

To all Members of Normandy Parish Council

You are summoned to attend a meeting of **NORMANDY PARISH COUNCIL** that will be held on **THURSDAY 14 MAY 2026** at **7.00pm** at the **ROYAL BRITISH LEGION** on **GUILDFORD ROAD, NORMANDY**

*The meeting is open to the press and public unless the council do otherwise resolve to enter private session where members of the public and press are excluded. During this meeting the public are allowed to film the Council/Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.*

Amanda Pick

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Clerk to Normandy Parish Council

Publication date: 7th May 2026

AGENDA

C26-001 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

- (a) To elect the Chairman of Normandy Parish Council for the 2026/27 civic year
- (b) The new Chairman to sign the Chairman's declaration of acceptance of office
- (c) To elect the Vice-Chairman of Normandy Parish Council for the 2026/27 civic year

C26-002 APOLOGIES

To receive and accept apologies for absence

C26-003 DECLARATIONS OF INTEREST

To receive any declarations of personal and/or prejudicial interest from members regarding items of the agenda

C26-004 MINUTES OF PREVIOUS MEETINGS

To receive and adopt the minutes of the council meeting held on 23 April 2026

C26-005 QUESTIONS FROM THE PUBLIC

Members of the public may ask a question, make representation, or give evidence in respect of the business on the agenda for a maximum per item of 5 minutes

C26-006 REPORTS FROM OTHER AUTHORITIES

To receive reports from representatives of other authorities:

- (a) Surrey County Council
- (b) Guildford Borough Council

C26-007 COMMITTEE STRUCTURE AND MEMBERSHIP

- (a) To agree the standing committees for 2026/27 and appoint Members to each committee.
- (b) To agree working groups for 2026/27 and appoint members to each
- (c) To determine the dates, times and place of ordinary meetings of the council up to and including the next annual meeting of the Council.
- (d) To agree the Terms of Reference for committees and working groups

- C26-008 COUNCIL MEMBERSHIPS AND SUBSCRIPTIONS**
To confirm the council's ongoing membership and/or subscriptions.
- C26-009 COUNCIL GOVERNANCE POLICIES**
To approve and adopt the following policies:
(a) Standing Orders
(b) Financial Regulations
(c) Members Code of Conduct
- C26-010 SCHEME OF DELEGATION**
To approve continuation of the existing Scheme of Delegation
- C26-011 GENERAL POWER OF COMPETENCE (GPC)**
To consider the council's eligibility for the General Power of Competence
- C26-012 REVIEW OF INVENTORY OF LAND AND OTHER ASSETS**
To review the asset list
- C26-013 CONFIRMATION OF INSURANCE & ASSESSMENT OF RISKS**
To ensure all insurable risks remain covered
- C26-014 STRATEGIC ACTION PLAN**
To review the Strategic Action Plan
- C26-015 FINANCE AND GOVERNANCE**
(a) To approve the schedule of invoices for payment
(b) To note a fund transfer between accounts since the April meeting
(c) To review the council's expenditure incurred under S.137 of the Local Government Act 1972
(d) To approve continued use of variable direct debits for ongoing utilities and contracts
- C26-016 INTERNAL AUDIT**
(a) To discuss and approve the Internal Auditor report
(b) To discuss the variances report
(c) To discuss and approve and sign off the AGAR s1
(d) To discuss, approve and sign the AGAR Accounting Statement
(e) To note the dates of the public rights; 29 June – 7 August (inclusive)
- C26-017 EXTERNAL AUDIT**
To receive and approve the external auditors report 2024-25
- C26-018 PLANNING**
To consider responses to the following applications:

No.	Address	Detail
26/P/00395	Land adjacent to Bushey Lea Farm, Green Lane West, Ash Green, GU12 6EH	Change of use of land to form a private Gypsy and Traveller residential site comprising of two pitches, each with one static and one touring caravan, together with associated hardstanding, installation of a cesspit, and provision of landscaping.
26/P/00394	Land at the rear of 75, Glaziers Lane, Normandy, GU3 2EA	Erection of front and rear extensions, external alterations to the existing dwelling, including the formation of a pitched roof

C26-019 REPRESENTATION ON OUTSIDE BODIES

- (a) To hear an update on the council's representation on the Henry Smith Charity
- (b) To determine the voting representative attending the Surrey Association of Local Council's AGM.

C26-020 URGENT COMMITTEE BUSINESS

To consider any urgent items referred from any of the committees for approval by council

C26-021 EXCLUSION OF THE PRESS AND PUBLIC

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

C26-022 PERSONNEL MATTERS

- (a) To agree next steps for the recruitment of the Clerk & RFO
- (b) To agree training for officers

C26-023 ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

To receive any urgent information items and agree any items for inclusion on future council and/or committee agendas.