



NOTICE OF PARISH COUNCIL MEETING Local Government Act 1972

Members are hereby summoned to the annual meeting of the Council to be held on Thursday 19 May 2022 at 7.30pm at the Wonersh Sports Pavilion, for the transaction of the under-mentioned business.

Lisa Davison
Clerk to the Council

Dated this 10th day of May 2022.

Wonersh Sports Pavilion Wonersh Common Wonersh GU5 0PJ. Tel: 01483 892601.

clerk@wonershparish.org

AGENDA

- 22/23 001 To elect the Chairman of the Council.**
- 22/23 002 To elect the Vice Chairman of the Council.**
- 22/23 003 To consider and approve apologies for absence.**
- 22/23 004 Wonersh Parish Code of Conduct – Declarations of disclosable interests.**
- 22/23 005 Open meeting for members of the public to raise matters with the Council.**
- 22/23 006 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.**
- 22/23 007 To consider and approve the minutes of the Council meeting held on 14 April 2022.**
- 22/23 008 To receive progress reports about matters previously considered and approved by the Council.**
- 22/23 009 To appoint Members of the Council’s Planning Committee and to delegate responsibility to the Committee for: (a) consideration of planning-related matters; (b) making decisions on behalf of the Council about local planning applications; and (c) making recommendations for decision by the Council about planning related issues.**
- 22/23 010 To appoint Members of the Council’s Risk and Audit Committee and to delegate responsibility to the Committee for: (a) consideration of risk and audit-related matters of the Council; and (b) making recommendations for decision by the Council about risk and audit related issues.**
- 22/23 011 To appoint Members of the Council’s Personnel Committee and to delegate responsibility to the Committee for: (a) consideration of personnel matters; (b) making decisions where specifically required to do so in accordance with the provisions of the Personnel & Employment Handbook of the Council; and (c) making recommendations for decision by the Council about other personnel issues.**

22/23 012 To appoint Members of the Council's working parties and portfolio leads:

- (a) Commons Working Party;**
- (b) Commons Land Asset Transfer;**
- (c) Shamley Green Community Room;**
- (d) Emergency Planning;**
- (e) Website / PR / Newsletter / Communications;**
- (f) Policy Review Working Party;**
- (g) Traffic, Parking and Cycling Working Party;**
- (h) Climate Change Working Party;**
- (i) Allotments;**
- (j) Playgrounds;**
- (k) Tree management; and**
- (l) Gerald's Wood**

22/23 013 To appoint representatives of the Council, if appropriate, to other bodies and organisations:

- (a) Surrey Association of Local Councils;**
- (b) Wonersh Environmental Advisory Group;**
- (c) Shamley Green Environment Group;**
- (d) Waverley Borough Council joint meetings with Town and Parish Councils;**
- (e) WBC Planning Forum;**
- (f) Blackheath community traffic-calming working party;**
- (g) Wonersh Community Speed Watch;**
- (h) Shamley Green Community Speed Watch;**
- (i) Wonersh Connections; and**
- (j) Longacre School traffic management consultation committee.**

22/23 014 Finance – to consider and approve the following:

- (a) the list of payment and receipt vouchers in March 2022 and April 2022;**
- (b) the end-March 2022 and end-April 2022 financial statement;**
- (c) the proposed reserves for 2022/23 financial year;**
- (d) the schedule of due payments over the present financial year which arise on a regular basis as authorised under the Council's Financial Regulations**
- (e) the appointment of Councillors Band, Crouch, Gibbs, Howard, Jenner, Lavender and Shutes as signatories to the Wonersh Parish Council bank account;**
- (f) the authorization of a monthly direct debit mandate for the payment for all items which can be moved to online payment;**
- (g) payment of £670 for the annual insurance for Wonersh Parish Council from June 2022;**
- (h) the set-up of a Council amazon account for purchasing office supplies and community room supplies and agree the associated processes;**

- (i) payment of 21 hours overtime for the Assistant to the Clerk;
- (j) payment of up to £500 for taking items of play equipment in the playgrounds out of commission or making them safe;
- (k) payment of up to £350 to survey the positioning of a telegraph pole to consider the impact upon local trees;
- (l) payment of up to £230.40 for webhosting with the Wonersh Connections website (s137);
- (m) payment of £1,121.31 for NALC/ SALC membership; and
- (n) The grant application for up to £250 from Wonersh Cricket Club (s137).

22/23 015 Finance – to note receipt of:

- (a) the 2022/23 precept of £84,546.57; and
- (b) the allotment rents.

22/23 016 To review and adopt the following policies:

- (a) Code of Conduct & Register of Members' Interests;
- (b) Standing Orders;
- (c) Financial Regulations;
- (d) Training of Members and Council staff.
- (e) Council's complaints procedure;
- (f) Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- (g) Council's policy for dealing with the press/media;
- (h) Council strategy; and
- (i) Finance and Investment Policy.

22/23 017 To review of inventory of land and assets including buildings and office equipment.

22/23 018 To review and confirmation of arrangements for insurance cover in respect of all insured risks.

22/23/019 To receive updates on the leases of Waverley Borough Council assets and approve next steps.

22/23/020 To receive an update on the Routine Playgrounds Inspection training and approve next steps, including those relating to the Annual Inspections.

22/23/021 To receive an update on the planned jubilee events and approve next steps, including recommendations in relation to the jubilee beacon.

22/23/022 To receive the Woodland Management Plan for Gerald's Wood and approve next steps.

22/23/023 To receive an update from the Commons Working Party, including but not restricted to the offer of further trees from Surrey County Council, and approve next steps. 22/23 014 Finance – to consider and approve: (m) payment of up to £300 for blue hearts and the process for their distribution.

22/23 024 To receive an update on the closed burial ground and approve next steps.

- 22/23 025** To receive an update on the seminary and approve next steps.
- 22/23 026** To receive an update on the annual assembly and approve next steps.
- 22/23 027** To note the draft recommendations on the parish council Community Governance Review, led by Waverley Borough Council, and approve next steps.
- 22/23 028** To receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.
- 22/23 029** To receive reports by Members and the Clerk.
- 22/23 030** Members' business and correspondence for noting or including on a future agenda.
- 22/23 031** Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

clerk@wonershparish.org

The Parish Office, Wonersh Sports Pavilion, The Common, Wonersh, GU5 0PJ

Tel: 01483 892601

*During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.*