



**Minutes of the Full Council meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 7.30pm on Thursday 14 December 2023**

423-2023 - Present

Councillors:

Cllr G Adam, Cllr B Ahier, Cllr P Cragg, Cllr N Crampin, Cllr S Ellahi, Cllr M Fance, Cllr B McShee, Cllr N Mitchell (Chairman), Cllr B Nagle, Cllr M Price, Cllr C Riley, Cllr J Snowball, and Cllr T Wright.

Officers of the Council:

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

Members of the public:

Borough Councillors Cllr H Brooker and Cllr P Brooker were present for part of the meeting.

424-2023 - Chairman's Announcements

The Chairman gave a number of announcements, including the H&S requirements.

425-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies and reason for absence were received from, Cllr D Bird and Cllr J Messinger. Apologies and reason for absence duly accepted.

Apologies were also received from County Councillor K Witham and Borough Councillor B Akthar.

426-2023 - Public participation session

No members of the public were present.

427-2023 - Declaration of Non-pecuniary Interests

Cllr B McShee declared that he is a member of the WSPA.

428-2023 - 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.

Minutes approved by the Full Council 11 January 2024

429-2023 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

430-2023 - Amendments to the Register of Interests

No declarations were made.

431-2023 - Declaration of gifts or hospitality over £50

No declarations were made.

432-2023 - County Councillor's report

Cllr K Witham's December 2023 report had been circulated to all Members via email in advance of the meeting:

Cllr Witham's report included details about the following matters:

- Surrey Highways – Winter ready
- Your Guildford Borough Councillors
- Congratulations to the Guildford Archery Club
- Disability Challengers.

433-2023 - Minutes of the previous meetings:

It was proposed by Cllr C Riley, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the minutes of the Full Council meeting held 2 November 2023 be approved and signed by the Chairman as a true record.

It was proposed by Cllr P Cragg, seconded by Cllr G Adam, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 23 November 2023 be approved and signed by the Chairman as a true record.

[Cllr H Brooker and Cllr P Brooker arrived at 19:38.](#)

434-2023 - Borough Councillor's report

Cllr P Brooker apologised for their late arrival, which was due to the number of existing commitments they had had.

Cllr P Brooker then gave the following report:

Worplesdon matters:

1. Hesters Yard

The developers met with us to discuss the Hesters Yard development. The case officer has concerns about the proposals, which they consider represent overdevelopment of the site within the Green Belt. We were disappointed to note that no changes had been made, despite the concerns of the residents that had been raised at the public meeting.

The developers are required to prove that any benefits of the development would outweigh harm to the Green Belt.

2. **Improved sports facilities at Worplesdon Primary School** - We are happy to support the endeavours of the school and have enlisted the assistance of Angela Richardson MP.

Guildford matters:

1. **The Conservatives supported the special motion proposed to condemn all forms of discrimination.**
2. **Housing Revenue Account** - The Conservatives put forward a special motion to requesting a Special Committee to receive interim reports on the investigation of alleged fraud relating to housing maintenance contracts. This motion was defeated.
3. **Appointment of a new Chief Executive** - The interviews were carried out today. A candidate has been selected and we hope he will accept the position.
4. **Resignation of senior officer** - Chris Wheeler and Andrew Smith have both resigned from the Council.
5. **Financial irregularities in several departments** - There is to be a wholesale review of several departments following the exposure of financial irregularities, as reported in the press.
6. **Corporate Peer Challenge** - A Peer Challenge is to be carried out in January 2024. This is a staff review by staff at the same officer level status.

A short Q&A session was then held.

435-2023 - Anti-social behaviour – Wood Street Village Green

Further concerns about vehicles being driven over Wood Street Village Green had been received from several residents living around the Green.

Their request for (a) the installation of posts around the Green and (b) the installation of street lighting were reiterated.

The Village Association had been asked for its views on this matter. The Village Association and a number of other residents had written to the Parish Council opposing both of these suggestions.

This issue was again debated.

Following the debate, it was proposed by Cllr B McShee, seconded by Cllr P Cragg, and unanimously **RESOLVED** that these issues have been extensively discussed and debated and the Parish Council sees no reason currently to change the existing configuration of the Green and this matter is now closed.

The requests were refused on the following grounds:

1. Wood Street Village Green is designated as registered common land. The Parish Council is not permitted to prevent or impeded pedestrian access onto common land.
2. The installation of posts will not prevent quad bikes or motorcycles driving over the Green, nor would they prevent horses from being ridden over the Green.
3. The installation of posts would result in additional maintenance and grass cutting costs.
4. Wood Street Village is a dark skies village. Street lighting would have a negative impact on biodiversity.
5. The installation of street lighting does not prevent crime.

6. The tyre marks are self-repairing the majority of the time.
7. A greater number of residents oppose these suggestions than support them – as evidenced by the public consultation carried out by the Parish Council in June 2022.
8. Anti-social behaviour needs to be reported to Surrey Police who are responsible for addressing criminality.

Cllr H Brooker and Cllr P Brooker left the meeting at 20:12

436-2023 - Planning Applications for consideration:

Planning Application No: [23/00794/REVPP](#) – Farnborough Airport

Variation of Condition 2 (aircraft movements) and 6 (aircraft weight), replacement of conditions 7 (1:10,000 risk contour) and 8 (1:100,00 risk contour), of planning permission 20/00871/REVPP determined on the 22/02/2022, in order to:

- a) increase the maximum number of annual aircraft movements from 50,000 to 70,000 per annum, including an increase in non-weekday aircraft movements from 8,900 to 18,900 per annum, and
- b) amend the aircraft weight category of 50,000 - 80,000 Kg, to 55,000 - 80,000 Kg, and an increase from 1,500 to 2,100 annual aircraft movements within this category, including an increase from 270 to 570 annual aircraft movements for non-weekdays, and to
- c) replace Conditions Nos. 7 (1:10,000 risk contour) and 8 (1:100,000 risk contour) with a new condition to produce Public Safety Zone maps in accordance with the Civil Aviation Authority/ Department for Transport Requirement.

It was **RESOLVED**: leave to Rushmoor Borough Council planners.

Planning Application No: [23/P/01911](#) - 20 St Michaels Avenue, Fairlands, Guildford, GU3 3LY - Single storey rear and part side extension, replacing canopy.

It was **RESOLVED**: leave to planners.

Planning Application No: [23/P/00131](#) - Hertford Park, Burdenshott Road, Worplesdon, Guildford, GU3 3RN - Conversion of agricultural buildings to six residential dwellings.

It was **RESOLVED**: leave to planners.

Planning Application No: [23/P/01919](#) - 98 Broad Street, Guildford, GU3 3BE - Loft Extension Change to permission 23/P/00888 from Hip to Gable as per neighbour (100 Broad Street).

It was **RESOLVED**: leave to planners.

Planning Application No: [23/P/01931](#) - 29 Rickford Hill, Worplesdon, Guildford, GU3 3PG - Application for permission in principle for the erection of one dwelling.

It was **RESOLVED**: that the Parish Council object to this planning application on the grounds that the proposed location is unsuitable for a new dwelling house because the access way to the rear garden of 29 Rickford Hill is particularly narrow.

