

To: **All St Martha Parish Councillors**, your attendance is requested at the  
**Annual Meeting of St Martha Parish Council**  
to be held on  
**Thursday 16<sup>th</sup> May 2019 at 7:30 p.m. in Chilworth C of E School**

Anne Tait (Clerk)

**AGENDA**

1. **APOLOGIES AND REASON FOR ABSENCE**
2. **ELECTION OF CHAIRMAN FOR** the ensuing year and to receive the Declaration of Acceptance of Office
3. **APPOINTMENT OF VICE-CHAIRMAN** for the ensuing year
4. **APPOINTMENT OF INTERNAL AUDITOR**
5. **APPOINTMENT OF COMMITTEES:**
  - a) **Planning Committee**
  - b) **Personnel Committee**
  - c) **Finance Committee**
6. **DECLARATION OF INTERESTS** . Members are invited to declare any disclosable pecuniary interests or non-pecuniary interests in respect to matters being considered at the meeting.
7. **MINUTES**

To approve and sign as a correct record the Minutes of the Ordinary St Martha Parish Council Meeting held on 14<sup>th</sup> March 2019.
8. **PUBLIC SESSION** Members of the public and press are cordially invited to be present at the meeting. There will be an opportunity to address the Council for a period of 15 minutes and then are welcome to observe the rest of the meeting.
9. **REPORTS:**

To receive Reports, Communications and Updates (for information only, or to be discussed at a future Council meeting) from:

  - a) **Parish Clerk**
    - A Landmark sign for 'Vera's Path'
    - Parish Council meetings in Chilworth C of E School
  - b) **Parish Councillors**
    - Cllrs to discuss the siting of The Commemorative Chair outside Chilworth C of E School
    - Cllr Peake to report on the repairs required to the fence adjacent to the kissing gate
    - Cllrs to discuss the link from Surrey County Council regarding the criteria for protection markings along the highway.
  - c) **Surrey County Councillor**
  - d) **Guildford Borough Councillor and Green Party Councillor**
10. **PLANNING**
  - (a) Notice of those received since last meeting:
    - 19/P/00679: Mereside, 14 Dorking Road, Chilworth, GU4 8NR

- 19/P/00766: Heathfield House, Lockner Holt, Chilworth, GU4 8RG
- (b) Outcome from Guildford Borough Council of those previously reported:
  - 19/P/00375 Sunne Dene, 27 Roseacre Gdns, Chilworth, GU4 8RQ. GBC APPROVED

**11. DATES FOR PARISH COUNCIL MEETINGS DURING 2019/20**

- a) Cllrs to set dates up to and including the Annual Parish Meeting in May 2020.
- b) Cllrs to agree authors of the Chilworth Magazine
- c) Cllrs to agree attendance at the Shalford PC meetings from June 2019

**12. GDPR**

- a) Cllrs to discuss and AGREE The Contract of Service proposal from GBC regarding using the services of GBC as a DPO.

**13. PARISH COUNCIL WEBSITE**

- a) New Regulation re Accessibility and the offer from GBC.

**14. THE GUNPOWDER MILLS SITE**

- Report from Cllrs Brown and Peake re the site visit with the Environment Agency on 10/04/19
- Cllrs to discuss the Heritage Open Day arrangements
- Date of next meeting of the Friends of the Gunpowder Mills and clarification of roles

**15. CORRESPONDENCE**

Councillors to receive any correspondence received since this Agenda was published.

**16. HIGHWAYS**

To bring any highways or other matters to the attention of Surrey County Council and Guildford Borough Council.

**17. FINANCIAL MATTERS**

- (a) Cllrs to approve and sign the schedule of cheques
- (b) Cllrs to sign the bank reconciliation for April 2019
- (c) Cllrs to approve the St Martha Annual Accounts for year ended 31/03/19
- (d) Cllrs to approve Section 1 of the Annual Governance and Accountability Return (AGAR) 2019/20. The Chairman to sign.
- (e) Cllrs to approve Section 2 - the Accounting Statements of the AGAR 2019/20  
The Chairman to sign.
- (f) Cllrs to agree to submitting a Certificate of Exemption for a smaller authority where the gross income or gross annual expenditure does not exceed £25,000. The Chairman to sign.
- (g) Cllrs to submit their Register of Interest Form.
- (h) Cllrs to discuss adding an additional signatory to the NatWest current account.

**18. ITEMS FOR THE NEXT MEETING**

To receive requests for items for discussion at the next meeting

**19. DATE OF NEXT COUNCIL MEETING**

**EXCLUSION OF PRESS AND PUBLIC**

EXCLUSION OF PRESS AND PUBLIC it was RESOLVED that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Public be excluded from the items listed under Confidential business of the Agenda.

**CONFIDENTIAL BUSINESS** - Clerks Salary and Employer Pension contributions