

Shere Parish Council



2nd May 2024

All Members of Shere Parish Council are hereby summoned to attend the **Shere Parish Council Annual Council Meeting** to be held **7.30pm Thursday 9th May 2024 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

ANNUAL COUNCIL AGENDA
Thursday 9th May 2024

- 24.1 Election of Chairman**
- 24.2 Declaration of Acceptance of Office to be signed by the newly elected Chairman**
- 24.3 Election of Vice-Chairman**
- 24.4 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)**
- 24.5 Approval of the Minutes of the Council meeting held on [21st March 2024](#) and the Annual Parish Meeting held on [11th April 2024](#)**
- 24.6 Update on report to Monitoring Officer [21st March 2024 item 23.134](#)**
- 24.7 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)
- 24.8 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish**
- 24.9 Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish**
- 24.10 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion**
- 24.11 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.

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- 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.
- 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.
- 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.
- 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) **Peaslake Farm Steering Committee** - the Group to comprise of at least two elected members from each ward including the Chairman.
- i) **Management and Strategy Working Group** – all councillors members
- j) **Shere Car Park Charging Working Group** – the Group to comprise of the Chair, Vice Chair and three other members of the council, these being appointed so that each of the villages served by the Council is represented.

24.12 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.

24.13 Terms of Reference for Committees – to consider readopting existing and newly updated terms for current Committees & Working Groups (note Peaslake Farm Steering Committee not included as focussed on Greenoak Housing Association – new terms to be prepared for committee):

- a) [Finance Committee](#)
- b) [General Purposes Committee](#)
- c) [Human Resources Committee](#)
- d) [Planning Committee](#)
- e) [Management & Strategy Working Group](#)
- f) [Shere Car Park Charging Working Group](#)

24.14 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 – P Tompkins
 - Shere Swimming Pool – J Cross
 - Shere Village Hall – R Davey
 - Wasp Bus – R Andrews
 - Holmbury Village Hall – R Andrews
 - Shere Library – J Cross
 - Peaslake Community Council – to consider offering an appointed council representative
- Any other representatives?**

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24.15 Annual Financial matters

- a) The Council to confirm that the Council's finances for the year commencing 1st April 2024, including staff salaries, will be conducted in accordance with the budget approved by the full Council on [7th November 2023 item 23.99 \(d\)](#)
- b) The Clerk to be authorised to issue cheques/make payments during the financial year 2023/24 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 2024/25. 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 19th October 2023 \(next review October 2024\)](#)
- 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](#)
- h) The Council to consider the [Annual Review of Fees](#)

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

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

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

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

24.20 Finance Matters 2023/24

March 2024 – Year End – to receive and approve

- a) Approval of Lloyd's income of £2,498.39 and Lloyd's expenditure of £16,217.15 and Unity Income of £247.37 for the month ended March 2024 ([Appendix 1](#))
- b) Approved of Lloyds Credit Card cashbook transfer of £170.41 and expenditure of £256.09 for March 2024 ([Appendix 2](#)) and to approved and signed Credit Card payment of £9 due to missing receipt.
- c) To note bank reconciliations and statement balances (including credit card) for month ended March 2024 ([Appendix 3](#))

24.21 Accounts and Internal Audit for the year 2023/24 – to receive and approve

- a) To note March Year End 2024 [income and expenditure against budget](#) and [earmarked reserves](#) ([Appendix 4](#))
- b) Approval of [Bank - Cash and Investment Reconciliation as of 31 March 2024](#) ([Appendix 5](#))
- c) Approval of [Balance Sheet as of 31.3.2024](#) ([Appendix 6](#))
- d) Approval of [Income and Expenditure Account for Year Ended 31st March 2023](#) ([Appendix 7](#))
- e) Approval of [Trial Balance for Month 12](#) ([Appendix 8](#))
- f) Approval [Annual Return Detail with Variances](#) and [Reserves Reconciliation](#) (for audit purposes) ([Appendix 9](#))
- g) Internal Audit carried out 1st May 2024 - To receive and approve [the Internal Auditors Report](#) and [Accompanying Letter](#) ([Appendix 10](#))
- h) Annual Return, [Annual Governance Statement 2023/24 \(Section 1\)](#) – to read & consider, approve and sign at the meeting (by the Chairman and Clerk) ([Appendix 11](#))
- i) Annual Return, [Accounting Statements 2023/24 \(Section 2\)](#) – to receive, approve and sign at the meeting (by the Chairman) ([Appendix 12](#))

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24.22 Finance Matters 2024/25

April 2024

- a) Approval of Lloyds income of £124,972.14, Lloyd's expenditure of £18,531.24 and Boom income of £70.44 for the month ended April 2024 ([Appendix 13](#))
- b) Approved of Lloyds Credit Card cashbook transfer of £352.09 and expenditure of £134.25 for April 2024 ([appendix 14](#))
- c) To note bank reconciliations and statement balances (including credit card) for month ended April 2024 (Appendix 15)
- d) To note [income and expenditure against budget](#) and [earmarked reserves](#) to end of April 2024 (Appendix 16)
- e) To note VAT expenditure for April 2024 ([Appendix 17](#))
- f) To note a VAT claim for £15,803.04 and has been received for the period 1.10.2023 to 31.3.2024
- g) [Subscriptions](#) – to consider and agree regular yearly payments (Appendix 18)
- h) [Donations](#) –Also, to note applications for grants can be made using the [Grant Information](#) and [Application Form](#) on our website
- i) To Ratify £2,514.42 ex VAT for the Annual Report (including cost for postage and envelopes of £1,449.39 and £76.20 for the Shere Car Park leaflet)
- j) Drop-in and Village Larder payments – to agree payments from EMR donations

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

- a) Peaslake Farm Development – to note initial meeting with Surrey Community and to consider letter from Flood Risk, Planning and Consenting Team to GBC Planning, regarding Planning Condition 5 relating to surface water drainage
- b) Peaslake Farm Fields lease – update on any concerns
- c) Shere Car Park:
 - (1) to note the contract with Ocean has been signed
 - (2) to consider the updated [potential parking exemptions](#) including allowing adults collecting children from School/nursery to apply for an exemption to be considered
 - (3) to consider the draft [application form](#) for exemptions
 - (4) to note timeline for implementation
 - (5) to consider legal advice regarding the Road Traffic Regulation Act 1984
- d) [Swimming Pool Field](#) – to consider proposed path from main to swimming pool gate
- e) [Guildford Health Walks](#) – to consider donation

24.24 Human Resources Committee – To [receive and approve minutes](#) and consider the recommendations (Appendix 19)

24.25 General Purposes Committee Meeting – To [receive minutes](#) and consider the [recommendations](#) (Appendix 20)

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

24.27 Date of next meeting: 7.30pm Thursday 8th June 2023 at Peaslake Village Hall, Walking Bottom Peaslake GU5 9RR

24.28 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.

24.29 Peaslake Farm Fields – to consider updated draft lease and report from council solicitor