

Shere Parish Council



31st August 2023

All Members of Shere Parish Council are hereby summoned to attend the **Shere Parish Full Council Meeting** to be held **7.30pm Wednesday 6th September 2023 at Shere Village Hall, Gomshall Lane, Shere** 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

FULL COUNCIL AGENDA
Wednesday 6th September 2023

- 23.59 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)**
- 23.60 Approval of the Minutes of the Annual Council meeting held [on 5th July 2023](#)**
- 23.61 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)
- 23.62 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish**
- 23.63 Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish**
- 23.64 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion**
- 23.65 The Square, Shere** – to receive plans for the proposed temporary part closure of part of The Square, ahead of the SCC public consultation from J Bramley Placemaking Officer, Planning & Placemaking
- 23.66 Community Village Larder and Drop-in** – to receive update from Drop-in Coordinator on both projects
- 23.67 Annual Accounts 2022/23** – to review and accept the signed 2022/23 Annual Governance and Accountability Return (including report and certificate), Completion of audit notification from the external auditor and Notice of Conclusion of Audit (if received before meeting)
- 23.68 Accounts for the year 2023/2024**
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.

Shere Parish Council

- a) confirmed the scope of the internal audit for 2023/24; 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)
- 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, as Internal Auditor for 2023/2024 as Year One of a three-year Agreement for internal audit provision from [Mulberry & Co](#)

23.69 Finance matters

- a) Approval of Lloyds income of £3,313.44 and Lloyd's expenditure of £16,286.43 for July & Approval of Lloyds income and Lloyd's expenditure of For August 2023 (Appendix 1)
- b) Approval of Lloyds Credit Card cashbook transfer of £274.22 and expenditure of £519.99 for July and Approval of Lloyds Credit Card cashbook transfer of £519.99 and expenditure for August 2023 (Appendix 2)
- c) To note bank reconciliations and statement balances (including credit card) for months ended July & August 2023 (Appendix 3)
- d) To note income and expenditure against budget and earmarked reserves to end of August 2023 (Appendix 4)
- e) To note VAT expenditure for July & August 2023 (Appendix 5)
- f) To Ratify use of the final £27.51 in the library earmarked reserve towards the Wi-Fi issue for the library and CCTV
- g) To approve Insurance payment for Shere Parish Council & Reginald Arthur Bray Charity renewal 2023-2024 (third year of three-year agreement) (if received before meeting)
- h) To consider any grant aid applications to be made to GBC

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

- a) Double Yellow Lines in Shere – to consider [proposals from SCC](#)
- b) Thames Water Fields between Gomshall and Shere – to receive update of meeting by Councillor W Esplen and to consider potential lease.
- c) [Holmbury Youth Hostel](#) – to note the property is up for sale and to consider any response/action
- d) [SALC AGM and Conference](#) to confirm attendance and who will be the council's representative to vote
- e) [Review of Councillors Allowances](#) – to reply to the Independent Remuneration Panel

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

23.72 Date of next meeting: 7.30pm Thursday 5th October 2023 at Tanyard Hall, Gomshall GU5 9LF

23.73 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.

23.74 Peaslake Farm Development – to receive and approve minutes of Peaslake Farm Steering Committee meeting held 10.8.23 and consider outcome of the renegotiation following meeting between the Chair and Vice Chairman and Stonewater Housing Association.