

15 May 2024

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 21 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 21 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 20 May.

## **AGENDA**

24/083 Appointment of Chairman

24/084 Chairman to Sign Declaration of Acceptance of Office

24/085 Appointment of Vice Chair

24/086 Apologies for Absence

24/087 Committees

Members to elect the Chairman and agree the membership for each committee:

- a) Finance
- b) Personnel
- c) Planning

24/088 Task Groups

Members to agree the Lead and membership for each task group:

- a) Asset Management, Village Appearance & Environment
- b) Communications
- c) Community Events & Wellbeing
- d) Road Safety & Maintenance
- e) S106

24/089 Council Representatives

Members to agree its representatives for the following organisations:

- a) Friends of Horsley Station
- b) Grace & Flavour Community Garden
- c) Henry Smith Charity
- d) Horsley Heritage Group
- e) Horsleys CAN
- f) Surrey Association of Local Councils
- g) Village Hall Management Committee
- h) Youth Council

24/090 Chairman's Remarks

24/091 Declarations of Interests from Members in respect of any items on the agenda; Submission of Register of Interests; Declarations of gifts/hospitality over £50

- 24/092 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.*
- 24/093 Clerk’s Report
- 24/094 Significant correspondence received since the last Council meeting
- 24/095 Audit for 2023/24
- a) To consider and approve the Internal Auditor’s Final Report for 2023/24 *Appendix 2*
  - b) To receive and approve the Annual Governance and Accountability Return (AGAR) for 2023/24 in conjunction with the Internal Auditor’s Report *Appendix 3*
    - i. Annual Internal Audit Report 2023/24
    - ii. Section 1 - Annual Governance Statement for 2023/24 to be signed by the chair and clerk of the meeting
    - iii. Section 2 - Accounting Statements for 2023/24 to be signed by the chair of the meeting
  - c) To note the dates for the exercise of public rights – Mon 3 June to Fri 12 July 2024 *Appendix 4*
- 24/096 Financial Matters
- a) To receive and approve a list of payments *Appendix 5*
  - b) To receive and approve the bank reconciliation to 30 April 2024 *Appendix 6*
  - c) To receive and approve a report on expenditure against budget to 30 April 2024 *Appendix 7*
  - d) To receive and approve a summary of Ear Marked Reserves at 30 April 2024 *Appendix 8*
- 24/097 Strategic Documents for Review
- a) To receive a schedule for the review of strategic documents *Appendix 9*
  - b) To receive and approve the Terms of Reference for:
    - i. Finance Committee *Appendix 10*
    - ii. Personnel Committee *Appendix 11*
    - iii. Planning Committee *Appendix 12*
- 24/098 Youth Council Report *Appendix 13*  
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 2 June.
- 24/099 D-Day Afternoon Tea *Appendix 14*  
To receive and approve a briefing note on the Council’s D-Day Afternoon Tea and to approve a budget not to exceed £750 for this event.
- 24/100 Replacement Playground Fencing
- a) To agree to apply to Cllr Booth for Your Fund Surrey Community funding to replace the playground fencing which is in disrepair.
  - b) To agree to contribute of £2000 towards the project from the EMR - Village Hall Refurbishment.
- 24/101 Horsley and Send Cricket Club Licence Application
- a) To consider the Cricket Club’s application for extended weekend bar licensing hours.
  - b) To agree whether to submit a representation on the application, and if so, on what grounds.
- 24/102 WHPC Community Grants Application *Appendix 15*  
To receive and approve an application from Friends of Horsley Station for funding towards a ‘Welcome to the Horsleys’ noticeboard to be displayed at the Station.

- 24/103 Parking at Farleys Close  
To receive an update on residents' concerns over parking at Farleys Close and to agree a course of action to address the matter.
- 24/104 Planning & Environment Committee *Appendix 16*  
To receive a report on any Planning & Environment Committee meetings held since the previous Council meeting.
- 24/105 Other Committee Updates
- a) Personnel
  - b) Finance
- 24/106 Task Group Updates:
- a) Asset Management & Village Appearance
  - b) Communications
  - c) Community Events & Wellbeing
  - d) Road Safety & Maintenance
  - e) S106
- 24/107 Community Projects Updates:
- a) Horsley Heritage Group
  - b) Horsleys CAN
- 24/108 Other Village Matters
- 24/109 Date of Next Meeting: Tuesday, 18 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, 15 May 2024*