Additionally, 29 Rickford Hill is located in the Green Belt and no Very Special Circumstances have been demonstrated within the planning application.

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Planning Application No: 23/P/01978 - 18 Gumbrells Close, Fairlands, Guildford, GU3 3NG - Single storey rear extension with internal refurbishment.

It was **RESOLVED**: leave to planners.

Planning Application No: 23/P/01967 - 9 Gumbrells Close, Fairlands, Guildford, GU3 3NG - Single storey side extension.

It was **RESOLVED**: leave to planners.

Planning Application No: 23/P/01976 - Tanti, 1 White Hart Lane, Wood Street Village, Guildford, GU3 3DZ - Proposed new front porch and raising the roof to create increased habitable accommodation.

It was **RESOLVED**: leave to planners.

Planning Application No: 23/P/01674 - 80 Oak Hill, Wood Street Village, Guildford, GU3 3ES - Proposed front porch and single/two storey rear extension following demolition of rear extension.

It was **RESOLVED**: reiterate the Council's previous objection.

Planning Application No: 23/P/01999 - Perry Hill House, Perry Hill, Worplesdon, Guildford, GU3 3RD - Erection of open fronted green oak framed timber porch with adjacent log store.

It was **RESOLVED**: leave to planners.

Planning Application No: 23/P/01375 - Merrist Wood College, Coombe Lane, Worplesdon, Guildford, GU3 3PE - Proposed demolition of existing buildings and glass houses located across both the north and south site and replacement with a new glasshouse of 1120sqm and a new single storey teaching block in the north site and a new two storey teaching block with double height workshop and store all with associated access and hard and soft landscaping. (Amended documents – Travel Plan and Travel Assessment uploaded).

Travel documents appear satisfactory. The Council's previous comments still stood.

437-2023 - Community Clean-up Day – Worplesdon Parish Council to facilitate a multi-agency educational event to highlight the problems caused by fly-tipping into watercourses. Location: Baird Drive, Wood Street Village

Fly-tipping is a significant issue in the common land in and around the Pound Hill Estate (locally known as The Oval). A plethora of household waste has been dumped into the adjacent watercourses over recent years including: a rubber dinghy, a dog kennel, a double-glazed window frame, double mattresses, single mattresses, three-piece suite, bedside cabinets, fridges, freezers, and other assorted household waste.

The Assistant Clerk arrived at 20:43.

Whilst the Parish Council's Head Groundsman has, over many years, endeavoured to retrieve these, and other items from the grilles, he does not work 24/7 and there will, therefore, be situations when it is not possible for the Parish Council to be able to remove the items to prevent flooding, as a result of which the watercourses can quickly become blocked, with devastating consequences.

The Clerk had therefore proposed holding an education event at 'The Oval' to raise awareness of the danger that dumping household goods into the watercourses can have. The following authorities/people to be invited to attend the event:

- Angela Richardson MP
- Surrey Fire and Rescue Service
- Surrey Police
- Guildford Borough Council's Compliance Officer - Regulatory Services
- Surrey County Council's Flooding Team
- Surrey County Council Highway
- The Environment Agency.

A skip to be provided which will enable local residents to dispose of unwanted household items free of charge.

This would be a one-off occurrence.

Hazardous waste cannot be placed in an ordinary household skip; therefore, special arrangements may need to be made for the many items which cannot be placed into a skip.

Parish Councillors would be required to assist with manning the event on a rota basis.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr P Cragg, and unanimously **RESOLVED** that a budget of £1,500 be set aside to cover the cost of waste removal.

The Assistant Clerk to prepare a flyer to be hand delivered to all properties within the estate to raise awareness of the event.

Anticipated cost of a skip for one day £405 & VAT. Provisional date for the Community Clean-up Day: Thursday 8 February 2024.

438-2023 - Extent of the Jacobs Well Recreation Ground - Acquisition of land (s128 Local Government Act 1972)

The Clerk advised that as a result of the s38 Commons Act 2006 submission to the Planning Inspectorate, a number of anomalies had been highlighted regarding land ownership and the accuracy of the GIS mapping systems being used by Ordnance Survey, Surrey County Council, DEFRA, and the Parish Council.

Two residents had contacted the Parish Council raising concerns about these issues.

Various documents were shown to the Members during the PowerPoint presentation, which highlighted the various anomalies that had come to light during this exercise.

There appears to be two parcels of land which are not registered via HM Land Registry. One of the parcels of land is situated to the south of the property now known as The Lanterns, and the other is to the east of The Lanterns.

The parcel of land to the south of The Lanterns has been maintained by the Parish Council for over 25 years. The parcel of land to the east of The Lanterns is an area of scrub land, which has not been maintained by the Council and is an area of land used by local residents for dumping garden waste.

The Clerk advised that there are discrepancies between the various mapping systems, which raise doubt as to the extent of the common land in the locality. Some of the maps indicate that part of the garden of April Dip is registered common land, which is believed to be incorrect.

The Clerk had raised this issue with Ordnance Survey, who had come back with a number of questions.

Following discussion it was proposed by Cllr N Mitchell, seconded by Cllr G Adam, and unanimously **RESOLVED** that:

1. That Worplesdon Parish Council apply for legal ownership of the parcel of land to the south of The Lanterns, adjacent to the play area, which the Parish Council has maintained for over 25 years.
2. That the owners of April Dip be advised that they should seek legal advice regarding the anomalies in the various mapping systems. The reference number and correspondence from Ordnance Survey to be passed to the owners of April Dip.
3. That the Parish Council would do nothing about the unregistered parcel of land to the east of The Lanterns at this time. The Parish Council would not take on maintenance of this parcel of land. It is feasible to that the adjacent residents may wish to claim adverse possession of this small land parcel.

At 21:05 the Chairman called a short comfort break. The meeting reconvened at 21:15.

439-2023 - Finance

a) Proposed list of payments to be tabled at the meeting for approval

The payment list was presented to the meeting. It was proposed by Cllr M Fance, seconded by Cllr J Snowball and unanimously **RESOLVED** that payments to the value of £31,172.76 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1: Proposed list of payments 14 December 2023

