

# Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

## Clerk to the Parish Council

S Endersby

## Admin Assistant

The Bounty  
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## AGENDA

Members are summoned to the Annual meeting of Godstone Parish Council to be held on  
**Monday 15 May 2023 at 7.30pm at Godstone Baptist Church, Godstone (Upstairs).**

Mrs S Endersby - Clerk to Godstone Parish Council

The public and press have a right and are cordially invited to participate, and an opportunity will be given to ask questions or make statements.

1. **Election of the Chairman of the Council and Vice-Chairman**
2. **Councillors Acceptance of Office**
3. **Consent to summons by email to attend meetings.**
4. **Questions from Members of the Public**
5. **Apologies and reasons for absence**
6. **Interests and Code of Conduct**
  - 6.1 Register of Interests
  - 6.2 Declarations of Interest
  - 6.3 Code of Conduct
7. **County and District Councillors –** Brief report on matters affecting the Parish
8. **Minutes** of the previous meeting held on Monday 3 April 2023 and the Extraordinary meeting 19 April 2023
9. **Committees**
  - 9.1 Review of delegation arrangements to committees and sub-committees
    - 9.1.1 Committees – Finance; Planning; Neighbourhood Plan and Greenspaces Committee
    - 9.1.2 Sub Committees - Greenspaces Sub Committee
    - 9.1.3 Non-Standing Committees - Staff Appeals; Staff Grievance and Disciplinary
  - 9.2 Review of the Terms of Reference for committees - Finance; Planning; Neighbourhood Plan and Greenspaces Committee
  - 9.3 Appointment of members to existing committees and committees Chairman - Finance; Planning; Neighbourhood Plan and Greenspaces Committee
  - 9.4 Appointment of any new committees in accordance with standing order 4
10. **Annual Matters to Review**
  - 10.1 Review and adoption of standing orders
  - 10.2 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
  - 10.3 Review of delegation arrangements to staff, not-for-profit bodies and other local authorities
  - 10.4 Review of representation on or work with external bodies and arrangements for reporting back
  - 10.5 Confirmation of arrangements for insurance cover in respect of all insurable risks
  - 10.6 Review of the Council's and/or staff subscriptions to other bodies
11. **Annual Review of Policies**
  - 11.1 Review of the Council's complaints procedure
  - 11.2 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
  - 11.3 Review of the Council's policy for dealing with the press/media (incl. Social Media)
  - 11.4 Review of the Council's employment policies and procedures

## **12. Finance Matters**

- 12.1 Accounts System - Update
- 12.2 Annual Review and adoption of Financial Regulations
- 12.3 Annual Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- 12.4 Review of inventory of land and other assets including buildings and office equipment
- 12.5 Accounts for payment - to approve **APRIL** accounts for payment
- 12.6 Accounting Statements - Summary Financial Report to **FEBRUARY** receive and review
- 12.7 Accounting Statements - Summary Financial Report to **MARCH** receive and review
- 12.8 Grants.
- 12.9 Final Internal Audit for FY2021-22
- 12.10 Annual Governance and Accountability Return (AGAR)

- 13. Meetings 2023 -2024** - Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

## **14. Appointments of areas of responsibility**

## **15. Purchase of the Parish Council office 'The Bounty'**

## **16. Reports**

- 16.1 Clerks Report - Matters to bring to the Councils attention.
- 16.2 Chairman's Report – (for noting) information only.
- 16.3 Reports (for noting) from representatives on outside bodies etc.

## **17. Greens, Commons and Land**, to include:

- 17.1 AONB – Natural England Consultation
- 17.2 Tree Survey, Recommended Works and Replacement Trees
- 17.3 Godstone, including Hilly Fields and Salisbury Road Allotments
  - 17.3.1 Salisbury Road Allotments
  - 17.3.2 Request to use Godstone Green
- 17.4 Tilburstow Hill/The Enterdent
  - 17.4.1 Report on Tree
- 17.5 South Godstone
- 17.6 Blindley Heath
  - 17.6.1 Blindley Heath Cricket Club
  - 17.6.2 Typpywychett

## **18. Burial Grounds and Memorials**

- 18.1 Exclusive Rights of Burial Applications; Memorial Applications; and Bench Memorial Applications

## **19. Correspondence**

## **20. Matters for reporting or inclusion on future Agendas**

**Part 2** – To consider passing a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.