests proposed in the audit plan, together with the inspections conducted by the Internal Auditor and the Chairman of the Parish Council, are adequate and effective for the Council's internal audit purposes
- c) agreed [Mulberry and Co Engagement Letter](#) (Appendix 3), as Internal Auditor for 2022/2023
- d) [External Auditor Appointment Arrangements](#) – to ratify the council NOT opting out

22.60 [Interim Internal Audit Report 2022/2023](#) – to receive report (Appendix 4) of the interim audit conducted in person 20th September 2022 and to consider [Annual Investment Strategy](#), as recommended by the Auditor.

22.61 Finance matters

- a) Approval of income of £8,153.52 and expenditure of £15,127.72 for month Ending July 2022 ([Appendix 5](#)), income of £1,009.63 and expenditure of £9,195.43 for month ending August 2022 ([Appendix 6](#)) and income and expenditure for month ending September 2022 (Appendix 7)
- b) To note bank reconciliations and statement balances for months ending July, August & September 2022 (Appendices 8, 9 & 10)
- c) To note income and expenditure against budget and earmarked reserves to end of September 2022 (Appendix 11)
- d) To note VAT expenditure for July, August & September 2022 (Appendix 12)
- e) To ratify Insurance payment of [£3,088.50](#) for [Shere Parish Council & Reginald Arthur Bray Charity renewal 2022-2023](#) (second year of three-year agreement)
- f) To note a GBC grant aid application for a new vehicle activated sign in 2023/24 has been made and to ratify a further application for and additional bin in swimming pool field, Shere, costing £1,165 (grant aid £582.50)
- g) To Ratify payment for emergency repairs on Shere Car Park Driving Surface £1,360
- h) To Ratify payment of £2,400 for accessibility upgrade on website (originally agreed 7th April 2021 item 20.212 (b) delegated to General Purposes Committee – GPC 29th April 2021 Item 20/GP100)
- i) To Ratify the donation to Shere Recreation Ground for £500 made 3rd May 2022 for maintenance and agree the second payment of £500 on 30th October 2022. To note Shere Recreation Ground will be moved to the new system of grant applications after October 2022.
- j) To consider the following grant/donation applications:
 - I. Citizens Advice Bureau (CAB) Waverley, [application](#) and [accounts](#) – requested £500
 - II. Wasp Bus, [application](#) and [accounts](#) – requested £1,000

22.62 To consider the following items and agree resolutions where appropriate:

- a) Food Bank Shere – to receive information on potential venture
- b) Drop-in Mornings – to receive an update from Drop-in Coordinator
- c) To consider working towards becoming a [Dementia Friendly Council](#)
- d) Peaslake Farm Steering Committee - to approve [minutes from the meeting on the 1st September 2022](#) and to consider recommendations
- e) Thames Water – low water pressure/no water – to note and consider contacting Thames Water further over the difficulties with water supply in the parish.
- f) Shere Well – to ratify Listed building application to incorporate a glass roof instead of lead.
- g) [Civility and Respect](#) – to consider signing the pledge

22.63 **General Purposes Committee** – to receive the [minutes from the meeting on the 2nd August 2022](#) and to consider the following recommendations:

- a) [Advertising Proposal](#) for Shere Parish Council owned bins
- b) Proposed [Bin Advertising Application Form](#) – to consider adoption
- c) A village map, sponsored by businesses with revenue used for the community

22.64 Policies – to review the following policies and consider re-adopting:

- a) [Emergency Plan](#), with additional [Schedule of Risks and Implications for Different Emergencies](#)

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- b) [Lone Worker Policy](#)
- c) [Home Working Policy](#)

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

22.66 Date of next meeting: 7.30pm Tuesday 8th November 2022 at Peaslake Village Hall, Walking Bottom, Peaslake GU5 9RR

22.67 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.

22.68 Shere Car Park Repairs and Charging:

- a) to receive advice from the council solicitors and ratify next steps
- b) to receive updated quote for repairs

22.69 Confidential Draft Policy – to consider adoption