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	23/11/2023	Office supplies	Mrs G F White - Tesco	2.40	0.00	2.40
Revenue Costs Works Vehicle	23/11/2023	Van Spares	Mrs V C Fear	24.50	0.00	24.50
IT budget	24/11/2023	Halo for business 1 - ultrafast 2 & value line	BT PLC	48.95	9.79	58.74
Staff Costs	24/11/2023	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	16,614.61	0.00	16,614.61
Staff mileage	24/11/2023	Mileage	Mrs G F White	41.28	0.00	41.28
Staff mileage	24/11/2023	Mileage	Mrs V C Fear	14.95	0.00	14.95
Establishment Charges	29/11/2023	Shark NZ860UKT Upright Vacuum Cleaner	AO Retail Limited	190.83	38.17	229.00
Training	29/11/2023	Training - Leadership Skills	SLCC Enterprises Ltd	180.00	36.00	216.00
Grass Cutting	29/11/2023	Grass cutting - One off payment for RPI increase March - November 2023	Holly Landscape and Training	1,672.92	334.58	2,007.50
Accrual for bus shelters/seats/benches	29/11/2023	Removal of old bench and replacement of new bench outside Fairlands Shops	Holly Landscape and Training	751.09	150.22	901.31
Community Car Park	29/11/2023	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Land Management	29/11/2023	Hire of storage container MW - December 2023	Activate Learning	75.00	0.00	75.00
Parish Office	29/11/2023	Business rates - Parish Office	Guildford Borough Council	887.00	0.00	887.00
Establishment Charges	30/11/2023	Parking fee - 29.11.2023	Mrs V C Fear - RingGo Ltd (Waverley Borough Council)	4.00	0.80	4.80
Chairman's Allowance	30/11/2023	Civic event	Roses Tea Room	55.70	0.00	55.70
Parish Newsletter	30/11/2023	3,600 newsletters	Knaphill Print Co Ltd	435.00	0.00	435.00
Grants - Charitable purposes	30/11/2023	Grant - 2023/24	Stella Hancock Driving Group - Riding for the Disabled	500.00	0.00	500.00

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	04/12/2023	BT Business Mobile Broadband	BT PLC	7.16	1.43	8.59
Chairman's Allowance	05/12/2023	Civic event	Sainsburys	65.30	0.00	65.30
Playground Repairs	06/12/2023	Quarterly playground inspections	Dick Randall Services Ltd	225.00	45.00	270.00
Playground Repairs	06/12/2023	Annual playground inspections	The Play Inspection Company	412.50	82.50	495.00
Land Management	06/12/2023	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	51.36	10.27	61.63
Parish Office	06/12/2023	Rent Unit 2 Saxton - 25.12.23 -24.03.24	TL Fund	6,750.00	1,350.00	8,100.00
IT budget	07/12/2023	External back-up - December 2023	RISC IT	51.99	10.40	62.39
Establishment Charges	08/12/2023	Returned PPE for Groundsman	Cluskeys CCP Ltd	-65.00	0.00	-65.00
Christmas trees/lights WS, Perry Hill	12/12/2023	Electrical Supply Perry Hill Green 21.09.23 -30.11.23	Octopus Energy Limited	5.77	0.29	6.06
Total				29,103.31	2,069.45	31,172.76

b) Bank reconciliations for October and November 2023

The Finance Officer (FO) had prepared the bank reconciliations for October and November 2023 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr G Adam, seconded by Cllr M Price, and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 1 and 2 - October and November 2023 Bank Reconciliations

c) Monthly budget reports for October and November 2023

The FO had prepared the budget reports for October and November 2023 in accordance with the Accounts and Audit Regulations, copies of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr M Price, seconded by Cllr T Wright, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 3, 4, 5, 6, 7, and 8 September 2023: Summary Budget Reports, Net Position Reports and Earmarked Reserves Reports.

d) Internal Audit Report

The interim Internal audit was undertaken by Mark Mulberry on 8 November 2023.

Executive summary

Following completion of our interim internal audit on 8th November we enclose our report for your kind attention and presentation to the council. 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.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

The interim audit was conducted on site with the clerk, who also acts as the council's Responsible Financial

Officer (RFO). The clerk had prepared the information advised in advance of the visit, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the clerk and a review of the council website www.worplesdon-pc.gov.uk

Our sample testing did not uncover any errors or misstatements that are required to be reported to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

The councillors and clerk appear to be informed and council taking measured decisions using the reports and financial information provided by the clerk. There is also evidence of training taking place. It is therefore clear the council takes governance, policies, and procedures seriously and I am therefore pleased to report that overall, the systems and procedures you have in place are fit for purpose and for a council of this size a model of good practice.

Whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is our opinion that the systems and internal procedures at Worplesdon Parish Council are fit for purpose and more importantly followed by councillors.

Regulation

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. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. 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.

Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years’ experience in the financial sector with the last 20 years specialising in local government finance and internal audit.

Engagement Letter

An engagement letter was previously issued to the council covering the internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control

objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past.
- The client uses an industry approved financial reporting package.
- The client regularly carries out reconciliations and documents these.
- There is regular reporting to council.
- The management team are experienced and informed.
- Records are neatly maintained and referenced.
- The client is aware of current regulations and practices.
- No High staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The council continues to use Scribe for recording the day-to-day financial transactions of the council. The Scribe package is used regularly to record transactions and produce management information reports for review at council and committee meetings. There are two users,

- Clerk/RFO – access all areas
- Finance Office – restricted access to admin rights

The PC is currently backed up to a cloud drive. Not all passwords are not automatically prompted to change. The back up has been tested in the past.

The financial records are stored in lever arch files along with supplier invoices and bank statements. Supplier invoices are also scanned the scribe system and linked to the financial transaction to which they relate.

I reviewed the cashbook and performed a walk-through test on a supplier and a sales invoice drawn at random. The system is populated with sufficient narrative, such that a casual reader can garner an understating of the nature and scope of the transaction and the underlying documentation was easy to locate. I make no recommendation to

change.

I tested the opening balances as at 1/4/23 by reviewing the balance brought forward on the cashbooks and the audited accounts for 2022/23. There were no errors.

The Council is not VAT registered and the last VAT reclaim was for the period ended 30th September 2023, which showed a refund position of £3,832.25. The refund was received on the 2nd of November 2023 as evidenced to the bank statement.

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 believe the council keeps appropriate records and uses the systems for the purpose for which they are intended.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication & minuting of the prior year audited AGAR and notice of conclusion of audit.

External auditors report was not qualified in 2022/23. This is published on the council website along with the notice of conclusion. This was taken to full council on the 2nd of November.

Confirm by sample testing that councillors sign statutory office forms.

I confirmed in previous audits by sample testing that Councillors sign "Acceptance of Office" forms, declaration of interest and notice to receive information by electronic means, all in accordance with current regulations.

Confirm that the Council is compliant with the GDPR.

The council is fully aware of GDPR and accessibility regulations. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:

The importance of secure email systems and GOV.UK

5.205. All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.

5.206. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.

5.207. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.

5.208. For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.

Confirm that the Council meets regularly throughout the year.

Full council meets ten times per annum, including the annual meeting. The council has a Staffing Committee and GP/Finance Committee. The terms of reference were last updated in March 2023.

Confirm all section 137 expenditure meets the guidelines & does not exceed the annual per elector limit of £9.93 (2023: £8.82) per elector.

The council has adopted the General Power of Competence (GPC), the S.137 thresholds do not apply. This was reaffirmed minute ref 192.203

Check that agendas for meetings are published giving 3 clear days' notice.

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. The agenda background information is provided in easily downloadable links.

Check the draft minutes of the last meeting(s) are on the council's website.

Minutes are uploaded to the council website.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the NALC model. These were reviewed and readopted in the full council meeting in March 2023.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the NALC model. These were reviewed and readopted in the full council in March 2023.

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.

Check that the council's Financial Regulations are being routinely followed.

