

7th November 2023

YOU ARE HEREBY SUMMONED TO ATTEND

A Meeting of Claygate Parish Council will be held on Thursday 16th November 2023 at 7.30pm in the Treetops Pavilion, Claygate Recreational Ground

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. Doors will open at 7.20pm.

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.

Kate Biggs

Kate Biggs
Clerk & Responsible Financial Officer

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 Claygate Parish Council (CPC) Meeting held on 21st September 2023.
4. To review and update open actions remaining from previous CPC Meetings.
 - 4.1 Refurbishment of Claygate village sign. (CPC 6/7/23 minutes - Item 55)
 - 4.2 To review the 1st Claygate Scout Group application for a £1,000 Community Climate and Nature Grant. (CPC 6/7/23 minutes - Item 54)
5. To review and update outstanding actions remaining from the Strategy Day
 - 5.1 To accept the revised words issued as part of the summons to attend meetings. (See above)
 - 5.2 To review and accept the Media Policy document. (Appendix 1)
 - 5.3 To review the 'Young person to advise the Council' application processes (Appendix 2)
 - 5.4 To receive a presentation from David Jacobson from Surbiton Farmers' Market.
 - 5.5 To review the proposal to host an Artisan Market for Claygate in April 2024.

6. To receive an update regarding liaison with Elmbridge Borough Council (EBC).
 - 6.1 Torrington Lodge Development.
 - 6.1 Claygate Community Engagement Project. (Appendix 3)
 - 6.2 CPC Comments to the EBC Design Code (Appendix 4)

- 7 To consider rewording the CPC Village Design document to bring it in line with the new EBC Design Code when the final version is published.

- 8 To receive an update on liaison with Surrey County Council (SCC).

- 9 To receive the Finance Report including expenditure for the balance of the year and decide action arising.
 - 9.1 To agree and sign the revised July and August month end accounts. (Appendices 5 and 6)
 - 9.2 To agree and sign the September and October month end accounts. (Appendices 7 and 8)
 - 9.3 To review and agree Budget v Actuals to month end October 23. (Appendices 9, 10 and 11)
 - 9.4 To receive the year end forecast report (Appendix 12)
 - 9.5 To agree the date for the Finance Working Party to meet to enable a 2024/5 budget recommendation to be made to the CPC meeting on the 4th January 2024.

- 10 To review and agree large operating cost expenditure received since last CPC meeting on the 21st September 23.
 - 10.1 Sage invoice (Appendix 13)
 - 10.2 PKF Littlejohn invoice (Appendix 14)
 - 10.3 Scribe accounting package 5-month contract through to financial year end (Appendix 15)
 - 10.4 Claygate Parish Council domain name spend (2 years) (Appendix 16)
 - 10.5 To review the Tender for Parish Gardening Services (Appendix 17, 18, 19 and 20)

- 11 To receive an update from the Planning Committee and agree any action arising.

- 12 To receive an update from the Environment, Highways and Transportation and Committee and agree any action arising.

- 13 To receive an update from the Staffing Committee and agree any action arising.
 - 13.1 To review the Local Government pay award for 24/25 (Appendix 21)
 - 13.2 Staff office equipment costs (Appendix 22)

- 14 To receive an update from the Communications working party and agree any action arising.
 - 14.1 To receive an update regarding the proposed February edition of the Courier.

- 15 Matters for information purposes only.

- 16 To confirm that the next meeting of the Claygate Parish Council is to be held on Thursday 4th January 2024 at 8.30pm in the Main Hall, Claygate Village Hall.

MEETING: Claygate Parish Council Meeting
 VENUE: Treetops Pavilion, Claygate Recreational Ground, Church Road, Claygate, Surrey KT10 0JP
 DATE: Thursday 16th November 2023
 TIME: 7.30pm

Claygate Parish Council Meeting 16th November 23

Appendices Summary

- 5.2 Appendix 1 – CPC Media Policy
- 5.3 Appendix 2 – Young person to advise Council Advert
- 6.2 Appendix 3 – EBC Claygate Community Engagement Project
- 6.3 Appendix 4 – EBC Design Code – CPC Response
- 8.1 Appendix 5 – Revised July month end accounts
- 8.1 Appendix 6 – Revised August month end accounts
- 8.2 Appendix 7 – September month end accounts
- 8.2 Appendix 8 – October month end accounts
- 8.3 Appendix 9 – Break down of receipts and payments to date
- 8.3 Appendix 10 – Cashbook to date
- 8.3 Appendix 11 – Financials year to date
- 8.4 Appendix 12 – Year end forecast
- 9.1 Appendix 13 – Sage invoice
- 9.2 Appendix 14 – PKF Little John invoice
- 9.3 Appendix 15 – Scribe contract
- 9.4 Appendix 16 – Claygate domain name invoice (2 years)
- 9.5 Appendix 17 – Current Gardening Services Contract
- 9.5 Appendix 18 – Gardening sites included in 2020 contract
- 9.5 Appendix 19 – Tender Process
- 9.5 Appendix 20 – Tender letter in 2020
- 13.1 Appendix 21 – Local Government pay award
- 13.2 Appendix 22 – Clerk office equipment