



**Minutes of the Full Council meeting held 12 December 2019
in the Colebrook Room, Merrist Wood College, Worplesdon at 7.30pm**

424-2019 – Present

Councillors:

Chairman Cllr P Cragg, Cllr G Adam, Cllr D Bird, Cllr A Creese, Cllr M Fance, Cllr J Messinger, Cllr N Mitchell, Cllr B Nagle, Cllr T O'Toole, Cllr C Riley and Cllr D Snipp.

Cllr S Fisk and Cllr M Singh had tendered their resignations from the Council on 15 December and 16 December respectively.

Officers of the Council:

Mrs G White – Clerk to the Council
Mrs V Fear – Assistant Clerk

Members of the public:

Cllr B McShee was present.

425-2019 - Apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

Apologies and reason for absence were received from Cllr S Morgan MBE.

Cllr D Paul was absent from the meeting.

Apologies were also received from Cllr K Witham.

426-2019 - Declaration of Disclosable Pecuniary Interests (DPIs) by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

427-2019 - Amendments to the Register of Interests

No declarations were made.

428-2019 - To receive and consider written requests for new DPI dispensations

No requests received.

429-2019 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

430-2019 - Declaration of gifts or hospitality over £25

No declarations were made.

431-2019 - Borough Councillor's report

Cllr McShee's report had been circulated via email to members in advance of the meeting.

Questions were invited. Concern was raised about the condition no 1 Fairlands Ave and the building materials that have been left in front of the sub-station. Cllr McShee confirmed that Planning Enforcement is dealing with this matter.

Appendix 1 – Borough Councillor's report

The Chairman thanked Cllr McShee for his report.

[Cllr McShee left the meeting at 7.40pm](#)

432-2019 - County Councillor's report

Cllr K Witham's report had been circulated via email to members in advance of the meeting. Appendix 2 – County Councillor's report

433-2019 - Minutes of the previous meetings

It was proposed Cllr G Adam, seconded Cllr D Bird and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 31 October 2019 be agreed and signed by the Chairman as a true record.

The following committee/working party minutes were noted by the Council:

- Worplesdon Flood Forum – 15 November 2019
- Planning/General Purposes and Finance Committee – 21 November 2019
- Staffing Committee – 3 December 2019

434-2019 - Planning Applications for consideration

Planning Application No: [19/P/01920](#) - Oak End, Oak Tree Close, Jacobs Well, Guildford, GU4 7PU - Erection of three dwellings following demolition of existing dwelling and outbuildings.

RESOLVED: That the Parish Council object to this planning application on the grounds that the proposal constitutes overdevelopment of the site, albeit the Council welcomed the 2 bedroomed dwellings which are needed to replace the loss of small housing stock within the parish.

Planning Application No: [19/P/01935](#) - Yardfield House, Church Lane, Worplesdon, Guildford, GU3 3RU - Single storey rear extension.

RESOLVED: Leave to planners.

Planning Application No: [19/P/01946](#) - Land North of Keens Lane and, Tangley Lane, Guildford - Advertisement consent for 2 main signs each side of entrance to sales area on this site, with 4 static flag poles 1 each side of main signs and 1 leading to parking area.

RESOLVED: Leave to planners.

Planning Application No: [19/P/02025](#) - 5 The Pines Business Park, Broad Street, Guildford, GU3 3BH - 1No externally illuminated flex face - Advert 1, 1No folded powder coated aluminium pan - Advert 2.

RESOLVED: Leave to planners.

Planning Application No: [19/P/02010](#) – Worplesdon Place Hotel, Perry Hill, Worplesdon, Guildford, GU3 3RY - Advertisement Consent for 1 externally illuminated fascia sign, 1 non illuminated fascia sign, 1 externally illuminated hanging sign, 2 externally illuminated hoardings and 2 entrance plaques.

RESOLVED: That the Parish Council request the following planning condition be applied, should the planning application be approved:

- Out of the public house operating hours, the illuminations on the street signs should be turned off for the benefit of neighbouring residential properties.

