

Thursday 11<sup>th</sup> May 2023

Members of West Horsley Parish Council,

You are hereby summoned to attend a FULL COUNCIL MEETING, to be held in the Cedar Room at West Horsley Village Hall on **Tuesday 16<sup>th</sup> May at 7.30pm**. Apologies must be given to the Clerk in writing.

Members of the public and press have a right and are invited to be present at the meeting. Please notify the Clerk by 12pm on 16<sup>th</sup> May if you would like to attend. Any questions for the Council should be sent to the Clerk at [clerk@westhorsley.info](mailto:clerk@westhorsley.info) no later than 7.30pm on 15<sup>th</sup> May.

## **AGENDA**

- 23.082 Appointment of Chairman
- 23.083 Chairman to Sign Declaration of Acceptance of Office
- 23.084 Appointment of Vice Chairman
- 23.085 Chairman's Opening Remarks
- 23.086 Apologies for Absence
- 23.087 Committees  
Members to elect the Chairman and agree the membership for each committee:
  - a) Finance
  - b) Planning & Environment
  - c) Personnel
- 23.088 Task Groups  
Members to agree the Lead and membership for each task group:
  - a) Asset Management & Village Appearance
  - b) Communications
  - c) Community Events & Wellbeing
  - d) Road Safety & Maintenance
- 23.089 Community Projects  
Members to agree the Lead and membership for each community project:
  - a) Climate Change
  - b) Community Forums
  - c) Youth Council
- 23.090 Special Projects  
Members to agree the Lead and membership for each special project:
  - a) AONB Boundary Review
  - b) Wisley

- 23.091 Representatives  
Members to agree its representatives for the following organisations:
- a) Grace & Flavour Community Garden
  - b) Friends of Horsley Station
  - c) West Horsley Village Hall Management Committee
  - d) Surrey Association of Local Councils
  - e) Henry Smith Charity
- 23.092 Declarations of Interests from Members in respect of any items on the agenda; Submission of Register of Interests; Declarations of gifts/hospitality over £25
- 23.093 Minutes of the Previous Meeting of the Council - to be agreed and signed by the Chairman as a true and accurate record *Appendix 1*
- Public Forum – *at the Chairman’s discretion the meeting may be briefly adjourned to allow visitors to comment or ask questions on relevant matters on the agenda.*
- 23.094 Clerk’s Report
- 23.095 Significant correspondence received since the last Council meeting
- 23.096 Financial Matters
- a) Standing items – list of payments to be approved by Full Council at this meeting *Appendix 2*
  - b) To confirm bank reconciliation to 30<sup>th</sup> April 2023 *Appendix 3*
  - c) To receive a report on expenditure against budget to 30<sup>th</sup> April 2023 *Appendix 4*
  - d) To receive and approve the Internal Auditor’s Final Report for 2022-23 *Appendix 5*
- 23.097 Strategic Documents for Review
- a) Finance Committee Terms of Reference *Appendix 6*
  - b) Planning & Environment Committee Terms of Reference *Appendix 7*
  - c) Personnel Committee Terms of Reference *Appendix 8*
- 23.098 Youth Council Report *Appendix 9*  
To receive an update from members of the Youth Council on its current activities, including its forthcoming Fun Run at West Horsley Place on Sun 4<sup>th</sup> June.
- 23.099 Tennis Court Bookings  
To receive an update on the booking system for the tennis court.
- 23.100 Village Hall One-Way System *Appendix 10*  
To receive and approve a briefing note on the appointment of a traffic management consultant to advise on the one-way traffic system at the Village Hall.
- 23.101 AONB Boundary Review Consultation Submission *Appendix 11*  
To receive and approve a draft submission for the current consultation on the AONB Boundary Review.
- 23.102 New Bench at East Lane
- a) To approve an additional spend of £176.18 for the new bench at East Lane due to price increases.
  - b) To approve a spend of £101.39 for a plaque on the bench with the wording ‘Installed by West Horsley Parish Council in 2023 to mark the Coronation of King Charles III’.
- 23.103 Water Bottle Filling Station  
To consider and approve an annual maintenance charge of £269 for the proposed outdoor water bottle filling station at West Horsley Village Hall (£910 for the purchase/installation of the machine is included in the budget for 2023/24).

- 23.104 Co-option of Two New Councillors  
To note that the Council has until its meeting on 20<sup>th</sup> June to co-opt two additional councillors, after which time the full GBC procedures will need to be followed.
- 23.105 Planning & Environment Committee *Appendix 12*  
To receive a report on any Planning & Environment Committee meetings held since the previous Council meeting.
- 23.106 Task Group Updates:  
a) Asset Management & Village Appearance  
b) Communications  
c) Community Events & Wellbeing  
d) Road Safety & Maintenance
- 23.107 Community Project Updates:  
a) Climate Change *Appendix 13*  
b) Community Forums
- 23.108 Other Village Matters
- 23.109 Date of Next Meeting: Tuesday, 20<sup>th</sup> June at 7.30pm in the Cedar Room, West Horsley Village Hall.

- Appendices to this meeting are available on the Parish Council website at [www.westhorsley.info](http://www.westhorsley.info).
- Meeting agendas and minutes are available on the WHPC website and the Village Hall noticeboard.
- Minutes are available at the Horsley Library.

Signed: *Julia McClung, Clerk to the Council, 11<sup>th</sup> May 2023*