

8 May 2014

**A meeting of Claygate Parish Council
will be held in the Small Village Hall
on Thursday 15 May 2014 at 7.30 p. m.**

All Parish Council meetings are 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, who will allocate a slot in order of application.

Anthony Sheppard
Chairman

AGENDA

1. To elect a Chairman for the ensuing year.
2. To elect a Vice Chairman for the ensuing year.
3. To receive the Chairman's declaration of acceptance.
4. To accept apologies for absence.
5. To receive declarations of interest in items on the agenda
6. To confirm the minutes of the Parish Council meeting held on 16 Mar 2014.
7. To report on the actioning of items from previous minutes: and decide any action arising.
8. To review delegation arrangements to committees, employees and other local authorities.
9. To confirm the remits of the Committees.
10. To appoint membership of the following committees: -
 - a) Planning Committee
 - b) Highways & Transportation Committee
 - c) Environment Committee
 - d) Communications Working Party
 - e) Staffing Committee
 - f) Complaints Committee
11. To review arrangements including any charters with other local authorities and review of contributions.
12. To review representation on or work with external bodies and arrangements for reporting back.
13. To review assets.
14. To review and confirm insurance cover in respect of all insured risks.
15. To review the Council's Health & Safety Policy, Standing Orders, Financial Regulations, Register of Interests, Hospitality Register, Risk Assessment Policy and the Complaints procedure.
16. To review the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
17. To review the Council's policy for dealings with the press and media.
18. To set the dates, times and places of meetings of the Council for the year ahead.
19. To consider the Chairman's allowance.
20. To consider the payment of annual subscriptions and agree action - **Resolution 1**
21. To receive the Chairman's report, including future relationship with the CRGT, and decide any action arising.
22. To receive feedback from the recent SALC Briefing Meeting and agree action arising.
23. To receive the report from the Parish Clerk, including the proposed purchase of a new computer and printer, and decide any action arising- **Resolutions 5 & 6**
24. To receive the finance report, including the Statement of Accounts and the Annual Governance Statement for the year ending 31/3/2014 and agree action. – **Resolutions 2 & 3**
25. To review the plan for expenditure for the balance of the year and agree action.
26. To decide the recipient of the Brian Rhodes Community Cup 2014.

27. To review the arrangements for the Annual Village meeting.
28. To discuss the Flower Show 2014, including underwriting Spider Mountain and agree action.- **Resolution 7**
29. To receive the report on Communications, including methods of communication such as Facebook, the website and decide any action arising - **Resolution 4**
30. To discuss the Brownies' request for a Centenary Display on the Firs Verge and agree action.
31. To receive the report of Planning Committee, and decide any action arising.
32. To receive the report of Highways & Transportation Committee and decide any action arising.
33. To receive the report of Environment Committee , and decide any action arising.
34. Matters for information purposes only.
35. **To confirm that the next meeting of the Claygate Parish Council will be held on Thurs 10 July 2014 at 7.30 pm in the SVH.**