



Elstead Parish Council. c/o Woodview, Red House Lane, Elstead, Surrey. GU8 6DS
E. elsteadpc.clerk@gmail.com

Chairman: Mr Patrick Murphy. E. elsteadpc.pat.murphy@gmail.com

**Councillors are summoned to attend the Annual Parish Council Meeting
to be held as follows:**

Date: **Monday 19th May 2025**
Time: **7pm**
Place: **Elstead Youth Centre**

Members of the public who wish to raise any matters relating to Council business will be invited to do so at 7.30pm. A time of approximately 10 minutes has been set aside for question and answers.

Juliet Williams - Parish Clerk

The Agenda for the meeting is set out below:

1. Election of Chair
2. Completion of Acceptance of Office Forms
3. Election of a Vice Chair
4. Questions from Members of the Public
5. Apologies for Absence
6. Declaration of Interests
7. Annual review of Councillor Documentation – no changes proposed unless noted.
 - a. Code of Conduct
 - b. Standing Orders - proposal to adopt the revised model standing orders that were issued in May 2025
 - c. Financial Regulations – proposal to adopt the revised model financial regulations that were issued in May 2025
 - d. Model Scheme of Publication
8. To discuss and agree councillor roles and responsibilities for 25/26
9. To discuss and agree Elstead Parish Council objectives for 25/26
10. To agree arrangements and timetable for drafting CIL IDP
11. Annual review of policies – no changes proposed unless noted
 - a. Equality
 - b. Website
 - c. Woolfords Lane Cemetery
 - d. Floodlight policy
12. Annual review of TOR's – no changes proposed unless noted
 - a. Finance committee
 - b. Planning committee
 - c. Smiths Charity committee

- d. EVRS (working party)
 - e. Our Elstead (working party)
 - f. POR (working party)
 - g. Bonfire Hill Trust Committee
13. Approval of Minutes of the PC Meeting held April 14th 2025
14. Approval of Minutes of the Planning Meeting held April 14th 2025
15. Report following Meeting with WBC Planning/Environmental held 13th May 2025.
16. Review of draft Elstead Community and resilience Plan
17. Finance
- a. To review and note (previously circulated) Bank Account balances for April 2025.
(NB April reconciliation cannot be shared until after the audit scheduled).
 - b. To review (previously circulated) cheque listing and payments for May 2025.
 - c. To note expenditure made outside of meetings but in accordance with the Standing Orders
 - d. To approve the following costs: £1000 for war memorial cleaning and up to £500 donation to support the Memory Cafe.
18. Reports & Correspondence – circulated to councillors in advance
19. Exempt Business – to the exclusion of the public and press
20. Date of next meeting: **Monday 16th June 2025.**

21. Bonfire Hill Charitable Trust
- a. Approve transfer of deed documentation
 - b. Update on event on 28th June 2025

Juliet Williams
Clerk – Elstead Parish Council