



caring for Claygate Village

Shirley Round
Parish Clerk & Responsible Financial Officer
Claygate Parish Council
Claygate Village Hall
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Claygate
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31st October 2019

NOTICE IS HEREBY GIVEN THAT

**A Meeting of Claygate Parish Council to be held in the Oak/Olive Room,
Ministry Centre, Church Road, Claygate
on Thursday 7th November 2019 at 7.30pm**

Shirley Round

Shirley Round,
Parish Clerk & Responsible Financial Officer

The meeting is open to the public. A quarter of an hour has been reserved for members of the public to address the council, for three minutes each, on any subject relevant to the agenda. In order to address the meeting, prior arrangements must be made with the Parish Clerk and Proper Officer, who will allocate a slot in order of application. Please note that the Parish Clerk and Proper Officer and at least one councillor will be available 15 minutes prior to all meetings for visits from residents to answer any general questions.

AGENDA

1. To accept apologies for absence.
2. To receive declarations of interest in items on the agenda.
3. To confirm the Minutes of the Parish Council meeting held on 19th September 2019.
4. To report on actioning of items from previous Council minutes and agree any further action.
5. To receive the Chairman's report and decide any action arising.
6. To receive the report from the Parish Clerk & RFO and decide any action arising.
7. To receive the finance report including expenditure for the balance of the year and decide action arising.
8. To discuss 2020/21 budget process and agree next steps.
9. To finalise an updated Community Infrastructure Levy (CIL) policy and application process.
10. To discuss and agree an updated Claygate Parish Council Grant Policy.
11. To discuss renewal of Highway Garden Site gardening contract and agree action.
12. To consider a motion to adopt the National Association of Local Councils model Standing Orders 2018.
13. To discuss a proposal to adopt a formal process for booking and holding Public Meetings.
14. To provide an update on the EBC Local Plan and agree next steps.
15. To note the minutes of the Planning Committee and agree any necessary action.
16. To note the minutes of the Highways, Transportation & Environment Committee and agree any necessary action.
17. To provide an update on a potential 20mph speed limit on Hare Lane and agree action
18. Communication of key decisions to Residents and input to Courier and the website.
19. To confirm the Zurich Insurance Policy renewal premium (including cover for the defibrillator) and agree action.
20. To confirm arrangements for the Remembrance Day Parade on Sunday 10th November.
21. To appoint a Parish Councillor as a trustee of the Claygate Village Hall Association.
22. Matters for information purposes only.
23. Motion to exclude Press and Public to discuss staffing matters to include agreeing a recruitment panel relating to the appointment of a new Parish Clerk/RFO
24. Staffing Matters in confidence.

**To confirm that the next meeting of the Claygate Parish Council will be held on
Thursday 16th January 2020 at 7.30 pm in the Small Village Hall**