

FRENSHAM PARISH COUNCIL - AGENDA

For the Annual Parish Council Meeting to be held in the Council Offices on
Wednesday 15th May 2019 at 7.30pm.

Distribution

Parish Councillors	Borough Councillors
Surrey Councillor	Parish notice boards
Farnham Herald	Parish Magazine
Colin Hall CPRE	St Mary's Vicar
Ranger, Frensham Country Park	Village shop

All members of the Parish Council are hereby summoned to attend, for the purposes of considering and resolving upon the business to be transacted, as set out below.

Dated: 9th May 2019

Clerk to the Council: *Rachel Audsley*

Apologies

1. Disclosure of Pecuniary and Other Interests.

To receive from members, in relation to any items included on the agenda for this meeting, disclosure of any interests which are required to be disclosed by Section 94(1) of the Local Government Act 1972; and in accordance with The Parish Councils (Model Code of Conduct) Order 2001. (2012)

2. Announcements from the outgoing Chairman, Dick Beales

3. Election of a Chairman and Sign Declaration

4. Election of a Vice-Chairman and Sign Declaration

5. Co-Option at Rushmoor Ward, (Frensham)

Co-opt two persons who will be appointed as Councillors to the Rushmoor Ward of Frensham Parish Council.

6. All Councillors to sign the Declaration of Office and Register of Interests.

7. Approval of Council Minutes

- 13th March 2019
- Confidential minutes of 13th March 2019
- Confidential minutes of 2nd April 2019

8. Membership of Committees

- Planning, Environment and Highways Committee
- Proposals for appointment of non-councillors to Planning Committee.
- To consider appointments for Lead Councillors to Finance, Rights of Way, Recreation, Tree Warden, Shortfield Common.

9. Council appointments 2019/20:

- Frensham Parochial Charitable Trust Chairman/Clerk

- | | |
|--|-----------------|
| b. Alice Holt Community Forum | Vacancy |
| c. Willetts Heath Management committee | Chairman/ Clerk |
| d. Frensham Common Users | Vacancy |

10. Questions from Members of the Public

11. Reports : Surrey County Councillor and Waverley Borough Councillors

12. Finance Matters

1. Accounts for the year ended 31st March 2019:

- a. To approve and sign list of cheques and other payment for March & April 2019.
- b. To note any S.137 payments as per cheque schedule.
- c. To review and sign the accounts for the year ended 31st March 2019.
- d. To consider, and if appropriate approve, virements for the start of the financial 2019/20
- e. To review and sign accounts for year to 30th April 2019.
- f. To agree the signatories for the bank mandate.

Change of Clerk
Add three new Councillors.

2. Annual Governance and Accountability Return for year ended 31st March 2019

- a. To review and if appropriate, approve and sign the Annual Governance Statement to be included in the Annual Governance and Accountability Return for the year ended 31st March 2019.
- b. To review and if appropriate, approve and sign the Accounting Statements 2018/19 to be included in the Annual Governance and Accountability Return for the year ended 31st March 2019.
- c. To review and if appropriate, approve and sign the bank reconciliation and explanation of account variances to be submitted to the External Auditors with the Annual Governance and Accountability Return for the year ended 31st March 2019.
- d. To note the following documents previously submitted to the Internal Auditors:-
 - The Risk Assessment
 - The Asset Register
 - The Review of the effectiveness of the systems of internal control.
- e. To review the report submitted by the Internal Auditor and note any recommendations contained therein.

13. Planning, Environment & Highways Committee.

To confirm and sign the Minutes of the meetings held on 20th March, 10th April and 1st May 2019 (previously circulated) and all recommendations contained therein.

14. Web site and IT System

a. The matter of the website has been raised by the internal auditor during his visit in March 2019 as requiring updating or redesigning. At the last Council meeting it was agreed that the new Council should take this forward with the clerk.
To consider the way forward and appoint a Lead Councillor(s).

b. To review existing IT system with view of updating. To consider the way forward and appoint a Lead Councillor(s).

c. To note the Parish Councillors new email arrangements.

15. Councillors' attendance at meetings/seminars/consultations/training courses etc.

To consider date and time for Local Government Councillor training.
To ascertain interest and consider date and time.

16. Annual Assembly 17th April 2019

To consider any matters arising from the meeting and appraise the evenings topics.

17. Items for the next agenda

Councillors are reminded that they should be prepared, when requesting an item for the next agenda, to provide and circulate relevant paperwork outlining their item prior to the meeting, in accordance with Standing Orders.

Meeting ended at:

Next Planning Meeting Wednesday 22nd May 2019 at 7.30pm. Parish Office

NEXT COUNCIL MEETING Wednesday 19th June 2019 AT 7.30PM PARISH OFFICE