Planning Application No: [19/P/02032](#) - Sudpre Lodge, Perry Hill, Worplesdon, Guildford, GU3 3RB - Proposed second storey extension over existing single storey to rear.

RESOLVED: Leave to planners.

Planning Application No: [19/P/02028](#) - 16 Dorrit Crescent, Guildford, GU3 3AL - Proposed side extension, loft conversion to include the addition of four front rooflights and rear dormer.

RESOLVED: That the Parish Council request a condition regarding the requirement for off-street parking.

Planning Application No: [19/P/02058](#) - 23 Rydes Hill Crescent, Guildford, GU2 9UH - Single storey rear extension.

RESOLVED: Leave to planners.

435-2019 - Christmas Carols on Wood Street Village Green – Saturday 21 December 2019 at 4pm

It was proposed Cllr G Adam, seconded Cllr M Fance and unanimously **RESOLVED** that permission be granted but that, in future, the WSVa must seek permission prior to any events being advertised, or within three months of the event. Failure to provide the requisite notice may result in permission being refused.

436-2019 - GDPR training

The admin staff and the following councillors had undertaken their online GDPR training.

- Cllr A Creese
- Cllr D Snipp
- Cllr G Adam
- Cllr J Messinger
- Cllr M Fance
- Cllr N Mitchell

The following councillors still need to undertake their training:

- Cllr P Cragg
- Cllr S Morgan
- Cllr D Bird
- Cllr B Nagle
- Cllr T O'Toole

- Cllr D Paul
- Cllr C Riley

The log in details were to be re-issued to those members who had not yet done their training at the earliest opportunity.

437-2019 - Annual and quarterly play area inspection reports

The annual inspection and quarterly play area inspection reports had been issued to all members via email. The play areas are in very good condition. Only one wetpour repair needs to be undertaken. A quotation for £345 & VAT had been duly accepted and the repair work is to be carried out at the earliest opportunity.

Appendices 3 and 4 – Summary inspection reports

438-2019 - Community Engagement Event – 30 November 2019 – Future uses of Harry's Meadow

Unfortunately, despite the community engagement event being widely advertised, there was a very low turnout. It was agreed that this proposal be put into abeyance for the time being. The public consultation event for Wildfield Close is to be held in March 2020. In April 2020, once the results of the second public consultation are known, the Council can decide whether to move forward with either, or neither of the projects.

439-2019 - Representation at borough council planning committee meeting

Send Parish Council has written to Guildford Borough Council to request that a pre-allocated slot be available at all GBC planning committee meetings for the parish councils to speak about an application and were seeking the support of other parish councils.

The Council debated the request but did not support the proposal at this time.

The Clerk to inform Send Parish Council accordingly.

440-2019 - Consultation regarding Discharge of Conditions Applications

Following discussion, it was proposed Cllr G Adam, seconded Cllr N Mitchell and **RESOLVED** that the Parish Council write to Guildford Borough Council requesting that Parish Councils be consulted about Discharge of Conditions Applications to enable valuable local knowledge to be fed into the planning process.

441-2019 - Climate Change Presentation

The [Guildford Environmental Forum](#) (GEF) had given an informative presentation on 28 November 2019.

Individuals were encouraged to establish what their carbon footprints are and to make whatever changes they can to reduce that carbon footprint.

The Parish Council was praised by GEF for its efforts to reduce its carbon emissions. It was agreed that the Parish Council would continue to do everything it can to reduce its carbon footprint and to encourage residents to do the same.

442-2019 - Finance

a) Invoices for payment

It was proposed Cllr N Mitchell, seconded Cllr G Adam and unanimously **RESOLVED** that payments to the value of £22,917.48 be approved and signed off.

Cllrs Adam and Cragg to sign off the payments list and invoices in the parish office on Friday 13 December 2019.

