



**Members are summoned to the
Annual General Meeting of Tandridge Parish Council
To be held on Tuesday 13th May 2025 at 7.30pm at Tandridge Village Hall.**

A G E N D A

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

01.	PROCEDURAL MATTERS
1.1	To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
1.2	To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office
1.3	Apologies: To receive apologies for absence
1.4	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
1.5	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.
1.6	Minutes: Minutes of the Parish Council meeting held on the 4th March 2024, are to be agreed and signed as a true record.

2.	REPORTS
2.1	County Councillor Report
2.2	District Councillor Report

3.	ADMINISTRATION
3.1	Council to note a vacancy has arisen for a Parish Councillor after Caroline Wallace confirmed her resignation in April 2025. Tandridge Parish Council to discuss and confirm actions
3.2	Councillors to confirm the Standing Orders to be adopted for the municipal year 2025/26
3.3	Councillors to confirm the Financial Regulations to be adopted for the municipal year 2025/26
3.4	Councillors to confirm the Code of Conduct to be adopted for the municipal year 2025/26
3.5	Councillors to review parish assets, buildings, land and equipment as a correct record for 2025/26
3.6	Councillors to note that adequate insurance is currently in place until June 2025 and a new insurance policy is required from that date. Councillors to consider the renewal of insurance quotations
3.7	Councillors to confirm which training sessions they would like to attend
3.8	Tandridge Parish Councillors to discuss the new legislation information circulated relating to Parish Council email domain names.

4.	FINANCIAL
4.1	Council to note that from April 2025, an SCP point was added as per the Clerks contractual terms
4.2	Council to retrospectively approve April 2025 Clerks Salary based on SCP28 £1,277.90 Gross April Pay Less deductions of Tax and NI And retrospectively approve the PAYE amount for the month of April 2025 And Councillors to retrospectively approve the Clerks Expenses for March 2025 £42.20
4.2	Councillors to retrospectively approve the following payments made in April 2024: David O'Mahony £150 Tandridge Village Hall - APM £30.00
4.3	Council to approve May 2025 Clerks Salary: £1,277.90 Gross May Pay Less deductions of Tax and NI Less deductions of Tax and NI And approve the PAYE amount for the month of May 2025
4.4	Councillors to approve the Clerks Expenses for April 2025 £36.80
4.5	Councillors to approve David O'Mahony services £150.00 per month for 2024-25
4.6	Councillors to approve Tandridge Village Hall – Hire of May Meeting Space £30.00
4.7	Councillors to review and sign off the year ending 31 st March 2025 bank reconciliation
4.8	Councillors to review and sign off April 2025 bank reconciliation
4.9	Councillors to note that the VAT reclaim had been submitted for 2024/25
4.10	Councillors to confirm any charitable donations for consideration in the budget later in 2025 for the 2026/27 year

5.	PARISH ENVIRONMENT
5.1	Tandridge Parish Council to sign the lease and lease plan relating to the Village Hall Car Park and Children's Play area
5.2	Councillors to discuss the Asset of Community Value Status for the Barley Mow, Tandridge

6.	NEIGHBOURHOOD PLAN
6.1	Councillors to note the progress made by the Neighbourhood Plan Group

7.	PLANNING – Applications to be reviewed by Tandridge Parish Council and comments sent to Tandridge District Council
7.1	2025/458 Tandridge Golf Club, Godstone Road, Oxted, Surrey, RH8 9NQ New water storage lake, with associated security fence and landscaping Tandridge
7.2	2025/269 2 Paygate Cottages, Godstone Road, Oxted, Surrey, RH8 9NG Extend the existing access lane providing access to school house down the front of 1 and 2 Paygate cottages. Widening the existing 1 metre wide footpath to 3 metres.

8.	INFORMATION FOR COUNCILLORS (for noting and including on future agendas)
8.1	Internal Auditor – 14 th May 2025 AGAR to be signed at the June Meeting

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9.	MEETING DATES
9.1	Tuesday 3 rd June 2025 Tuesday 1 st July 2025 Tuesday 2 nd September 2025 Tuesday 7 th October 2025 Tuesday 4 th November 2025 Tuesday 2 nd December 2025 Tuesday 6 th January 2026 Tuesday 3 rd February 2026 Tuesday 3 rd March 2026