

Shere Parish Council



28th April 2025

All Members of Shere Parish Council are hereby summoned to attend the **Shere Parish Council Annual Parish Council Meeting** to be held **7.30pm Tuesday 6th May 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
3DC4E0071BEF422...

Suzanne Hoyland
Clerk to the Parish Council

ANNUAL PARISH COUNCIL AGENDA
Tuesday 6th May 2025

- 25.1 Election of Chair**
- 25.2 Declaration of Acceptance of Office to be signed by the newly elected Chair**
- 25.3 Election of Vice-Chair**
- 25.4 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)**
- 25.5 Approval of the Minutes of the Council meeting held on 6th March 2025 and the Annual Parish Meeting held on 3rd April 2025**
- 25.6 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)**
- 25.7 Brief Report from Surrey County Council (SCC) Councillor and Guildford Borough Council (GBC) Councillors on matters affecting Shere Parish**
- 25.8 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion**
- 25.9 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 Chair and Vice Chair of the Council will be ex-officio members.
 - b) **Planning Committee** – at least one member from each ward plus the Chair and Vice Chair. Membership is open to all Members of the Council.
 - c) **Finance Committee** - the Committee to comprise of the Chair, Vice Chair 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.

Shere Parish Council

- d) **Human Resources Committee** – this Committee shall comprise the Chair 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 Chair.
- 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.

25.10 Decision making Powers:

- a) the Council to confirm that decision making powers be delegated to the General Purposes and Planning 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 Chair, in the event it has been necessary to cancel meetings.

25.11 Terms of Reference for Committees – to consider readopting existing and newly updated terms for current Committees & Working Groups:

- a) [Finance Committee](#)
- b) [General Purposes Committee](#)
- c) [Human Resources Committee](#)
- d) [Planning Committee](#)
- e) [Management & Strategy Working Group](#)
- f) [Media and Communications Working Group](#)
- g) [Peaslake Farm Steering Committee](#)

25.12 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 – M Taylor-Cotter
- Holmbury Village Hall – R Findlay
- Shere Library – J Cross

To consider appointing a councillor representative to the following:

- [Southeast Communities Rail Partnership](#)

25.13 Annual Financial matters

- a) The Council to confirm that the Council's finances for the year commencing 1st April 2025, including staff salaries, will be conducted in accordance with the budget approved by the full Council on [7th November 2024 item 24.102](#)
- b) The Clerk be authorised to issue cheques/make payments during the financial year 2025/26 for the payment of staff salaries, PAYE/superannuation, donations/cemetery grants, monthly

Shere Parish Council

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 2025/26. 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 24th October 2024](#) (next review October 2025)
- 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 Chair to undertake the regular financial checks in accordance with the Financial Regulations
- g) The Council to consider [re-adopting the Financial Regulations](#) updated to reflect the new The Procurement Act 2023 and The Procurement Regulation 2024(highlighted in green)
- h) The Council to consider the [Annual Review of Fees](#)

25.14 [Standing Orders](#) – the Council to consider re-adopting the Standing Orders updated to reflect the new procurement Legislation and Code of conduct requirements

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

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

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

25.18 Finance Matters 2024/25

March 2024 – Year End – to receive and approve

- a) Approval of Lloyds income of £13,116.98 and Lloyds expenditure of £22,689.27 and Unity Income of £393.93 for the month ended March 2025 ([Appendix 1](#))
- b) Approved of Lloyds Credit Card cashbook transfer and cashback of £458.30 and expenditure for March 2025 (zeroed for Year End) ([Appendix 2](#))
- c) To note bank reconciliations and statement balances (including credit card) for month ended March 2024 (Appendix 3)
- d) To note March Year End [2025 income and expenditure against budget](#) (Appendix 4)
- e) To note [expenditure and VAT claim for £9,275.68 has been received](#) for the period 1.10.2024 to 31.3.2025 (Appendix 5)
- f) Approval of [Balance Sheet as of 31.3.2025](#) (Appendix 6)

25.19 Finance Matters 2025/26

April 2025

- a) Approval of income and expenditure for the month ended April 2025 (Appendix 13)
- b) Approved of Lloyds Credit Card cashbook transfer and expenditure for April 2025 (appendix 14)
- c) To note bank reconciliations and statement balances (including credit card) for month ended April 2025 (Appendix 15)
- d) To note income and expenditure against budget and earmarked reserves to end of April 2025 (Appendix 16)
- e) To note VAT expenditure for April 2025 (Appendix 17)
- f) [Subscriptions](#) – to consider and agree regular yearly payments (Appendix 18)
- g) To Ratify £2,556.70 ex VAT for the Annual Report (including cost for postage and envelopes of £1,421.87) (Local Government Act 1972 s 142)
- h) Drop-in and Village Larder payments – to agree payments from EMR donations
- i) To agree the following works agreed in the last financial year but not yet completed:

Shere Parish Council

- Millenium Playground works to remove existing old trail £200 and install a new woodland trail for £1,800 ex VAT from code Play Areas Repair and Replace (Local Govt (Miscellaneous Provisions) Act 1976 s 19)
 - Millenium Playground - £7,530 ex VAT, to replace and repair the areas of wet pour funded from EMR Playground Sinking Fund (Local Gov Act 1976 s. 19)
 - Play Area Repairs £1,360 ex VAT, to repairs edging boards and surface top up & maintenance (Local Gov Act 1976 s. 19)
- j) To Ratify £2,073.20 ex VAT for safety repairs to pendulum basket (Goose Green) from Code Play Areas, Repair and Replace (Public Health Act 1875 s 164; Local Govt Act 1972 Sched 14 para 27; Public Health Acts: Amendment Act 1890 s 44; Open Spaces Acct 1906 s 9 & 10)
- k) Donations – to note applications for grants can be made using the [Grant Information](#) and [Application Form](#) on our website
- l) To consider [grant application for Holmbury St Mary Village Hall](#) to retro fit all old fluourescent light fittings with LED lamp fittings and Internal decoration to all ‘public areas’ in the Village Hall

25.20 Finance Committee Meeting – to receive and approve minutes and consider any recommendations

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

- a) Community Governance Review:
- (1) To note the approved [GBC Terms of Reference](#)
 - (2) Consideration of whether the establishment of a separate Peaslake Parish Council is in the best Interests of the wider parish - To consider and discuss whether the establishment of a separate Parish Council for Peaslake is in the best interests of the Parish as a whole, recognising Shere Parish Council’s responsibility to act for the benefit of all residents across the current Parish area. To further note that two of the current Parish Councillors representing Peaslake are in favour of pursuing separation, and to consider whether Shere Parish Council should formally state and promote a position on the future structure of the Parish.
- b) To consider adopting [new council logo](#)
- c) To receive the announcement from the [Wasp Bus](#) and consider any action
- d) To consider [Fruit and Vegetable Stall](#) in Shere Village once a week
- e) Peaslake Farmyard – to receive update on enquiries for Affordable Housing and to consider other initial requests regarding the site:
- Peaslake Garage to relocate to Peaslake Farmyard on a lease or purchase basis.
 - Enquiry from a company regarding potential sale to a residential developer

25.22 Management & Strategy Working Group – to receive and approve minutes and consider recommendations

25.23 Date of next meeting: 7.30pm Thursday 5th June 2025 at Holmbury St Mary Village Hall, Felday Glade, Holmbury St Mary