



SHERE PARISH COUNCIL

COUNCIL AGENDA

29th May 2025

All Members of Shere Parish Council are hereby summoned to attend the **Shere Parish Council Full Council Meeting** to be held **7.30pm Thursday 5th June 2025 at Holmbury St Mary Village Hall Felday Glade, Holmbury St Mary** 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 Thursday 5th June 2025

- 25.31 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)**
- 25.32 Approval of the Minutes of the [Annual Council meeting held on 6th May 2025](#) and Extraordinary Council Meeting held on the 28th May 2025**
- 25.33 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)**
- 25.34 Brief Report from Surrey County Council (SCC) Councillor and Guildford Borough Council (GBC) Councillors on matters affecting Shere Parish**
- 25.35 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion**
- 25.36 Committees and Working Groups – to elect members for the following working group:**
 - a) [Media & Communications Working Group](#): Current members: Councillors R Davey, M Keeble, T Florent, R Smith, J Cross, P Tompkins, R Findlay
 - b) Human Resources Committee – to elect HSM Councillor R Smith onto the committee
- 25.37 Accounts and Internal Audit for the year 2024/25 – to receive and approve**
 - a) Approval of [Bank - Cash and Investment Reconciliation as of 31 March 2025](#) (Appendix 1)
 - b) Approval of [Balance Sheet as of 31.3.2025](#) (Appendix 2)
 - c) Approval of [Income and Expenditure Account for Year Ended 31st March 2025](#) (Appendix 3)
 - d) Approval of [Trial Balance for Month 12](#) (Appendix 4)
 - e) Approval [Annual Return Detail with Variances](#) and [Reserves Reconciliation](#) (for audit purposes) (Appendix 5)
 - f) Internal Audit carried out 20st May 2025 - To receive and approve the clear [Internal Auditors Report](#) and [Accompanying Letter](#) (Appendix 6)



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- g) Annual Return, [Annual Governance Statement 2024/25 \(Section 1\)](#) – to read & consider, approve and sign at the meeting (by the Chairman and Clerk) (Appendix 7)
- h) Annual Return, [Accounting Statements 2024/25 \(Section 2\)](#) – to receive, approve and sign at the meeting (by the Chairman) (Appendix 8)

25.38 Finance Matters 2025/26

May 2025

- a) Approval of income and expenditure for the month ended May 2025 (Appendix 9)
- b) Approved of Lloyds Credit Card cashbook transfer and expenditure for May 2025 (appendix 10)
- c) To note bank reconciliations and statement balances (including credit card) for month ended May 2025 (Appendix 11)
- d) To note income and expenditure against budget and earmarked reserves to end of May 2025 (Appendix 12)
- e) To note VAT expenditure for May 2025 (Appendix 13)
- f) To consider an increase of fee to £2 per session for the Drop-in Centre

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

- a) Community Governance Review – to consider draft response to GBC
- b) To receive an update following a meeting with the [Wasp Bus](#) trustees and consider any action
- c) To further consider [Fruit and Vegetable Stall](#) in Shere Village once a week, postponed from May to gather further information, [including list of potential produce](#)
- d) To consider adopting the new Biodiversity Policy (if available before the meeting)
- e) To consider adding the [Anti-Money Laundering \(AML\) Statement](#) to the Council’s Financial Regulations and Risk Management Policy & Risk Register
- f) To consider [Tanyard Hall lift extension plans](#) and to consider next move
- g) To consider [Devolution Training](#)
- h) To consider help with Thames water for resident issue with the Thames Water Pursers Lane Pumping Station and outdated Gravity main, causing problems with the Non-Returning Valve on their property
- i) To consider the need for, and the feasibility of, building a small public toilet in Holmbury St Mary

25.40 Management & Strategy Working Group – to receive and approve [minutes](#) and consider recommendation to full council to adopted the amended [Strategic Plan](#)

25.41 Media & Communication Committee – to agree June Councillor of the month for short video

25.42 Date of next meeting: 7.30pm Thursday 10th July 2025 at Tanyard Hall 30 Station Road, Gomshall GU5 9LF

25.43 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.

25.44 To consider updated policy