Financial regulations 2.2 & 2.3 deals with internal financial review. 2.2 *At the Annual Meeting the Council appoints two Members and a substitute to carry out quarterly financial checks (to share responsibility).* 2.3 *To prevent and detect potential fraud, in March, June, September and December the appointed Members will carry out a financial check of items such as:* • Paying in books • Cheque books • Bank reconciliations • Payment file • VAT & Payroll

The minutes show that internal verification take place on a regular basis. The checks are robust and show no evidence of error or misstatement.

Financial Regulation 4 Deals with authority to spend. 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by: i. *All Committees have the power of expenditure, subject to budget, up to a maximum of £5,000, including the Staffing Committee to enable temporary/casual staff to be appointed without unnecessary delay.* ii. *The Clerk may incur expenditure up to £5,000 in an emergency, whether budgeted or not.* iii. *The Clerk may incur expenditure for all operational matters i.e. plant/equipment, IT equipment, signage, furniture, stationery etc. subject to budget up to £3,000 per item.* iv. *In the Clerk's absence, the Assistant Clerk may incur expenditure for both operational and emergency items in consultation with the Chairman or Vice-Chairman, and one other Councillor with a value up to the sums in items ii and iii above. Such authority is to be evidenced by a minute at the subsequent meeting of the Council/Finance committee. Contracts may not be disaggregated to avoid controls imposed by these Regulations.*

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.4. In cases of extreme risk to the delivery of Council services, the Clerk, or delegated officer may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk or delegated officer shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.

Financial Regulation 11.1.h deals with tenders, quotes and estimates. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the RFO shall strive to obtain 3 quotations. Otherwise, Regulation 10.3 above shall apply.

I reviewed the Scribe payments list for all items over £3,000 and was able to verify to the physical invoice, with assistance from the clerk I was also able to verify that council had pre-approved the expenditure in accordance with regulation and that where applicable quotes and estimates had been obtained. **If I had one recommendation it would be to add a note or annotation to the financial transaction that denotes the minute references as this type of expenditure will always attract interest.**

Financial Regulation deals with purchase and sale of assets etc. 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council with a full business case.

I recommend council review the text of regulation 14 and alter the thresholds to match day to day practice.

Financial Regulation 5 deals with banking arrangements and authorisation of payments.

5.2. The RFO shall prepare a summary of payments, forming part of the agenda for the meeting and shall present the summary of payments to Council or Finance Committee. The Council / Committee shall review the summary for compliance and, having satisfied itself, by a resolution of the Council or Finance Committee shall accept the summary of payments which will then be signed by the Chairman of the meeting. Any Councillor wishing to view the full list of payments together with the back-up invoices may visit the office by appointment. The approved payment list shall be disclosed within the minutes of the meeting at which payment was presented. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified, and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The Finance Officer shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Finance Officer shall take all steps to pay all invoices submitted, and which are in order, prior to the next available Council or Finance Committee meeting.

Financial regulation 6 deals with making payments. The council makes payments by cheque, direct debit, SO and bacs. There is no doubt payments are properly reported to council, approved and the physical payment authorised. The bank system has a dual access requirement.

I was able to prove beyond doubt that payments lists are produced.

Confirm that checks of the accounts are made by a councillor.

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 AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a risk management policy which appears to have been most recently reviewed and approved by council in March 2023. I reviewed the policy and the risk assessment record, which details the types of risk identified, who might be harmed and how, assigns a perceived risk level, records action taken and how the risk is managed. This type of approach is suitable for a council of this size and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Zurich with the annual renewal date of September 2024. The council has public liability of £10,000,000 and fidelity guarantee of £250,000. The asset and money cover appear adequate for a council of this size.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

On the 15th of December 2022 minute ref 403.2022 council set a precept of £304,325

The draft 2024/25 budget is in progress and has been presented to committee – deadlines are achievable.

The council holds £103k in earmarked reserves (EMR). The reserves are clearly identifiable and show movement in the year.

The council holds c. £324k in the general reserve, it is anticipated this will reduce to £125k by the year end date. The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states 'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure' (para 5.33).

I estimate the net revenue expenditure to be in the region of £250K per annum. The general reserve balance is within the recommended range.

INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded, and promptly banked; and VAT was appropriately accounted for.

Audit findings

The council has three or four streams of income, Precept, VAT refund, Grant, interest & rent. The precept has been received in full and can be verified to the cashbooks and physical bank statements.

I also reviewed the cashbook for evidence of netting off and to ensure, the individual entries were in accordance with the heading under which they were posted and corrections/transfers where evident were bonafide. We found no evidence of breaches of financial regulations in the sample testing completed.

The council is not VAT registered and there is no indication that it should be.

E. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT

appropriately accounted for.

Audit findings

The council does not have any petty cash.

F. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The payroll is processed by external firm using third party software. Salary approvals are part of the general payments approval process.

The council has fulfilled its obligations in respect of auto-enrolment and uses LGPS.

I tested the tax deduction and pay scales there were no errors. I am of the opinion salaries are correctly calculated and paid.

All council employees are paid through the payroll for all council work undertaken. No employees are paid separately for any other council work undertaken.

There are no councillor allowances.

I reviewed the HMRC gateway account, the council is update to date will all payments and correctly does not claim the employment allowance.

G. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a simple excel fixed asset register in place, broken down into sections containing land and buildings, street furniture, equipment, etc.

The register contains insurance values, additions, disposals, and current value. This simple form of recording is entirely appropriate for a council of this size.

The council has no PWLB borrowing nor any long-term investments.

H. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Bank reconciliations are completed on a regular basis, independently checked, and presented to council meetings for review. I reviewed the reconciliation as at 30/09/2023 presented for the interim audit. I was able to confirm the balances to the bank statements and found no errors. I am also able to confirm that the reconciliations are signed.

The council has an investment strategy, which will be published on the council website.

As the council's budget does not exceed €500,000, it benefits from protection from the Financial Services Compensation Scheme (FSCS).

YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Section 1 – Annual Governance Statement

	Annual Governance Statement	<i>'Yes,' means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2022/23 year- end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor has completed two audits during the year.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – where matters are raised, action taken by council is recorded

	Annual Governance Statement	<i>'Yes,' means that this authority</i>	Suggested response based on evidence
8	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>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability	<i>has met all of its responsibilities where, as a body corporate, it is a sole</i>	N/A
	responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>managing trustee of a local trust or trusts.</i>	

Section 2 – Accounting Statements

AGAR box number		2021/22	2022/23	Auditor notes
1	Balances brought forward	251,453	228,194	Agrees to 2021/22 carry forward (box 7)
2	Precept or rates and levies	256,856	276,900	Figure confirmed to central records
3	Total other receipts	28,725	20,824	Agrees to underlying records
4	Staff costs	106,674	130,000	Agrees to underlying records
5	Loan interest/capital repayments	0	0	Verified against PWLB records
6	All other payments	202,166	149,540	Agrees to underlying records
7	Balances carried forward	228,194	246,378	Cast correctly and agrees to balance sheet
8	Total value of cash and short-term investments	246,482	252,576	Agrees to bank reconciliation
9	Total fixed assets plus long-term investments and assets	617,493	619,717	Matches asset register - 2022 restated To remove insurance values and replace with £1
10	Total borrowings	0	0	Verified against PWLB records

For Local Councils Only	Yes	No	N/A		
11a	Disclosure note re Trust Funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

The year-end accounts have been correctly prepared on an income and expenditure basis with a box 7 and 8 reconciliation.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2021/22.

I. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick “not covered”)

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

The council has income and expenditure in excess of £200,000 and as such is required to follow the “Local Government Transparency Code 2015” which is recommended practice not a statutory requirement.

The Code requires local authorities in England to publish the following information quarterly:

Expenditure exceeding £500	On the web site
Government Procurement Card transactions	On the web site
Procurement information	On the web site as not applicable

Additionally, local authorities are required to publish the following information annually:

Local Authority Land	On the web site
Social Housing Assets	On the web site as not applicable
Grants to voluntary, community and social enterprise organisations	On the web site
Organisational Chart	On the web site
Trade union facility time	On the web site as not applicable
Parking account	On the web site as not applicable
Parking spaces	On the web site as not applicable
Senior salaries	On the web site
Constitution	On the web site
Pay multiple	On the web site
Fraud	On the web site as not applicable

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

- 13(1)** An authority must publish (which must include publication on that authority’s website)
 - (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
 - (b) the Annual Governance Statement approved in accordance with regulation 6(3)

- 13(2)** Where documents are published under paragraph (1), the authority must
 - (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
 - (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor’s Report and Certificate) of the AGAR are available for review on the council website for the last five years.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set

Audit findings

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	18 May 2023
Date inspection notice issued	2 June 2023
Inspection period begins	5 June 2023
Inspection period ends	14 July 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2023 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4*
- *Section 2 - Accounting Statements 2022/23, approved and signed, page 5*

Not later than 30 September 2023 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the publication requirements for 2022/23 have been met and the Notice of Public Rights is published on the council website.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts. This test does not apply.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded, and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Interim audit 2024 – audit points

Audit Point	Audit Findings	Council comments
Financial Regulations	I reviewed the Scribe payments list for all items over £3,000 and was able to verify to the physical invoice, with assistance from the clerk I was also able to verify that council had pre-approved the expenditure in accordance with regulation and that where applicable quotes and estimates had been obtained. If I had one recommendation it would be to add a note or annotation to the financial transaction that denotes the minute references as this type of expenditure will always attract interest.	

	<p><i>Financial Regulation deals with purchase and sale of assets etc.</i></p> <p><i>14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.</i></p> <p><i>14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council with a full business case.</i></p> <p>I recommend council review the text of regulation 14 and alter the thresholds to match day to day practice.</p>	
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The Chairman advised that he had been present during the Interim Internal Audit and that the Auditor was very happy with the work carried out by the Clerk to the Council and the Finance Officer.

It was proposed by Cllr G Adam, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the Interim Internal Audit report be approved.

e) 4th draft budget 2024/2025

The 4th draft budget was tabled for the Members further consideration.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr G Adam, and unanimously **RESOLVED** that the budget be increased by 80p per month (per Band D rated property). The budget for the financial year 2024/2025 to be set at £339,900.

This represented a budget increase of 11.69% and a Band D rating increase of 9.67% (the difference between the budget increase and the Band D rating increase is due to an increase in the number of properties within the parish (known as The Tax Base)).

Precept request to be submitted to Guildford Borough Council on 15 December 2023.

f) Quarterly financial check 6 December 2023

The financial check was undertaken by Cllr M Price on 6 December 2023. Cllr Price advised that he had checked the bank statements for every account, which were all in accordance with the bank reconciliations.

All the payments on the lists could be traced back to the accounts and all the financial records of the Council were in good order.

The Skipton account is £1,000 over the FSCS threshold, albeit the Skipton account is providing the best interest, so it would be advisable to keep a close eye on the Skipton Building Society.

The Clerk advised there are a limited number of accounts which can be used by a Parish Council, though Lloyds Bank appears to be a popular choice for local councils.

It was proposed by Cllr M Fance, seconded by Cllr P Cragg, and unanimously **RESOLVED** that Cllr Price's report be approved and accepted.

The Clerk thanked Cllr M Price for his assistance with this task.

g) S106 monies towards environmental improvements at Perry Hill Green (arising from the new development named Bluebell Rise, off School Lane)

The Clerk advised that a S106 Agreement was secured towards environmental improvements to the Perry Hill Green Open Space need for which arises from the Development.

A sum of £5,800 & interest (amounting to £7,217.05) has been received by Guildford Borough Council. The Parish Council is now required to submit a General Fund Capital Programme – S106 Schemes: Bid for Expenditure Approval form and is not allowed to spend any money on this project prior to the S106 being paid to the Parish Council.

Following discussion, it was proposed by Cllr M Fance, seconded by Cllr P Cragg, and unanimously **RESOLVED** that 1 x six-foot bench (made from recycled plastic to match the United Reformed Church commemorative bench) and seven recycled plastic planters would be ordered.

The Clerk stated that any remaining monies can only be spent on providing environmental improvements at this specific location.

h) Electricity supply to Wood Street Village Green

The Clerk stated that whilst the Parish Council's contract states the Christmas tree on Wood Street Village Green is to be illuminated from mid-November until the 12th night in January annually, someone had turned off the lights. As the Wood Street Village Association (WSVA) pays for the electrical supply to the Green the Parish Council lacks sole control over the illumination of the Christmas tree, regardless of the contact.

The Clerk therefore enquired whether the Parish Council should take over responsibility for the electricity supply at this location.

Cllr T Wright advised that the Church had asked for the lights to be off until 1st December, although the Clerk advised that no formal request to that effect had been received.

Following discussion, it was proposed by Cllr T Wright, seconded by Cllr B McShee, and unanimously **RESOLVED** that the existing arrangements be left status quo.

i) Virements

It was proposed by Cllr G Adam, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the following virements be approved:

- Vire £4,500 from Contingency Fund (Code 8) to Playground Repairs (Code 19)
- Vire £800 from Contingency Fund (Code 8) to Training (Code 9)

440-2023 - Land Management/H&S Report

The Assistant Clerk had prepared the following report for members' consideration. A copy of the report had been emailed to all members in advance of the meeting.

Weekly Reports

Worplesdon, Jacobs Well, and Fairlands play areas, the Husson Breeze, and community car park at Wood Street were checked on 18.09.23, 25.09.23, 02.10.23, 09.10.23, 16.10.23, 23.10.23, 30.10.23, 06.11.23, 13.11.23, 20.11.23, 05.12.23, and 07.12.23.

Monthly Health and Safety Reports

The monthly inspections were undertaken on 18.09.23, 19.09.23, 12.10.23, 18.10.23, and 19.10.23. Inspections for November did not take place.