Worplesdon Parish Council - Payment list for authorisation 12 December 2019												
Code	Date	Description	Supplier	Net	VAT	Total						
Est. Charges	13/11/2019	External back-up	RISC Group	32.09	6.42	38.51						
Est. Charges	13/11/2019	Additional keys for storage facility	Guildford Lock and Safe	3.50	0.70	4.20						
Est. Charges	17/11/2019	Subscription	Adobe	12.64	2.53	15.17						
Est. Charges	20/11/2019	SIM card bill - V Fear	O2	15.99	3.20	19.19						
Est. Charges	21/11/2019	SIM card bill - G White	O2	21.63	4.33	25.96						
Professional Advice	24/11/2019	Professional charge - Parish office	WYG	110.00	22.00	132.00						
Salaries	26/11/2019	Salary/mileage/PAYE/NIC/Ee's & Er's pension conts	Staff costs	9,403.36	0.00	9,403.36						
Est. Charges	26/11/2019	Room hire	Activate Learning	107.50	0.00	107.50						
Est. Charges	29/11/2019	Vehicle insurance	Came & Company	3,968.94	0.00	3,968.94						
Land Management	30/11/2019	Refuge sacks for public litter bins	Sainsburys	7.92	1.58	9.50						
Chairman's Allowance	30/11/2019	Refreshments for community consultation event	Sainsburys	0.83	0.17	1.00						
Chairman's Allowance	30/11/2019	Refreshments for community consultation event	Sainsburys	2.50	0.00	2.50						
Est. Charges	03/12/2019	Electricity bill - Perry Hill Green	British Gas	24.24	1.21	25.45						
Chairman's Allowance	05/12/2019	Refreshments for community consultation event	Mrs V C Fear	26.00	0.00	26.00						
Revenue Works veh.	05/12/2019	Fuel for works van	Mr P J Trevena	16.90	3.38	20.28						
Revenue Works veh.	05/12/2019	First aid kit and fire extinguisher for works van	Mr J N White	20.00	3.98	23.98						
Land Management	09/12/2019	Maintenance - Flower border - Fairlands	Nigel Jefferies Landscapes Ltd	118.00	23.60	141.60						
Land Management	09/12/2019	Rope for land management	Screwfix	7.08	1.41	8.49						
Land Management	09/12/2019	Maintenance flower border - Fairlands	Nigel Jefferies Landscapes Ltd	118.00	23.60	141.60						
Est. Charges	09/12/2019	Fire Extinguisher Service - Parish office	Richard Thorpe Fire Safety Serv.	36.80	7.36	44.16						
Tennis Court Maint.	09/12/2019	Clean and moss treat tennis courts	Tennis Court Services Ltd	580.00	116.00	696.00						
IT budget	09/12/2019	Internal audit fee - 2019/2020	Mulberry & Co	156.75	31.35	188.10						
Est. Charges	10/12/2019	Reusable water bottles for meetings	Mr P J Trevena	22.36	4.48	26.84						
Est. Charges	10/12/2019	20 x glasses for reuse at meetings	Mr P J Trevena	16.60	3.32	19.92						
Parish Office	10/12/2019	Rent parish office - 25.12.2019 - 24.3.2020	Perry Hill Chartered Surveyors	4,000.00	800.00	4,800.00						
Parish Office	10/12/2019	Service charge - parish office	Perry Hill Chartered Surveyors	2,089.85	0.00	2,089.85						
Est. Charges	10/12/2019	Planning Application Fee - Gravetts Lane Farm	Guildford Borough Council	117.00	0.00	117.00						
Est. Charges	10/12/2019	Service charge - planning application	Guildford Borough Council	20.83	4.17	25.00						
Contingency Fund	10/12/2019	Concrete barriers - Protection for Harry's Meadow	T J Hunt (Contracting) Ltd	300.00	60.00	360.00						
Playground Repairs	10/12/2019	Quarterly inspections - Play areas	Dick Randall Services	200.00	40.00	240.00						
Revenue Works veh.	10/12/2019	Fuel for works van	Mr P J Trevena	16.95	3.39	20.34						
Playground Repairs	10/12/2019	Wet and forget	Mr P J Trevena	18.99	3.79	22.78						
Est. Charges	11/12/2019	Recycle toner cartridges	Zero Waste Recycling	10.00	2.00	12.00						
Traffic calming - SDR	11/12/2019	VAS batteries	Manbat Ltd	116.88	23.38	140.26						
				21,720.13	1,197.35	22,917.48						

b) Bank reconciliation - October 2019

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for October 2019 in accordance with the Accounts and Audit Regulations. A copy of which had been issued electronically to all members in advance of the meeting.

