



SEND PARISH COUNCIL

Members of Send Parish Council are hereby summoned to attend the
ANNUAL COUNCIL MEETING of SEND PARISH COUNCIL
to be held on Monday 21st May 2018 at 7.45 p.m. in the Upstairs Room of the Lancaster Hall for
the purpose of transacting the following business

Public Session Following the election of the Chairman, members of the public are invited to address the Council
between 7.45 p.m. and 8.00 p.m. and then are welcome to observe the rest of the meeting

Signed:

D. K. Hurdle

Mrs D. K. Hurdle (Clerk)

15th May 2018

Agenda

1. **Election of Chairman 2018-19**
2. **Declaration of Acceptance of Office to be signed by the newly elected Chairman**
The public session follows this item
3. **Apologies for absence**
4. **Declaration of Interests on agenda items**
5. **Minutes of Council Meeting held on 16th April 2018 and Extraordinary Council Meeting held on 9th April 2018**
– to sign as a correct record
6. **Election of Vice Chairman 2018-19**
7. **Declaration of Acceptance of Office to be signed by the Vice Chairman**
8. **Appointment of Planning Committee** – to approve Terms of Reference, appoint Members and a Chairman of the Planning Committee
9. **Appointment of Working Groups**
To approve the appointments of the following Working Groups and Members:
 - a) Finance and General Purposes
 - b) Cemetery
 - c) Communications
 - d) Traffic and Parking
 - e) Recreation Ground
 - f) Neighbourhood Development Plan
10. **Appointment of representatives to outside bodies and charities**
 - a) Ripley and Send Matters
 - b) Lancaster Hall
 - c) Henry Smith Charity and Ann Haynes Charity
 - d) Surrey Association of Local Councils (SALC)
11. **Council Meetings, Policies and Procedures**
 - a) **Power of Competence** – to reaffirm that the Council is eligible to use the Power of Competence
 - b) **Standing Orders** – to review and adopt the Standing Orders for the Council 2017-18

- c) **Financial Regulations** – to review and adopt the Financial Regulations for the Council 2017-18
- d) **Review of Council's Policies 2018-19** – to review the following Council policies – Complaints Procedure, Handling Requests for Information, Freedom of Information Publication Scheme, Communications
- e) **General Data Protection Regulation (GDPR)** to receive and consider new policies, privacy notices and other documents relating to Data Protection, and options for appointing a Data Protection Officer, to comply with the new Regulations that come into effect from 25 May 2018 and to note the date for further training
- f) **Diary for meetings and review of other Council policies** - to approve a Diary for Council meetings, Planning Committee, Working Group meetings and the review of other Council documents in 2018-19

12. Finance and other Council matters

- a) **Annual Return for the year ended 31 March 2018** – to receive and approve:
 - **Section 1 Annual Governance Statement 2017-18**
 - **Section 2 Accounting Statements 2017-18**
- b) **Internal Audit for Year ending 2017-18** - to receive and consider the Internal Auditors report following the Audit held on 9th May 2018
- c) **Monthly payment list** - to approve the payments list for May 2018
- d) **Council Asset list** - to review the inventory of land and assets including buildings and office equipment
- e) **Council Insurance** – to receive confirmation of arrangements for insurance cover for all insured risks
- f) **Council and staff subscriptions** – to approve for 2018-19

13. Planning

- a) **Guildford Local Plan** – to receive a report on the representation for the Public Hearing
- b) **Planning Committee** - to receive the minutes of the meetings held in April (to view on the website)
- c) **Power to deal with unauthorised encampments** – to discuss and agree the points to include in a response to the Government consultation, deadline 15th June 2018

14. Communications

- a) **SALC Information Evening** – to receive an invitation to a Local Council Association meeting on 13th June
- b) **Send Amateur Dramatics** – to approve a request to have a banner advertising productions on the tennis court
- c) **Other Communications** – to receive any other communications received after the agenda has been prepared (for information only or to be discussed a future Council meeting)

15. Other Reports

- a) **Clerk's report** – to receive a report including the following matters:
 - **Neighbourhood Development Plan** – an update on the response to the Residents Survey
 - **Allotments** - the review of fees and proposed new lease from the landowner
 - **Recreation Ground** – the recreation ground projects and the May Fair questionnaire
 - **Review of Parking and Traffic Issues in Send Barns Lane** – the meeting on 10th May 2018 with Surrey County Council Highways and the Police
 - **Youth Work** – the Surrey County Council youth work in Send
- b) **County and Borough Councillors report**
- c) **Lancaster Hall**

16. Date of the next meeting - Monday 18th June 2018

Please note: Following the Parish Council meeting there will be the AGM for the Recreation Ground Charity for which the Send Parish Council are the Trustees (a separate agenda will be provided for this meeting)