Completion of works:

The Head Groundsman has, in addition to his regular inspections, litter picks, and grille clearance:

- Resecured the Perry Hill village signpost, which was wobbling.
- Erected temporary signage at Pitch Place Green stating 'No Ball Games' against Pitch Place House perimeter walls.
- Completed replacing the third and final damaged multiplay deck at Jacobs Well play area.
- Handed in a found handbag to Guildford Police Station.
- Loaned road cones to a resident of Perry Hill.
- Unblocked the overflow at Wood Street Village Pond repeatedly.
- Noted that the knee-rail fencing at the edge of Worplesdon Memorial play area has been removed.
- Erected blue-green algae warning signs at Harry's Meadow and Jacobs Well Recreation Ground.
- Cleared and edged the ACCO drain at Jacobs Well play area and the concrete-edged wetpour.
- Erected play area consultation posters at Worplesdon Memorial play area.
- Cut the grass at Fairlands play area and at Worplesdon play area.
- Cut back the brambles behind the bus shelter on Aldershot Road.
- Cut back lengthy grass at various locations in Harry's Meadow.
- Removed horse chestnut branches from Pitch Place Green which had fallen following a vehicle strike.
- Moss sprayed at Fairlands and Worplesdon Memorial Hall's play areas.
- Cleared out the shipping container.
- Installed a grit bin adjacent to Coombe Lane, Perry Hill, and filled it with rock salt.
- Refitted the plastic post at Jacobs Well war memorial which has been struck by a vehicle.
- Hand delivered letters to specific properties relating to Health and Safety issues arising from Land management concerns.
- Reported the blocked surface water drain at Frog grove Lane to SCC Highways.
- Installed the replacement Froggo bin liner at Wood Street Village Community Car Park.
- Created three access gates to the fenced off trial areas at Harry's Meadow, Jacobs Well.
- Noted that Anti-Social Behaviour (ASB) is occurring through vehicles driving across Wood Street Village Green.
- Reported that the tree logs at the triangle in Perry Hill are no longer acting as a deterrent to unauthorised encampments.
- Erected 'no parking' posters at Jacobs Well Recreation Ground following the change in weather.
- Erected Christmas lights consultation banners across the parish.
- Erected 'Merry Christmas' banners at locations across the parish.

The Assistant Clerk has:

- Collected the road pins from the fencing contractor at Harry's Meadow.
- Reported blue-green algae in Jacobs Well (Britten's Pond) to the Environment Agency.
- Reported multiple flytips in Wood Street Village (Pound Lane and Pinks Hill) to Guildford Borough Council.
- Liaised with contractors at Broad Street regarding the temporary storage of building materials on common land.
- Ordered reflectors to be fixed to the SCC fencing at Worplesdon Memorial Hall layby, in accordance with the grant received from SCC.
- Reported multiple flooding incidents at locations across the parish.

Contractors have:

- Undertaken repairs at damaged Wood Street Village Community Car Park.

- Repaired the broken fencing in the layby outside Worplesdon Memorial Hall (following a grant from SCC).
- Installed the replacement bench at Fairlands shops.
- Removed tree branches which were overhanging the play area at Worplesdon Memorial Hall play area.

Work agreed with contractors/volunteers:

- Commemorative bench for Wood Street Village Green (fabricated and ready for delivery).
- Base for commemorative bench for Wood Street Village Green (Clerk and Assistant Clerk to survey appropriate sites 15.12.23).
- Electricity supply to be installed across Perry Hill Green (subject to permission from SCC and the DigDat data being obtained) for the provision of Christmas lights.
- Wildflower areas to be identified through information board signage at Harry's Meadow, Jacobs Well (awaiting drafts of board designs from sign-maker).

Quotations obtained for:

- Provision of bench and planters at Perry Hill Green.

Quotations required for:

- Replacement basket swing seat [to be included with the additional works required for the upgrade to Worplesdon Memorial Hall Play Area].
- Wet pour shrinkage repairs at Fairlands play area [Assistant Clerk/Groundstaff to measure up].
- Rural pie seat replacement/repair [discussions with recycled plastic manufacturer ongoing].

Outstanding works:

- HAGS multiplay unit at Jacobs Well to be re-stained (weather reliant) – part-completed.
- Damaged bench slat at Perry Hill Green requires replacement – ageing bench: consider replacing due to concrete supports deteriorating.
- Assistant Clerk, Head Groundsman, and Groundsman to create an inventory of items stored in the shipping container.
- Height signage to be affixed to the height barrier at Jacobs Well Recreation Ground.
- Yellow hazard line to be repainted at Worplesdon play area.

It was proposed by Cllr B Ahier, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the report be approved and accepted.

441-2023 - Guildford Borough Council's Public Spaces Protection Order (PSPO) for Dog Fouling – Deadline for responses 20 December 2023 <https://www.guildford.gov.uk/article/24848/Dog-fouling>

Guildford Borough Council is currently seeking to obtain a PSPO but must prove that there is a need for it.

The Borough Council is, therefore, seeking the Parish Council's support on this.

An order is made under Antisocial Behaviour legislation. Currently, when in a public space, failing to clean up immediately after a dog has fouled is a breach of the PSPO and can be punished with the issuing of a Fixed Penalty Notice. If this Notice is not paid, the Council may prosecute the offender. Without such an order in place, Guildford Borough Council would have no powers to enforce dog fouling.

It was proposed by Cllr B McShee, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the Parish Council support the Borough Council's endeavours, and to request that the following locations be included within the PSPO:

1. Harry's Meadow, Jacobs Well

2. Whitmoor Common Car Park (Salt Box Road) leading towards the railway bridge and also towards Worplesdon Road
3. Wood Street Village SANG. (Known as the Wood Street Knoll)
4. Fairlands Estate
5. Jacobs Well Village.

Dog fouling causes significant issues: impact on grass cutting contractors, dog mess being walked into the schools via children's shoes, mess being left in front of gates into people's homes, the concern about illness resulting from dog mess, the noxious smell that results. Local social media channels are full of complaints about this issue.

Residents are encouraged to report this issue to Guildford Borough Council via the following link:
<https://www.guildford.gov.uk/article/24848/Dog-fouling>.

442-2023 - Annual and quarterly playground inspections

ANNUAL PLAYGROUND INSPECTIONS SUMMARY

On 23 November 2023 Inspector Richard Sewell (RPII Annual Inspector) from the Play Inspection Company inspected all five play areas within the Worplesdon parish. This is a summary of findings from all five reports. All sites were classified as Low Risk, and the report highlighted that continued monitoring and some minor maintenance is required.

With regard to site and equipment accessibility, the sites were classed as follows:

- Severely limited access (Worplesdon Memorial Hall Muga and Teenage area, Wood Street Village, Fairlands, Jacobs Well)
- Generally accessible; an area accessible to most (Worplesdon Memorial Hall Toddler area)

Some of our play equipment (notably swing bays) was installed some years ago, and since then recommendations have changed, leading to certain repeated findings.

Fairlands Play Area

There is some tree debris on the surfacing – remove and maintain. The **safety surface** adjoining the edging surround has gaps opening - Monitor for any further deterioration and repair as required. The safety surface is also lifting at the edges and creating trip points – Repair perimeter of surfacing to remove trip points.

Access Gate from Field

The gate is closing too slowly (in excess of 8 seconds). Take action to ensure the gate closes between 4 and 8 seconds.

