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22nd February 2024

YOU ARE HEREBY SUMMONED TO ATTEND

A meeting of the Claygate Parish Council will be held on Thursday 29th February at 8.30pm in the Small Village Hall, Claygate Village Hall

The meeting is open to the public and press. 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, we would appreciate you contacting the Parish Clerk before 11am on the day of the meeting who will allocate a slot. All meetings will operate to our Privacy Policy which can be found at www.claygateparishcouncil.gov.uk. Please note that the capacity of the hall is limited, and places will be allocated on a first come first served basis. Doors will open at 8.20pm.

Covid 19

If attendees have any of the main symptoms of Covid-19 and/or have tested positive to Covid prior to the meeting, you should not attend. Please refer to www.gov.uk for full guidelines.

Dawn Lacey
Assistant to the Chair of Claygate Parish Council

AGENDA

1. To agree who will clerk the meeting.
2. To accept apologies for absence.
3. To receive declarations of interest in items on the agenda.

The declaration of interests ensures that Councillors, the public and others are made aware at the appropriate time, in proceedings of the Meeting and on other occasions, of any interest relevant to those proceedings or to the actions or words of a Councillor.

4. Pursuant to section 1(2) of Public Bodies (Admission to Meetings) Act 1960 the Council were asked to resolve that, because of the sensitive nature of the business to be transacted under Agenda item 30, To consider the recommendation from Staffing Committee to approve an updated Employment Contract, Hours and Pay for the new Clerk and item 31 To agree an adjusted budget for assistance with Agendas, Minutes and Accountancy Reconciliation - that the public and members of the press would be asked to leave the meeting during the consideration of this item due to confidential nature of the item.

5. To confirm the minutes of the Parish Council Meeting held on 1st February 2024
Claygate Parish Council Meeting 29th February 2024 - Final

6. Review actioning of items from previous minutes and agree any further action required
7. To review the outstanding actions list and update.
8. To consider the standing agenda item of Torrington Lodge.

Elmbridge Local Plan – to authorise the Chair in consultation with offer Councillors to take advice on the desirability of submitting comments on behalf of the Parish Council on the classification of Claygate as a District Centre and it thought fit to agree such comments and submit them to the Inspectorate before the 25th of March 2024

9. To consider a Staffing update on hiring.
10. To agree way forward with young adviser to the council.
11. To approve 24/25 Hanging Basket order with EBC for 30 hanging baskets and summer & winter troughs for £3514.30 + VAT
12. To decide on which contractor to proceed with for maintenance of garden sites following the tender process.

Appendix 1:

13. To discuss the Annual Village Meeting on 11th April 2024, who will chair and agree the agenda and speakers.
14. To confirm the process and timings for the Brian Rhodes Cup 2024 and how we will invite nominations.
15. To consider the quote for the Parade Sign and approve / not approve expenditure on the sign.
16. To note the plans for the 2024 election, an introduction to new councillors meeting on the evening of 9th May 2024 and agree any actions arising.
17. To sign the Civility and Respect Pledge.
18. To receive an update on progress with the Courier and see the draft.
19. To receive the Chairman's report and decide on any actions arising.
20. To review and sign the Reconciliation for December 2023 and January 2024
21. To receive the finance report including expenditure for the balance of the year and decide on any actions arising.

Appendix 2:

22. To confirm arrangements and timing for mock internal audit with Simon White.
23. Note the timetable for the 23/24 Year End Accounts Close Down and Internal and External Audit.

Appendix 3:

24. To consider updated risk assessment for Claygate Clean Up Days.

Appendix 4:

25. To note the plan and who will cover off what activities for Clean Up Day on 4th May 2024.

26. To confirm the Parish Council Plans for Claygate Flower Show in July 2024.

27. Remove Diane and Alan Leakey as coop tees to the council Environment Committee.

28. To move into closed session.

29. To consider the recommendation from Staffing Committee to approve an updated Employment Contract, Hours and Pay for the new Clerk.

30. To agree an adjusted budget for assistance with Agendas, Minutes and Accountancy Reconciliation

31. To move out of closed session.

32. To confirm the date and time of the next meeting.

MEETING: Parish Council Meeting

VENUE: Small Village Hall

DATE: Thursday 29th February 2024

TIME: 8.30pm

APPENDICES

APPENDIX 1: Attachments from Paul's Gardening Services and Andy's Gardening Services

APPENDIX 2: Currently no report on this

APPENDIX 3: Mock Internal Last week of March
Scribe Year End – Mid April
Proper Internal Audit Last week of April
To be completed by the End of the 1st week of May
Financial reports to be completed by 9th May ahead of the Annual Parish Council Meeting 16th May

APPENDIX 4: Risk Assessment