It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the Chairman sign the bank reconciliation and bank statements.

Appendix 5 - Bank Reconciliation for October 2019

c) Monthly budget report - October 2019

The RFO had prepared the monthly budget report for October 2019 in accordance with the Account and Audit Regulations, copies of which had been issued electronically to all members. It was proposed Cllr N Mitchell, seconded Cllr G Adam and unanimously **RESOLVED** that the Chairman sign the monthly budget report.

Appendix 6 – Monthly budget report for October 2019

d) Precept 2020/2021

Version 6 of the draft budget was tabled for discussion. The recommendations of the staffing committee and the Planning/General Purposes and Finance Committee were taken into account.

After a lengthy discussion about the adequacy of the salary budget for the admin staff and whether or not additional hours should be paid or Time Off in Lieu (TOIL) taken, it was agreed that a further working party meeting be held on January 7 2020 at 7.30pm, in the parish office, at which the working party would once again go through the budget line-by-line prior to the final budget/precept being approved on 9 January 2020.

The Council requested an item about the employment of a part-time bookkeeper be added to the agenda of the next full council meeting.

e) Fuel card for the works van

It was proposed Cllr G Adam, seconded Cllr N Mitchell and unanimously **RESOLVED** that the Clerk apply for an Allstar fuel card (designed specifically for the local government sector) to include fuel and car wash facilities, but no food or drink. Fuel cards to be issued to all members of staff.

f) Internal Audit report 2019/2020

The Internal Auditor's report had been received and circulated to all members.

**Worplesdon Parish Council – Audit undertaken 12th November
2019 Internal Audit Year Ended 31st March 2020**

“The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report. The recommendations from the final 2018/19 visit have been answered in the table at the end of the report.**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Interim Audit – Summary Findings

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process

- Proper Bookkeeping – review of the use of the accounts package
- Review of Bank Reconciliations
- Compliance with Regulations
- Salaries and Wages

It is our opinion that the systems and internal procedures at Worplesdon Parish Council are very well established, regulated and followed. It is clear the Council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose and indeed are a model of good practice.

A. BOOKS OF ACCOUNT INTERIM & FINAL AUDIT) Interim Audit

The Council continues to use Scribe as a day to day accounting package, this is a tried and tested industry specific package and I make no recommendation to change. The system is used daily to report on and record the financial transactions of that of the Council.

There is one user with their own individual logon & password. The password is noted down securely in the event of clerk incapacity.

Every month, a month end close down is performed by the clerk, various reports are printed and filed in hard copy, these include but are not limited to; income and expenditure against budget, bank reconciliations and other reports as fit.

The cashbooks are routinely printed and are retrospectively accessible. The system requires the population of key data fields to enable the user to record a transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered, the reports are easy to read and logically filed.

My walkthrough audit testing of receipts and payments chosen at random from month seven & eight, showed that supporting documentation could be easily located from records. I make no recommendation to change in this system.

I tested opening balances as at 1/4/19 and confirmed they could be agreed back to the audited accounts for 2018/19.

I tested that the Council's VAT accounting was up to date and confirmed that the September VAT return had been prepared. The amount reclaimed could be supported by a schedule of transactions derived from the accounting system. The refund was received in October. This test indicates that the council is up to date with its postings on the financial package and that these can be verified to third party evidence.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT) Interim Audit

The external auditor's report was not qualified in 2018/19 and this was reported in accordance with regulation, together with the notice of conclusion to full council. Evidence was also noted in the minutes of the internal auditor's report being reviewed and accepted.