Swings - 1 Bay 2 Seat (Flat and Tango)

- 1) The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor – No remedial work recommended.
- 2) The swing seat connectors are loose – Tighten to secure.
- 3) There is some wear to the shackles – Monitor for any further deterioration and replace when 40% worn
- 4) The chain links are worn in excess of 50% and require renewing – Replace worn chains.

- 5) There is moderate damage to the surface – Repair the damaged areas of surfacing.

Swings - 1 Bay 2 Seat (Cradle)

- 1) The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor – No remedial work recommended.
- 2) There is some notable evidence of chain wear – Monitor for any further deterioration and replace when 40% worn.
- 3) There is some wear to the shackles – Monitor for any further deterioration and replace when 40% worn.

Rock Stack (Climbing rock)

- 1) The item has missing components (handholds) – consider replacing missing components.
[N.B. These items are not missing – it is designed so handholds/grabs can be moved around]

White House Lane, Jacobs Well Play Area

There is algae, silt, or moss growth on the surfacing resulting in slippery conditions – Clean and treat appropriately. There is some tree debris on the surfacing – Remove and maintain.

There is a body of water or a water basin in close proximity to the playground. Risk assessment of this is a specialist field and outside the scope of our inspection – Contact our official water safety partner, the RLSS (Royal Life Saving Society) at ww.rlss.org.uk and/or ensure the appropriate risk assessment is in place.
[Appropriate risk assessment is in place]

Fence – Bow Top

- 1) There is some damage to the fence sections – Monitor for any further deterioration and repair as required.

Basket swing

- 1) The surfacing dimensions are short and do not meet with the requirements of the current applicable standard. Monitor – no remedial action required.
- 2) The bushes are worn or missing – Replace worn or missing bushes.
- 3) There is some wear to the shackles – Monitor for any further deterioration and replace when 40% worn.

Swing bay

- 1) The surface has subsided in some areas – Monitor for any further deterioration and repair as required.
- 2) There is algae or moss on the surface of the equipment – clean and treat appropriately.
- 3) The swing seat connectors are loose – tighten to secure.
- 4) The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176 Part 1; clause 4.2.13. Chains – Monitor – No remedial work recommended.

Play Panel

- 1) Area around the panels has eroded and may become slippery – Reinstate eroded area.

Activity Equipment - Multi Play (Junior)

- 1) There are post/end caps missing from the item – Replace missing end caps.
- 2) There is/are bolt cap covers missing or damaged on the item – Replace missing or damaged bolt cap covers.
- 3) The surface has subsided in some areas – Monitor for any further deterioration and repair as required.
- 4) The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process – Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability.

Wood Street Green Play Seat Area

- 1) It is recommended that information signs with emergency contact details are installed at each
- 2) entrance/exit point to the playground - Provide in accordance with the recommendations set out in BS EN 1176.

Rocking Equipment - Three Way Springer

- 1) There is some damage to the item – Monitor for any further deterioration and repair as required
- 2) There is algae, silt or moss growth on the surface resulting in slippery conditions – clean and treat appropriately.
- 3) There is some damage to the item (paint flaking off the metalwork)- Rub down and repaint as required.

Worplesdon Play Area

- 1) There is some tree debris on the surfacing – Remove and maintain.

Fence – Bow Top

- 1) There is some damage to the fence sections – Monitor for any further deterioration and repair as required.

Metal bench

- 1) The surface beneath has eroded in some areas and may be slippery in wet conditions – Reinstate the surface.

Wooden bench

- 1) Parts of the timber are rough or splintered – Remove all rough or sharp edges.
- 2) There are bolt cap covers missing or damaged on the item – Replace missing or damaged bolt cap covers.

Swings - 2 Bay (2 Flat, 1 Cradle and 1 Tango)

- 1) The shackles are worn in excess of 40% and require renewing – Replace worn shackles.
- 2) The swing seat connectors are loose – Tighten to secure.
- 3) The bushes are showing signs of wear – Monitor for any further deterioration and replace as required.
- 4) The chain openings are in excess of 8.6mm as recommended by BS EN 1176 - Monitor – No

remedial work recommended.

Rotor Play - Rotating Chairs

- 1) Parts of the steel structure protrude beyond the protected elements of the seat and fail to meet the requirements of BS EN 1176 Part 5 – Monitor - no remedial action recommended.

Worplesdon Teen Area

- 1) There is a redundant concrete base in the grass – Remove if not required. [The concrete base is believed to be leftover from when the knee-rail fencing was removed – responsibility of WMH Trustees]

Multi Use Games Area - Multi Use Games Area (MUGA)

- 1) There is/are finger entrapments in the structure and the item fails to meet the requirements of BS EN 15312 Clause 4.4.2.2 Entrapment of fingers – Monitors – No remedial work recommended.
- 2) There is some damage to the item – Monitor for any further deterioration and repair as required.
- 3) The item fails to meet the requirements of BS EN 15312 4.4.2.1 head and neck entrapment in the structure – Monitor – No remedial work recommended.
- 4) The paint is flaking off the metalwork – Rub down and re-paint.

Bow-top fencing

- 1) There is some damage to the fence sections – Monitor for any further deterioration and repair as required.

Picnic table

- 1) The surface beneath has eroded in some areas and may be slippery in wet conditions – Reinstate the surface.
- 2) There is some evidence of fire damage to the item – Monitor for any further deterioration and repair as required.

Bench (green)

- 1) The paint is flaking off the metalwork – Rub down and re-paint.

Swings - Basket Swing - Type 1

- 1) The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176: 2008 Part 1; clause 4.2.13, Chains - Monitor – No remedial work recommended.
- 2) The bushes are showing signs of wear – Monitor for any further deterioration and replace as required.
- 3) The ropes/nets are worn/damaged in places – Monitor for any further deterioration and repair or replace as required.
- 4) The seat has minor damage or wear – Monitor for any further deterioration and replace as required.
- 5) There is surface corrosion/rust present on the item – Consider treating the item.
- 6) There is some wear to the shackles – Monitor for any further deterioration and replace when 40% worn.

Rotor Play - Overhead Rotator [Typhoon] – N.B. Please be advised that a quote has been accepted on 1/12/22 for remedial works to be carried out

- 1) The seat connection cannot be inspected without dismantling the seat – Dismantle the seat to inspect the seat connection for wear.
- 2) The seat suspension cover has been damaged – Monitor for any further deterioration and replace as required.
- 3) The fixings for this item were in excess of 2.5m above the standing surface and could not be fully accessed by the inspector. We have completed a visual inspection of the fixings from ground level, but a maintenance inspection should be undertaken to assess the security and wear of the components at intervals in accordance with the manufacturers recommendations – Inspect in accordance with the manufacturers recommendations.
- 4) This item of equipment relies on a single post, or a line of posts, for stability and extra care needs to be taken with equipment of this nature to avoid the potential for catastrophic failure – Ensure that regular detailed inspections are undertaken to assess for rot, corrosion and general stability.

Spinner Bowl

- 1) There is some damage to the item – Monitor for any further deterioration and repair as required.

Spinning Pole – Yellow

- 1) The surfacing dimensions are short and do not meet with the requirements of the current applicable standard – Monitor – no remedial action recommended.

