



**Members are summoned to the
Monthly Meeting of Tandridge Parish Council
To be held on Tuesday 5th December at 7.30pm at St Peters Church, Tandridge**

A G E N D A

Members of the public and press are welcome and encouraged to attend.

55.	PROCEDURAL MATTERS
55.1	Apologies: To receive apologies for absence
55.2	Disclosure of Interests: To receive any disclosure by Members of any Disclosable Pecuniary Interests (DPIs) and / or other interests arising under the Code of Conduct
55.3	Public questions: The first ten minutes of the meeting are available for members of the public to raise questions about and comment on items on the agenda.
55.4	Minutes: Minutes of the Parish Council meeting held on the 7 th November 2023, are to be agreed and signed as a true record.

56.	REPORTS
56.1	County Councillor Report
56.2	District Councillor Report

57.	ADMINISTRATION
57.1	The Interim Audit has prompted Tandridge Parish Council to look over the Clerk’s Contract as it does not reflect the current terms. Councillors to review the Clerks reference document and confirm actions moving forward
57.2	The Interim Audit has prompted Tandridge Parish Council to action the annual increments of SCP points as per the Clerk’s contract and confirm actions moving forward.
57.3	Tandridge Parish Council to confirm a date for the HR Committee to hold an Appraisal for the Clerk. It is suggested that this held prior to the Parish Council meeting in January or February commencing at 7pm
57.4	Tandridge Parish Council to note that Cllr Sayer has raised the issue of changing the Ward name with the officers at Tandridge District Council as per correspondence from the Review Officer Paul Kingsley from The Local Government Boundary Commission for England.
57.5	Tandridge Parish Council to discuss and confirm actions regarding the Glebe field
57.6	Tandridge Parish Council to discuss and confirm actions regarding the Jubilee field
57.7	Tandridge Parish Council to discuss and confirm actions regarding the Millenium field including the quotation received from Roger Lampard relating to the trees which need attention

58.	FINANCIAL
58.1	Councillors to review and sign off bank reconciliation for November 2023 Month End
58.2	Councillors to approve Clerks December Salary based on SCP26 £1,176.50 Gross Less deductions of Tax and NI Councillors to acknowledge payment of the November (M8) PAYE via direct debit Councillors to approve the Clerks Expenses for November 2023 £31.40
58.3	Councillors to approve the backdated payment for the hourly increase on SCP26 from April until November 2023 based on the financial workings received on a separate email. Surrey Alc Ltd have sent the Pay scale document on 7 th November 2023 and increased SCP26
58.4	Councillors to approve the backdated payments for 2021/22 and 2022/23 for the missed SCP increments based on the financial workings received on a separate email.
58.5	Councillors to approve the following invoices: Strutt & Parker £500.00 - awaiting confirmation from S&P TEEC £28.80 - Requested the planning tool is fixed before payment is to be made Councillors to note the standing orders: David O'Mahony services £125.00 St Peters Church – Hire of Monthly Meeting Space £36.00
58.6	Tandridge Parish Council to review, amend and approve the budget and suggested precept amounts for 2024/2025
59.	PARISH ENVIRONMENT
59.1	Tandridge Parish Council to note that Roger Lampard is commencing work on the Jubilee Field on the 8 th December 2023
60.	NEIGHBOURHOOD PLAN
60.1	Councillors to note the Clerk is in communication with Groundworks UK attempting to secure a grant.
61.	PLANNING Applications to be reviewed by Tandridge Parish Council and comments sent to Tandridge District Council:
61.1	None at present
62	INFORMATION FOR COUNCILLORS (<i>for noting and including on future agendas</i>)
62.1	Future Agenda Items
63.	MEETING DATES
63.1	Tuesday 16 th January 2024, Tuesday 6 th February 2024, Tuesday 5 th March 2024