

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant

4 May 2022

The Bounty
Godstone Green
Godstone, Surrey
RH9 8DY

Telephone/Fax: 01883 744209

AGENDA

Members are summoned to the Annual meeting of Godstone Parish Council to be held on
Monday 9 May 2022 at 7.30pm at St Stephens, South Godstone.

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. **Questions from Members of the Public**
2. **Apologies and reasons for absence**
3. **Declarations of Interest**
4. **Election of the Chairman of the Council and Vice-Chairman**
5. **Consent to summons by email to attend meetings.**
6. **County and District Councillors** – Brief report on matters affecting the Parish
7. **Minutes** of the previous meeting held on Monday 4 April 2022
8. **Committees**
 - 8.1 Review of delegation arrangements to committees and sub-committees
 - 8.1.1 Committees – Finance; Planning; Neighbourhood Plan and Greenspaces Committee
 - 8.1.2 Sub Committees - Greenspaces
 - 8.1.3 Non-Standing Committees - Staff Appeals; Staff Grievance and Disciplinary
 - 8.2 Review of the terms of reference for committees - Finance; Planning; Neighbourhood Plan and Greenspaces Committee
 - 8.3 Appointment of members to existing committees and committees Chairman - Finance; Planning; Neighbourhood Plan and Greenspaces Committee
 - 8.4 Appointment of any new committees in accordance with standing order 4
9. **Annual Matters to Review**
 - 9.1 Review and adoption of standing orders
 - 9.2 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
 - 9.3 Review of delegation arrangements to staff and other local authorities
 - 9.4 Review of representation on or work with external bodies and arrangements for reporting back
 - 9.5 Confirmation of arrangements for insurance cover in respect of all insurable risks
 - 9.6 Review of the Council's and/or staff subscriptions to other bodies
10. **Annual Review of Policies**
 - 10.1 Review of the Council's complaints procedure
 - 10.2 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
 - 10.3 Review of the Council's policy for dealing with the press/media
 - 10.4 Review of the Council's employment policies and procedures
11. **Finance Matters**
 - 11.1 Annual Review and adoption of Financial Regulations
 - 11.2 Annual Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence
 - 11.3 Review of inventory of land and other assets including buildings and office equipment
 - 11.4 Accounts for payment - to approve **APRIL** accounts for payment

- 11.5 Accounting Statements - Summary Financial Report to **FEBRUARY** receive and review
 - 11.5.1 Income and expenditure
 - 11.5.2 Restricted Funds (incl. CIL funds) and Designated Funds Summary
- 11.6 Accounting Statements - Summary Financial Report to **MARCH** receive and review
 - 11.6.1 Bank Reconciliation and Income and expenditure
 - 11.6.2 Restricted Funds (incl. CIL funds) and Designated Funds Summary
- 11.7 Grants
- 11.8 Final Internal Audit for FY2021-22 - Report
- 11.9 Annual Governance and Accountability Return (AGAR) - Section 1 and Section 2
 - 11.9.1 Annual Governance Statement (AGS) – Section 1 - Review of effectiveness of internal controls:
 - a. Consider the findings of the review by the members meeting as a whole; and
 - b. Approve the Annual Governance Statement by resolution.
 - 11.9.2 Accounting Statements – Section 2
 - a. Consider the Accounting Statements by the members meeting as a whole;
 - b. Approve the Accounting Statements by resolution; and
 - c. Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.
- 12. Meetings 2022 -2023** - Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
- 13. Appointments of areas of responsibility**
- 14. Motion(s) proposed by Councillors:**
 - 14.1 Godstone Parish council actively assist the formation and running of a Godstone Speed Watch group with particular attention to High Street Godstone, provided there are enough residents willing to be involved. (Proposer: Cllr C Farr; Seconder: TBC)
- 15. Playground Refurbishment – Update**
- 16. Purchase of the Parish Council office ‘The Bounty’ – Update and confirm next steps**
- 17. Platinum Jubilee 2022 Plans – Update**
- 18. Reports**
 - 18.1 Clerks Report - Matters to bring to the Councils attention
 - 18.2 Chairman’s Report – (for noting) information only
 - 18.3 Reports (for noting) from representatives on outside bodies etc
- 19. Greens, Commons and Land**, to include:
 - 19.1 **Inspection Reports**
 - 19.2 **Godstone, including Hilly Fields and Salisbury Road Allotments**
 - 19.3 **Tilburstow Hill/The Enterdent**
 - 18.3.1 Confirmation of Tree Works
 - 19.4 **South Godstone**
 - 19.5 **Blindley Heath**
 - 19.5.1 Update on gifted land and legal fees
 - 19.5.2 Resignation of Graziers
- 20. Burial Grounds and Memorials**
 - 20.1 Exclusive Rights of Burial Applications; Memorial Applications; and Bench Memorial Applications
 - 20.2 Repair of Bench
- 21. Correspondence**
- 22. 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.

The next meeting of the Parish Council is scheduled to be held on **Monday 6 June 2022 at 7.30pm**
St Stephens Church Hall, South Godstone.

The Annual Parish meeting is to be held on **Monday 30 May 2022**, refreshments from 7pm for a 7.30pm start at
St Stephens Church Hall, South Godstone.