Spinning Pole - Green

- 1) The surfacing dimensions are short and do not meet with the requirements of the current applicable standard – Monitor – no remedial action recommended.

Quarterly Playground Inspections – 1 December 2023

On 1 December 2023 Inspector Richard Randall from Dick Randall Services inspected all five play areas within Worplesdon parish. This is a summary of findings from all five reports:

Fairlands Play Area

Surfaces – where the rubber meets the path at the field end of the play area, the rubber is shrinking back which could cause a trip hazard. **(Low Risk)**

White House Lane, Jacobs Well Play Area

Rubber mulch – There are patches of weeds growing through the surfacing. The advice of the inspector is that a good weed killer is applied to the affected surfaces and the play area closed off for the 2 days. Failure to utilise weedkiller could lead to the rubber breaking up by it being forced apart. **(Low Risk)**

Rubber mulch – A distinct dip has appeared beneath the cradle seat. This is most likely due to the proximity to the pond and the stone/soil sub-base being washed away. There are also weeds growing in the mulch beneath the cradle/companion seat swing – treat the area with a good weedkiller. **(Low Risk – Monitor for further subsidence)**

Wood Street Green Play Seat Area

No areas of concern – all in good order.

Worplesdon Play Area

Worplesdon Junior/Teen Area

The bearing on the green whizzer is still stiff – consider regreasing/replacing. **(Medium Risk)**

The bearing on the yellow whizzer is still intermittently stiff – consider regreasing/replacing. **(Low Risk)**

The new seats on the Typhoon seem a little on the low side but the item is in good order.

Worplesdon Toddler Area

Double swing bay – There is rust showing on the crossbar joints (please note that it is not about to fall down anytime soon) – and whilst insignificant at present, it will only deteriorate. Consider a rub down and a repaint of the whole frame in Spring 2024. **(Low Risk)**

It was proposed by Cllr M Price, seconded by Cllr M Fance, and unanimously **RESOLVED** that both inspection reports be approved and accepted.

443-2023 - Sponsorship Policy

The Clerk had prepared a draft Sponsorship Policy based on other local sector sponsorship policies. This had been circulated to all Members via email in advance of the meeting.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the Sponsorship Policy be approved and adopted. The policy to be added to the Parish Council's website at the earliest opportunity.

444-2023 - GDPR (General Data Protection Regulation) attestations

All councillors and staff are required to undertake annual GDPR training.

Once the training is completed Councillors are required to complete an attestation form, which must be signed and returned to the Clerk.

Cllr J Messinger and Cllr T Wright was reminded of the need to complete this training at the earliest opportunity.

445-2023 - Clerk's Report

1. Surrey County Council – Minerals and Waste Planning Authority

The Minerals and Waste Planning Authority (MWPA) has recently published a new Waste Capacity Need Assessment (WCNA), undertaken by BPP consulting. This WCNA was produced in November 2023 as part of the evidence base supporting the preparation of the [Minerals and Waste Local Plan](#).

The WCNA seeks to identify the need for additional waste management capacity in Surrey in the years to 2042, by assessing Surrey's future waste arisings and the contribution existing facilities make. The WCNA comprises a number of reports, which can be viewed [on the Surrey County Council website](#).

2. Footpath repairs – FP no 431 – Whitmoor Common - Repair works to be carried out on behalf of Surrey County Council pre-Christmas, weather dependent.

3. Christmas light consultation – deadline 31 December 2023. Options for completing the survey:

- Paper copies can be requested from the Parish Office: 01483 300094
- Use the following URL <https://forms.office.com/e/t3gQ6gAPwg>
- Use the QR code provided on the Parish Council’s website, social media and banners.

446-2023 - Chairman’s Report

It has been a difficult year because of the disproportionate amount of time needed to be spent on issues raised by a small number of residents, this has resulted in some important issues being rushed and a few mistakes being made.

Community Speed Watch has continued through the six weeks and a total of 34 deployments have occurred in the year to date. We have welcomed Cllr Saffina Ellahi to the team, and even though on the last deployment we were snowed upon she is still willing to help. The statistics for the year indicate that we are having a positive effect on the driving community, as last year we recorded 2.8% offenders, whilst this year there have been 2.4% offenders.

2 November, I chaired the Full Council Meeting.

8 November, I attended the Internal Audit carried out by Mark Mulberry, and can report that the process went well with no issues raised by the auditor, and the Clerk and Financial Officer were both pleased that their hard work was well received. They were able to demonstrate that vouchers could be found both manually and electronically, proving that our systems are effective and robust.

11 November, I presided at the remembrance service at the War Memorial at Queenhythe Jacobs Well, which was also attended by Cllrs McShee, Price, and Snowball, and the Clerk Gaynor White, who laid the wreath.

12 November, I attended the Remembrance Service at Holy Trinity Church, and then the wreath laying ceremony in the ground of Guildford Castle. I was surprised by the number of residents from Guildford who attended the wreath laying ceremony. I would also say that both functions were well conducted and very moving.

16 November, I, and the Vice Chairman Cllr Adam, witnessed the Clerk signing the Statutory Declaration relating to the new lease for Unit 2 Saxton Parklands at the solicitor’s office on the business park. On returning to the office I, and the Vice Chairman, signed the new five-year lease document (witnessed by the Clerk) enabling it to be sent to the Parish Council’s solicitor. The Landlord to complete the process. The new lease to run from 16th December 2023 until 15th December 2028.

17 November, I attended the Flood Forum Meeting. One item that came across very clearly was that the algorithm used by SCC Flooding favours household flooding not road or estate flooding, which is the main issue across the parish. A video showing the flooding on Frog Grove Lane two weeks earlier was dismissed by SCC Flooding as to be expected during storm conditions.

20 November, I attended the Management Meeting of the FLGCA and presented a report from WPC. The main points were as follows:

1. The Memorial Services in Jacobs Well
2. Our New Groundsman
3. The possible increase in the precept
4. The Christmas Lights consultation
5. Succession planting across the parish
6. Flood Forum issue

23 November, I attended the General Purposes meeting.

27 November, I along with the Clerk and Assistant Clerk met with the Parish Council's Landlord for a general meet up. I can report that the Landlord is very happy with the way we are keeping the building, and the progress that has been made on extending the Lease on the office.

30 November, I held a small civic function to thank the CSW volunteers. Without their assistance I could not achieve the deployments across the Parish.

7 December, I attended the Official opening of the Silverbirch House Care Home at Tovey Green. The official opening was performed by the Mayor of Guildford Cllr Masuk Miah. Also in attendance were the Clerk, Assistant Clerk, Finance Officer, Head Groundsman and our new Groundsman together with Cllrs Ahier, McShee and Messinger.

12 December, the Clerk and I held a meeting with the management team of FLGCA to discuss the progress on the possibility of a new community building on the site in Fairlands.

447-2023 - Items for inclusion on future agendas

Cllr B McShee requested that the proposed closure, by Guildford Borough Council, of the recycling facility at Fairlands be included in the next agenda.

448-2023 - Date of next Full Council meeting – Thursday 11 January 2024 - 19:30.

Meeting closed 10:17pm.

Signed:

Chairman of the Council

Date: 11 January 2024