I confirmed by sample testing that Councillors sign "Acceptance of Office" forms and register of members

interests, in line with regulations.

I note that the Council is required by law to follow the 2015 Transparency Code and a review of the website has shown that the Council is routinely following this. **However, a couple of the links need to be updated.**

As council is aware of GDPR. It was noted the Council has common email addresses internally which gives a natural segregation so it is clear beyond doubt in what capacity a councillor is acting, gives control to the Council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has the following committees:

- Full Council;
- Planning & General Purposes
- Staffing

There are also a number of working parties and groups which meet as and when necessary to cover specific tasks, note: committee have spending powers.

The clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance.

Minutes are uploaded to the Council website and these agree to signed hard copies.

The standing orders are based on the NALC model. These were reviewed and readopted in March 2019.

Financial regulations are based on the NALC model. These were reviewed and readopted in March 2019. The regulations being based on the NALC model contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to Council.

Financial regulation 2.3 deals with bank reconciliations, the Council is performing a monthly bank reconciliation for all accounts and this is signed & minuted in accordance with regulations.

Financial regulation 4 deals with budgetary control and authority to spend. All committees have the power to spend up to £5,000 within a budget heading and the clerk has emergency powers up to £5,000. The internal processes of the Council are sufficiently robust to ensure before an order is placed the budgets are checked. On occasion it is necessary to get retrospective approval from Council.

Financial Regulation 5 deals with authorisation of payments. The minutes show authorisation of payments lists in accordance with regulations.

Financial regulation 6 deals with making payments. The Council makes payments by cheque, direct debit, debit card and bacs. The system in place is routinely followed and a review of the payments file showed all summaries are signed and invoices verified.

The de-minimis limit recorded in the Financial Regulations for the competitive purchase of items and services is as listed below. These are not incorrect but maybe restrictive for a Council of this size.

- £25,000 + Tender Process
- £3,000 - £25,000 3 quotations are required.
- £500 - £3,000 – strive to get 3 estimates
- 0 - £500 – power to spend

The Council has no S.137 expenditure because it has the power of general competence. I have verified this was properly reviewed and the Council was still eligible to claim this.

The system noted above details internal review takes place and councillor, committee and council level. I am under no doubt that Council properly approves expenditure.

I am of the opinion the Council is following its own regulations and that any changes to financial regulations are to be considered minor and not indicative of errors in the system.

I am therefore of the opinion that the control assertion “This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for”, has been met.

c. RISK MANAGEMENT & INSURANCE (INTERIM & FINAL AUDIT) Interim Audit

The Council has a well-developed risk management scheme in place. The Council backs up IT data to a remote location, with the assistance of an ICT provider.

I have confirmed that the Council has a valid insurance certificate. The Council reviews its insurance requirements as part of the renewal process. Money and asset cover appear adequate.

We discussed assertion 8 of the AGAR and whether or not this had any impact on the Council.

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

I am of the opinion that the control objective of “This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.”, has been met

d. BUDGET, PRECEPT & RESERVES (INTERIM & FINAL AUDIT) Interim Audit

The Council is currently in the process of developing budgets for the 2020-21 financial year. A first draft had been prepared at the time of my audit, and there was a schedule of meetings in place to ensure a final budget and precept would be ready for approval at the Full Council meeting in January 2020, thereby ensuring all precepting authority deadlines are met.

I confirmed that Councillors receive regular budget monitoring reports at Full Council and that review of these reports is evidenced by minute of the relevant meeting. I checked the minutes of the September meeting of Full Council and confirmed the budget report was taken to the meeting and properly noted in minutes.

At month 6 total reportable income was £251,184 against a budget of £251,667. Total expenditure was £126,364 against a budget of £251,667. I am of the opinion that income and expenditure is as expected and properly reported.

