



SHERE PARISH COUNCIL

COUNCIL AGENDA

26th August 2025

All Members of Shere Parish Council are hereby summoned to attend the **Shere Parish Council Full Council Meeting** to be held **7.30pm Tuesday 2nd September 2025 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

Tuesday 2nd September 2025

- 25.58 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)
- 25.59 Approval of the Minutes of the [Council Meeting held on the 10th July 2025](#)
- 25.60 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)
- 25.61 Brief Report from Surrey County Council (SCC) Councillor and Guildford Borough Council (GBC) Councillors on matters affecting Shere Parish
- 25.62 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion
- 25.63 **Annual Accounts 2024/25** – to review and accept the signed 2024/25 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 in time for meeting)
- 25.64 **Finance Matters 2025/26**
July & August 2025
 - a) approval of income and expenditure for the months ended July & August 2025 (Appendix 1)
 - b) approval of Lloyds Credit Card cashbook transfers and expenditure for July and August 2025 (Appendix 2)
 - c) to note bank reconciliations and statement balances (including credit card) for months ended July & August 2025 (Appendix 3)
 - d) to note income and expenditure against budget and earmarked reserves to end of August 2025 (Appendix 4)
 - e) to note VAT expenditure for July & August 2025 (Appendix 5)
 - f) Council Insurance – to confirm Clear Councils Insurance Invoice for 2nd year of long-term agreement
 - g) To agree use of Playground sinking fund for all further repairs



SHERE PARISH COUNCIL

- h) To approve Councillor R Findlay and Q Jayne as signatories on the council bank accounts
- i) Peaslake Cemetery Fence – to consider [Grant application](#)
- j) To Ratify £4,695.33 ex VAT for [calisthenics equipment for Shere Adult Fitness Equipment](#), slightly above the £4,000 estimate [agreed 10th July 2025 item 25.49](#)
- k) To note that the Responsible Finance Officer, in consultation with the Chairman and Vice-Chairman of the Finance Committee, has undertaken the following tasks and reviewed the [Internal Audit Guidance](#). It is Recommended that this action is Ratified.
- l) Confirmed the scope of the internal audit for 2025/26; 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); considered the independence of the Internal Auditor (personal independence, financial independence, and professional independence)
- m) To agree 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 noted [original Mulberry and Co Engagement Letter](#), as Internal Auditor for 2025/2026 as Year three of a three-year Agreement for internal audit provision from Mulberry & Co

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

- a) Planning committee – to appoint to new members
- b) Shere Car Park Charging:
 - to consider free parking from 9am 13th December to 9am 2nd January to support resident's social and family Christmas gatherings and to provide useful support to the businesses
 - to consider statistics from Ocean Parking and [consider local businesses proposal](#)
- c) Tanyard Hall (TH) – to consider the following items:
 - lift extension plans with building inspector to review for fire safety regs compliance (if available for the meeting)
 - [review of feedback from Drop-in visits to other venues](#)
 - confirmation that the upstairs of TH can accommodate sixty people
 - receive quote of indicative cost of works (if available for the meeting)
- d) To consider identifying Simon Best Associates Architecture firm as preferred contractor due to their local expertise with GBC Planning and Conservation Areas
- e) Skate ramp, Shere:
 - to ratify £1,195 Raddi Skatepark Repairs for emergency works
 - to receive feedback [received on usage](#)
 - to consider Raddi Quote £2,555 ex VAT from Play Areas – Repair & Replace (Local Government (Miscellaneous Provisions) Act 1976 – Section 19) for repairs to the rest of the surface.
- f) To consider new IT Support Package £85 ex vat per month, move from office-based data storage to cloud base (office 365) £240 ex VAT (one off cost) and upgrade of two laptops, 3 docking station setups and installation £2,307 ex VAT (replacing 3 old desk top pcs, improving security, resilience and support) – IT Budget and general reserves for the remainder of the year.
- g) Peaslake Farm – to receive update from English Rural and consider next moves (if received in time for meeting)



SHERE PARISH COUNCIL

- h) Peaslake Farmyard [Risk assessment](#) – to consider adopting and adding to current Risk Management Policy and Risk Register
- i) [Guildford Community Governance Review \(CGR\)](#) – to consider replying to consultation
- j) WASP Bus – to appoint Councillor M Keeble as additional Council Representative
- k) To note Shere Village Hall Community Fair 29th November 2025 – event for local charities, volunteer groups, community groups as well as regular hirers of the hall to advertise what they do and try encouraging more people to join/volunteer/use them.

25.66 To consider the following policies for review and adoption/readoption:

- a) [Memorial Bench Policy](#)
- b) [Annual Investment Strategy](#)
- c) [Cookies Policy](#)
- d) [Privacy Notice](#)
- e) [Updated Data Protection Policy](#)
- f) Data Audit and [Councillor Training](#)

25.67 Date of next meeting: 7.30pm Thursday 9th October 2025 at Peaslake Village Hall, Walking Bottom, Peaslake GU5 9RR

25.68 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.

25.69 Felbury House Lease – to receive rent valuation and note next rent review 2030

25.70 Assistant clerk (Job share) - to ratify recommended appointment, as per attached confidential appendix

25.71 Staff holiday entitlement - to consider uplifting all staff to NALC recommended holiday scales