



## **NOTICE OF MEETING**

13 May 2026

To all Members of West Horsley Parish Council,

You are summoned to attend the **ANNUAL MEETING OF THE PARISH COUNCIL**, to be held in the Cedar Room at West Horsley Village Hall on **Tuesday 19 May 2026 at 7.30pm**. Apologies with reason must be given to the Clerk in writing. Members of the public and press have a right and are invited to attend 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 [clerk@westhorsley-pc.gov.uk](mailto:clerk@westhorsley-pc.gov.uk) no later than 12pm on the day prior to the meeting.

The agenda will be split into two parts. Part One will deal with any business which is open to the press and public. Part Two will deal with any items of a personal or sensitive nature. The press and public will be asked to leave the meeting before Part 2 items are discussed.

*Signed by: Julia McClung, Clerk to the Council*

## **AGENDA**

- 26/085 Appointment of the Chairman  
a) To appoint the Chairman of West Horsley Parish Council for the civic year 2026/27  
b) Chairman to sign a Declaration of Acceptance of Office
- 26/086 Apologies  
To receive and accept apologies for absence
- 26/087 Appointment of the Vice Chair  
To appoint the Vice Chair of West Horsley Parish Council for the civic year 2026/27
- 26/088 Committees  
To elect the Chairman and agree the membership for each Committee for the civic year 2026/27:  
a) Finance  
b) Personnel  
c) Planning
- 26/089 Task Groups  
To agree the Lead and membership for each Task Group for the civic year 2026/27:  
a) Asset Management, Biodiversity & Village Appearance  
b) Communications  
c) Community Events & Wellbeing  
d) Road Safety & Maintenance

- 26/090 Council Representatives  
To agree the Council's representatives for the following organisations for the civic year 2026/27:
- a) Community Speed Watch
  - b) Friends of Horsley Station
  - c) Grace & Flavour Community Garden
  - d) Henry Smith Charity
  - e) Horsley Heritage Group
  - f) Surrey Association of Local Councils
  - g) The Horsleys' Climate Action Network
  - h) Village Hall Management Committee
  - i) West Horsley Youth Council
- 26/091 Chairman's Opening Remarks
- 26/092 Declaration of Interests and Gifts
- a) To receive any declarations of interest on any agenda items in accordance with the Parish Council's Code of Conduct
  - b) To receive any amendments to the Register of Members' Interests
  - c) To consider any requests for DPI dispensations
  - d) To receive any declarations of gifts or hospitality received by Members with an estimated value of at least £50
- 26/093 Minutes of the Previous Meeting of the Council *Appendix 1*  
Minutes to be approved by the 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 of public participation shall not exceed 15 minutes unless directed by the chair of the meeting.*
- 26/094 Reports from other Authorities
- a) Surrey County Council
  - b) Guildford Borough Council
  - c) West Surrey Shadow Authority
- 26/095 Youth Council *Appendix 2*  
To receive a report on any Youth Council meetings or events held since the previous Council meeting
- 26/096 Clerk's Report
- 26/097 Significant Correspondence Received Since the Last Council Meeting

- 26/098 Audit for 2025/26
- a) To consider and approve the Internal Auditor's Final Report for 2025/26 *Appendix 3*
  - b) To receive and approve the Annual Governance and Accountability Return (AGAR) for 2025/26 *Appendix 4* in conjunction with the Internal Auditor's Report and the Council's Financial Risk Checklist for Completing the AGAR *Appendix 5*
    - I. Section 1 - Annual Governance Statement for 2025/26 to be signed by the Chair of the meeting and the Clerk
    - II. Section 2 - Accounting Statements for 2025/26 to be signed by the Chair of the meeting
  - c) To note the dates set for the period for the exercise of public rights - Wednesday 3 June to Tuesday 14 July 2026 *Appendix 6*
- 26/099 Financial Matters
- a) To receive a list of payments to be approved by Full Council at this meeting *Appendix 7*
  - b) To receive and approve the bank reconciliation to 30 April 2026 *Appendix 8*
  - c) To receive and approve a detailed report on expenditure against budget to 30 April 2026 *Appendix 9*
  - d) To receive and approve a summary of reserves at 30 April 2026 *Appendix 10*
  - e) To agree to a payment not to exceed £50 for additional improvements to the Horsley Heritage Group website.
  - f) To agree to purchase a new laptop for the Deputy Clerk, budget not to exceed £1200.
- 26/100 Strategic Documents and Policies for Review and Approval
- a) Standing Orders *Appendix 11*
  - b) Financial Regulations *Appendix 12*
- 26/101 Millennium Point Restoration Project *Appendix 13*  
To receive and approve a briefing note on repairs to the Millennium Point and the installation of the new display panel.
- 26/102 Planning Committee *Appendix 14*
- a) To receive a report on any Planning Committee meetings held since the previous Council meeting
  - b) Any other matters arising
- 26/103 Finance Committee
- a) To receive a report on any Finance Committee meetings held since the previous Council meeting
  - b) Any other matters arising
- 26/104 Personnel Committee *Appendix 15*
- a) To receive a report on any Personnel Committee meetings held since the previous Council meeting
  - b) Any other matters arising
- 26/105 Task Group Updates:
- a) Asset Management, Biodiversity & Village Appearance
  - b) Communications
  - c) Community Events & Wellbeing
  - d) Road Safety & Maintenance

- 26/106 Community Updates:
- a) Community Speed Watch
  - b) Friends of Horsley Station/Railway Task Group
  - c) Grace and Flavour Community Garden
  - d) Horsley Heritage Group
  - e) The Horsleys' CAN
  - f) Village Hall Management Committee

26/107 Any Other Village Matters to Note

26/108 Date of Next Meeting:  
Tuesday, 16 June at 7.30pm in the Cedar Room, West Horsley Village Hall

*To resolve to exclude the press and public from the following item in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960 to discuss staffing matters.*

26/109 Staffing Matters *Confidential Appendix 15*  
To receive a confidential briefing note from the Personnel Committee following staff annual appraisals to agree recommendations

- Appendices are available on the Parish Council website at [www.westhorsley-pc.gov.uk](http://www.westhorsley-pc.gov.uk).
- Meeting agendas and minutes are available on the WHPC website and the Village Hall noticeboard.
- Minutes are available at Horsley Library.