The Council has £268,000 of reserves by the year end this will be circa £120k – with earmarked reserves this will be not be deemed excessive. It was noted the earmarked reserves were low and need reviewing.

I am of the opinion that the control objective of “The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.”, has been met.

E. INCOME (FINAL AUDIT)

The Council's precept has been received in full and agreed to budget and application. VAT records were sufficient robust to drill down to the individual invoices.

I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.", has been met.

F. PETTY CASH (INTERIM & FINAL AUDIT)

No Petty cash – confirmed with the clerk.

G. PAYROLL (INTERIM & FINAL AUDIT) Interim Audit

Payroll is calculated by an external payroll agency. I carried out testing of salary payments for September 2019. I was able to agree payments recorded in the Scribe ledger back to payroll information supplied by the agency. I am therefore satisfied that staff are being paid at rates of pay approved by the Council.

This is a robust system and I make no recommendation for change.

I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.", has been met.

H. ASSETS AND INVESTMENTS (INTERIM AUDIT) Interim Audit

The fixed asset register is maintained on excel, additions and disposals have been agreed to a schedule prepared by the Clerk and have been correctly added at cost or written off the asset register as obsolete.

I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained.", has been met.

I. BANK & CASH (INTERIM & FINAL AUDIT) Interim Audit

At the interim audit date, the Council had a reconciled bank position which has been signed in accordance with financial regulations and will be reported to Council. I have reviewed the reconciliation there were no errors. I also tested the cut off and can confirm the payments and lodgements are shown in the correct month.

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out.", has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)

TBC at year end

K. TRUSTESHIP (INTERIM & FINAL AUDIT)

No trusts.

L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

Inspection Step	2018-19
Accounts approved at full council	16 May
Date Inspection Notice Issued and how published	13 June
Inspection period begins	17 June
Inspection period ends	26 July
Correct length	Yes
Common period included?	Yes.
Summary of rights document on website?	Yes.

I am satisfied the requirements of this control objective were met for 2018-19, and assertion 4 on the annual governance statement can therefore be signed off by the Council.”

2018/19 Points Forward – Action Plan - Final Audit

Matter Arising	Recommendation	Council Response
General reserves are a little high at present, I recommend that a Council of this size and business profile should hold no more than 50% of precept in the general reserve.	I understand that reserves are due for review at the May 2019 Council meeting	These are being utilised in the current year
As a Council with expenditure in excess of £200K, the Council is required to follow the requirements of the 2015 Transparency Code.	At the time of my audit, the clerk was finalising publication of expenditure /procurement/ asset information. This work should be completed before the accounts are submitted to the external auditors	This has been updated and is in accordance with regulations
I note that the Co-op bank - statement was dated 28 march.	The year-end bank statement should be obtained before the accounts are submitted for audit.	Completed
Bank reconciliation for review by Councillors	I have agreed with the clerk that the Scribe accounting system bank reconciliation should be used for review by councillors going forward	Completed

It was proposed Cllr P Cragg, seconded Cllr D Bird and unanimously **RESOLVED** that the Internal Auditor's report be approved and accepted and that the links in the transparency section of the Council's website would be updated as soon as practicable.

g) Local Authorities (Members' Allowances) (England) Regulations 2003

Following discussion, it was proposed Cllr P Cragg, seconded Cllr B Nagle and unanimously **RESOLVED** that the recommendations of the Remuneration Panel regarding travelling and subsistence allowances be adopted with immediate effect.

"On this basis WE THEREFORE RECOMMEND that the parish travel and subsistence allowances set out below, which are based on those currently recommended for adoption by Guildford Borough Council, be payable by the parish councils within the Guildford Borough area to their respective parish councillors, whether they be elected or otherwise, in respect of the duties referred to in paragraph 11 above.

Public Transport – In respect of any approved duties, Councillors and co-opted members are reimbursed the cost of second class or any available cheap rate travel using public transport on production of a valid ticket.

