

2nd May 2018

NOTICE IS HEREBY GIVEN THAT-

**A Meeting of Claygate Parish Council
will be held on Thursday 10th May 2018 at 7.30 pm
in the Small Hall, Claygate Village Hall, Church Road, Claygate**

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.

Shirley Round

Parish Clerk & Responsible Financial Officer

AGENDA

1. To accept apologies for absence
2. To elect a Chairman for the ensuing year.
3. To receive the Chairman's declaration of acceptance.
4. To elect a Vice Chairman for the ensuing year
5. To receive declarations of interest in items on the agenda
6. To confirm the minutes of the Parish Council meeting held on 8th March 2018.
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 to the following committees and working parties: -
 - a) Planning Committee
 - b) Highways & Transportation Committee
 - c) Environment & Leisure Committee
 - d) Communications Working Party
 - e) Staffing Working Party
 - f) Complaints Committee
11. To review arrangements including any charters with other local authorities and review of contributions.
12. To receive a brief review on representation on external bodies in the previous year and 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 Standing Orders, Financial Regulations, Health & Safety Policy, Freedom of Information Policy, Freedom of Information Publication Scheme, Risk Management Policy, Document Retention Policy, Bullying & Harassment Policy, Data Protection Policy, Complaints Procedure, Register of Interests and the Hospitality Register. **Resolutions 1 and 2**
16. To review the Council's policy for dealings with the press and media.
17. To set the dates, times and places of meetings of the Council for the year ahead.
18. To consider the Chairman's allowance.
19. To consider the payment of annual subscriptions and agree action - **Resolution 3**

20. To receive the Chairman's report and decide any action arising.
21. To receive the report from the Parish Clerk and decide any action arising
22. To receive and review the Annual Governance Statement for the year ending 31/3/2018 and agree action. **Resolution 4**
23. To receive and review the Statement of Accounts for the year ending 31/3/18 and agree action. **Resolution 5**
24. To review the 2018/19 budget and the expenditure for the balance of the year and agree action.
25. To decide the recipient of the Brian Rhodes Community Cup
26. To discuss the Flower show 2018 and agree any action.
27. To receive the report of the Planning Committee, and decide any action arising.
28. To receive the report of the Highways & Transportation Committee and decide any action arising.
29. To receive the report of the Environment & Leisure Committee and decide any action arising.
30. To receive a report on the Communications WP and decide any action arising. **Resolution 6**
31. To discuss the Parish Council's involvement in the organisation of the Poppy Appeal collections in Claygate and agree action. **Resolution 7**
32. To discuss the application for a Grant from Pippa Moody to set up Boomerang Bags – a non-profit making community recycling project. **Resolution 8**
33. Matters for information purposes only.
34. Motion to exclude Press and Public to discuss Staffing matters.
35. Staffing matters in confidence. **Resolution 9**
36. To confirm that the next meeting of the Claygate Parish Council will be held on Thursday 12th July 2018 at 7.30 pm in the Small Village Hall.

RESOLUTION 1

It is **Resolved** that the formal tender limits in both the Standing Orders and Financial Regulations are amended to:

- Up to £1000 – best value for money sought
- Between £1000 - £25000 – three quotations sought
- Over £25000 – formal tender process

Proposed by: Cllr M. Sugden

RESOLUTION 2

It is **Resolved** that the Claygate Parish Council appoints Satswana Ltd to act as its Data Protection Officer.

RESOLUTION 3

It is **Resolved** that the Claygate Parish Council pays the subscription fees for all organisations as agreed at the Annual Meeting on 10th May 2018.

Proposed by: Cllr M. Sugden

RESOLUTION 4

It is **Resolved** that the Claygate Parish Council approves the Annual Governance Statement for the financial year ended 31st March 2018 and that the Chairman and Parish Clerk are authorised to sign.

Proposed by: Cllr M. Sugden

RESOLUTION 5

It is **Resolved** that the Claygate Parish Council approves the Accounts for the financial year ending 31st March 2018 and approves the Statement of Accounts for the financial year ended 31st March 2018 and that the Chairman and Parish Clerk are authorised to sign the latter.

Proposed by: Cllr M. Sugden

RESOLUTION 6

It is **Resolved** for the financial year 2018/2019, that the Claygate Parish Council Communications Working Party be authorised to incur expenditure of £4,680 to cover the cost of production of issues of the Claygate Courier, publicity, website maintenance and Parish Council social media.

Proposed by: Cllr M. Sugden

RESOLUTION 7

It is **Resolved** that the Claygate Parish Council establish a Poppy Appeal Working Party to consist of Councillors and interested residents to oversee the annual Poppy Day Appeal.

RESOLUTION 8

It is **Resolved** that the Claygate Parish Council approves a grant of £200 to Pippa Moody to set up Boomerang Bags – a non profit making community recycling project.

Proposed by: Cllr M. Sugden

RESOLUTION 9

It is **Resolved** that this Council approved the National Association of Local Councils (NALC) agreed increase for 2018/19 for the Clerk. The increase to be backdated to 1st April 2018.