

DUNSFOLD PARISH COUNCIL

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11th May 2018

NOTICE OF A PARISH COUNCIL MEETING

Councillors are hereby summoned to attend the Annual meeting of Dunsfold Parish Council to be held at **7.30 pm on Thursday 17th May 2018** in the Nugent Room of the Winn Hall, Dunsfold.

Members of the public are welcome to attend Parish Council meetings and are invited to put questions, relevant to the agenda, to the Council between 8.30 pm and 8.45 pm.

Celeste Lawrence - Clerk to the Council

AGENDA

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE CHAIRMAN
3. DECLARATION OF ACCEPTANCE OF OFFICE
4. REGISTER OF INTERESTS
The Chairman will remind all members that their Register of Interests must be updated if necessary, of any relevant changes.
- SUSPEND THE MEETING FOR THE COMMONS COMMITTEE MEETING TO TAKE PLACE
5. RATIFY COMMON COMMITTEE MEETING
Recommendation: The Chairman to report on the proceedings of the Commons Committee meeting held and members to resolve to adopt the recommendations.
6. APOLOGIES FOR ABSENCE
Recommendation: To receive apologies for absence.
7. DECLARATIONS OF INTEREST
Recommendation: To receive any declarations of interest from members in respect of any item to be considered at the meeting and changes to members registered interests.
8. PARISH COUNCIL MINUTES
Recommendation: To approve the Minutes of the meetings held on 15th March 2018 as a correct record of decisions taken and the Chairman to sign the Minutes.
9. REVIEW OF ACTIONS FROM THE MARCH PARISH COUNCIL MEETING MINUTES
Recommendation: To review any matters outstanding from the March minutes and record progress.
10. APPOINTMENT OF PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER
Recommendation: To appoint the Clerk as Proper Officer and Responsible Financial Officer for the forthcoming year.

11. STANDING ORDERS AND FINANCIAL REGULATIONS

Circulated prior to the meeting.

Recommendation: To approve and adopt the Standing Order and Financial Regulations.

12. REVIEW OF THE COUNCILS COMMITTEES AND MEMBERS

Recommendation: To agree the allocation of members to various committees.

13. BANK RECONCILIATION

Circulated prior to meeting.

Recommendation: To approve the bank reconciliation and agree that the Chairman sign them as a true record.

14. INTERNAL AUDIT

Circulated prior to the meeting.

Recommendation: To consider and note any recommendations by the internal auditor.

15. ANNUAL GOVERNANCE STATEMENT SECTION 1

Circulated prior to the meeting.

Recommendation:

a. to consider the findings of the review of Section 1

b. to approve the Annual Governance Statement Section 1 by resolution

16. ANNUAL GOVERNANCE STATEMENT SECTION 2

Circulated prior to the meeting.

Recommendation:

a. to consider the Accounting Statements by the members

b. to approve the Accounting Statements by resolution

c. Chairman to sign and date the Accounting Statements

17. KGV ACCOUNTS AND MANAGEMENT REPORT

Circulated prior to the meeting.

Recommendation: To note the KGV accounts and audit report. To receive a report regarding the KGV.

18. SMITHS CHARITY ACCOUNTS

Recommendation: To approve the Smiths Charity accounts and agree that the Chairman sign them as a true record.

19. INSURANCE REVIEW

Recommendation: To review and agree insurance cover as per quotes circulated. Renewal date 1st June 2018.

20. SATURDAY SURGERY

Recommendation: To receive a report on any matters arising from Saturday's surgery.

21. DEFIBRILLATOR

Recommendation: To consider and agree to the adoption of the community defibrillator.

22. WAVERLEY BOROUGH COUNCIL

Recommendation: To receive a report on matters from Waverley Borough Council

23. SURREY COUNTY COUNCIL

Recommendation: To receive a report on matters from Surrey County Council.

24. PLANNING NOTIFICATIONS

To receive notification of decisions made by Waverley Borough Council on recent planning applications.

25. PLANNING APPLICATIONS

Recommendation: To consider recommendations made by the Planning Team on applications pending.

26. VILLAGE PROJECTS

To receive an update on village projects.

27. CORRESPONDENCE

Recommendation: To receive and consider any correspondence.

28. RECEIPTS AND PAYMENTS

Recommendation: To receive accounts for payment.

29. FUTURE AGENDAS

Recommendation: To receive items of business for information or inclusion on a future agenda.

30. PRESS AND PUBLIC

Exclusion of press and public in accordance with section 100A (2) and (4) of the LGA 1972 if required.