Motor Mileage Allowance:

Cars: 45p per mile

Motorcycles: 24p per mile

Cycle Allowance: 22p per mile

Day Subsistence Allowance

- | | | |
|-------|-------------------------|--------|
| (i) | Breakfast allowance: | £6.88 |
| (ii) | Lunch allowance: | £9.50 |
| (iii) | Tea allowance: | £3.76 |
| (iv) | Evening Meal allowance: | £11.76 |

Overnight Subsistence Allowance

- (i) In London: £102
- (ii) Elsewhere: £89"

443-2019 - Clerk's Report

a) Street naming and numbering

The street names proposed by the Parish Council for Montague Place (land north of Keens Lane) and the development at Carter's Yard, Aldershot Road have been approved by the borough council.

b) Livery for works vehicle

This work is to be carried out ASAP.

c) 19 January 2020 – Councillor walkabout

A councillor walkabout is to be held in Wood Street Village on Sunday 19 January – time to be confirmed.

d) FLGCA Community Event Monday 6 January 2020 - 7.30pm

An informal event regarding the future of the Fairlands recreation ground is being held at the Fairlands Community Centre on Monday 6 January 2020 at 7.30pm. All are welcome.

e) Clerk's qualification

The clerk has successfully completed her HE Certificate in Community Governance and is now an advanced qualified clerk.

f) Christmas trees and lights

The Christmas decorations provided by the Parish Council were being erected by JDS Decorations Ltd.

g) Worplesdon Flood Forum

Minutes of the Flood Forum meeting held 15 November 2019 have now been distributed. Surrey County Council is taking action to resolve the flooding issues in Frog Grove Lane (near Sandy Lane), the Woking Road (roundabout near Salt Box Road) and the bridge in Salt Box Road.

h) Wood Street Village Community Car Park

During the winter months Wood Street Infant School will be using the community car park for fire drills. Teachers wearing hi-vis jackets will prevent vehicles entering and leaving the car park. Fire drills generally take 2 – 3 minutes. A copy of the school's risk assessment had been received.

i) Judicial Reviews Local Plan

The judicial review challenges submitted by Compton Parish Council, Ockham Parish Council and Mr J Cranwell have been lost.

j) Tree safety work Broad Street Common (rear of Applegarth Ave)

Urgent safety tree work is to be carried out by Surrey Wildlife Trust's contractors in January 2020. Residents potentially affected by the works will be informed.

444-2019 - Chairman's Report

The Chairman gave the following report:

Since my report to Full Council meeting (19th September 2019) I have on behalf of the Council:

- 1) 26th September attended the Legal and Finance training by SALC in Brighton.
- 2) 7th October attended as a Director of SALC a "Way Forward" workshop in Womersley.
- 3) 3rd November attended a gathering of councillors after the Team Building walk on Whitmoor Common.
- 4) 5th November attempted to erect safety railing on Harry's Meadow bridge – defeated by rain and jammed gate.
- 5) 11th November conducted the Remembrance Day service in Harry's Meadow and afterwards at the Airman's Memorial – junction of Queenhythe Road, Jacobs Well.

445-2019 - Items for inclusion on future agendas

No suggestions were received.

Due to the confidential nature of the following item (staff matters and potential negotiation of a contract), a resolution was passed to exclude the public and press, as per Schedule 12A of the Public Bodies (Admission to

Meetings) Act 1960.

446-2019 - Assistant Groundsman – Appointment of the Assistant Groundsman

It was proposed Cllr G Adam, seconded Cllr M Fance and unanimously **RESOLVED** that James White be appointed as the Assistant Groundsman on a permanent part-time basis with immediate effect.

447-2019 - Book-keeping temporary role 2019

Following discussion, it was proposed Cllr P Cragg, seconded Cllr D Snipp and unanimously **RESOLVED** that the Clerk be paid the amount budgeted for the temporary bookkeeper's role.

448-2019 - Date of next meeting Full council meeting 9 Jan 2020. Meeting closed 9.25pm

Signed

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Date: 9 January 2020
Chairman of the Council