

CAPEL PARISH COUNCIL

BEARE GREEN, CAPEL AND COLDHARBOUR

Mrs Janet Russell
Clerk to the Council

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Parish Office & Hall
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Capel
Surrey RH5 5LD

14 May 2024

Dear Councillor

You are summoned to attend the **ANNUAL MEETING** of **CAPEL PARISH COUNCIL** to be held on **Monday 19 May 2025 at Capel Parish Hall, starting at 7:30pm.**

Public Questions

Ten minutes will be available after Declarations of Interest for the public to express a view or ask a question on relevant matters on the agenda.

AGENDA

- Election of Chairman: Signing of Acceptance of Office of Chairman
 - Election of Vice Chairman
 - Election of Chairman Finance and Planning Committees: Signing of Acceptance of Office
 - Election of Vice Chairman Finance and Planning Committees
 - Appointment of Parish Council Committees (i) Finance (ii) Planning
 - Signing of Acceptance of Office by all Councillors
 - Appointment of representatives to Committees
 - Appointment of Internal Auditor
 - Dates of all Full Council and Committee Meetings: January – December 2026
- 1 Apologies for Absence
 - 2 To sign the minutes of the Full Council meeting held on 28 April 2025
 - 3 To sign the minutes of the Planning Committee meeting held on 6 May 2025
 - 4 To sign the minutes of the Finance Committee meeting held on 6 May 2025
 - 5 Declarations of Interest
 - 6 Public Questions
 - 7 To approve the Grant Application for Temple Lane Allotments
 - 8 To approve the Grant Application for Church Garden of Remembrance
 - 9 To re-adopt updated Financial Regulations
 - 10 To re-adopt updated Standing Orders
 - 11 To re-adopt the Transparency Code for Smaller Authorities
 - 12 To confirm continued entitlement for General Power of Competence
 - 13 **Reports from Members**
 - (a) Finance (i) To agree, adopt and sign accounts to 19 May 2025
 - (b) Ward Matters
 - (i) Beare Green
 - (ii) Capel
 - (iii) Coldharbour
 - Appeal – MO/2025/0219 Rowemount Cottage, Abinger Road, Coldharbour
 - 14 Correspondence
 - Letter Closure Audiology Department, Dorking Hospital
 - Capel Cricket Club,
 - 15 Urgent matters at discretion of Chairman for note or inclusion on a future agenda.

Yours sincerely
Mrs J Russel, Clerk to the Parish Council

DATE OF NEXT MEETINGS

Planning Committee: Monday 2 June 2025

Full Parish Council meeting: Monday 16 June 2025 - John Venus Hall, Coldharbour

Finance Committee: Monday 1 September 2025