

13 May 2025

To all Members of West Horsley Parish Council,

You are hereby summoned to attend the **ANNUAL MEETING OF THE COUNCIL**, to be held in the Cedar Room at West Horsley Village Hall on **Tuesday 20 May at 7.30pm**. Apologies must be given to the Clerk in writing.

Members of the public and press have a right and are invited to be present at the meeting. Please notify the Clerk by 12pm on the day of the meeting if you would like to attend. Any questions for the Council should be sent to the Clerk at clerk@westhorsley.info no later than 5pm on the day prior to the meeting.

AGENDA

- 25/081 Appointment of the Chairman
- a) To appoint the Chairman of West Horsley Parish Council for the civic year 2025/26
 - b) Chairman to sign a Declaration of Acceptance of Office
- 25/082 Apologies
- To receive and accept apologies for absence
- 25/083 Appointment of the Vice Chair
- To appoint the Vice Chair of West Horsley Parish Council for the civic year 2025/26
- 25/084 Committees
- To elect the Chairman and agree the membership for each Committee for the civic year 2025/26:
- a) Finance
 - b) Personnel
 - c) Planning
- 25/085 Task Groups
- To agree the Lead and membership for each Task Group for the civic year 2025/26:
- a) Asset Management & Village Appearance
 - b) Biodiversity
 - c) Communications
 - d) Community Events & Wellbeing
 - e) Local Government Reorganisation
 - f) Road Safety & Maintenance
 - g) S106
- 25/086 Council Representatives
- To agree the Council's representatives for the following organisations for the civic year 2025/26:
- a) Friends of Horsley Station
 - b) Grace & Flavour Community Garden
 - c) Henry Smith Charity
 - d) Horsley Heritage Group
 - e) Horsleys CAN
 - f) Surrey Association of Local Councils
 - g) Village Hall Management Committee
 - h) Youth Council

- 25/087 Chairman's Remarks
- 25/088 Declaration of Interests and Gifts
- a) To receive any declarations of personal and/or prejudicial interest in respect of any items on the agenda
 - b) To receive any amendments to Members' Register of Interests
 - c) To receive any declarations of gifts or hospitality received by Members over the value of £50
- 25/089 Minutes of the Previous Meeting of the Council *Appendix 1*
Minutes to be approved by Council and signed by the Chairman as a true and accurate record

Public Forum

Members of the public can express a view or ask a question on relevant matters on the agenda. Each speaker to have a maximum of three minutes to address the Council. The period designated for public participation shall not exceed 15 minutes unless directed by the chair of the meeting.

- 25/090 Reports from other Authorities
To receive reports from representatives of other authorities
- a) Surrey County Council
 - b) Guildford Borough Council
- 25/091 Clerk's Report
- 25/092 Significant Correspondence
To receive a report on any significant correspondence received since the last Council meeting
- 24/093 Audit for 2024/25
- a) To consider and approve the Internal Auditor's Final Report for 2024/25 *Appendix 2*
 - b) To receive and approve the Annual Governance and Accountability Return (AGAR) for 2024/25 in conjunction with the Internal Auditor's Report *Appendix 3*
 - I. Section 1 - Annual Governance Statement for 2024/25 to be signed by the Chair of the meeting and Clerk
 - II. Section 2 - Accounting Statements for 2024/25 to be signed by the Chair of the meeting
 - c) To note the dates for the exercise of public rights – Tues 3 June to Mon 14 July 2025 *Appendix 4*
- 25/094 Financial Matters
- a) List of payments to be approved by Full Council at this meeting *Appendix 5*
 - b) To receive and approve the bank reconciliation to 30 April 2025 *Appendix 6*
 - c) To receive and approve a report on expenditure against budget to 30 April 2025 *Appendix 7*
 - d) To agree to add two councillors as signatories for Lloyds Bank
 - e) To note that a VAT return for 1.11.24 to 31.3.25 has been submitted to the value of £907.14
 - f) To agree to transfer £15,000 from the Lloyds Instant Savings Account to Skipton Building Society
- 25/095 Strategic Documents for Review
- a) To receive a schedule for the review of strategic documents during 2025/26 *Appendix 8*
 - b) To receive and approve the Terms of Reference for:
 - i. Finance Committee *Appendix 9*
 - ii. Personnel Committee *Appendix 10*
 - iii. Planning Committee *Appendix 11*
- 25/096 Youth Council Report *Appendix 12*
To receive a report on any Youth Council meetings held since the previous Council meeting.

- 25/097 Prior Approval for Newsletter *Appendix 13*
To receive and approve a briefing note giving prior approval for the commissioning of the design, print and postage of the Winter '25 and Spring '26 issues of the Parish Council's newsletter.
- 25/097 Planning & Environment Committee *Appendix 14*
To receive a report on any Planning & Environment Committee meetings held since the previous Council meeting.
- 25/098 Other Committee Updates:
a) Personnel
b) Finance
- 25/099 Task Group Updates:
a) Asset Management & Village Appearance
b) Biodiversity
c) Communications
d) Community Events & Wellbeing
e) Local Government Reorganisation
f) Road Safety & Maintenance
g) S106
- 25/100 Community Projects Updates:
a) Friends of Horsley Station
b) Horsley Heritage Group
c) Horsleys CAN
- 25/101 Any Other Village Matters to Note
- 25/102 Date of Next Meeting: Tuesday, 17 June at 7.30pm in the Cedar Room, West Horsley Village Hall.

- Appendices to this meeting are available on the Parish Council website at www.westhorsley.info.
- Meeting agendas and minutes are available on the WHPC website and the Village Hall noticeboard.
- Minutes are available at the Horsley Library.

Signed: *Julia McClung, Clerk to the Council, 13 May 2025*