



Sally Harman
Parish Clerk & Responsible Financial Officer
Claygate Parish Council
Claygate Village Hall
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13th May 2021

NOTICE IS HEREBY GIVEN THAT

**The Annual Meeting of Claygate Parish Council will be held
on Friday 21st May 2021 at 7.30pm in the Main Hall at the Village Hall.**

The meeting is open to the public and press. All attendees must notify the Clerk that they would like to attend by 11am on the day of the meeting. Attendees must wear facemasks, sanitise their hands on entry and exit and adopt appropriate social distancing within government guidelines whilst on site. If attendees have a high temperature, new continuous cough or a loss or change to their sense of smell or taste within 24hrs prior to the meeting you should not attend. 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, they must contact 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.

S Harman

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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 discuss and approve co-option to fill 1 vacancy on the Parish Council.
6. To receive declarations of interest in items on the agenda.
7. To confirm the minutes of the Parish Council meeting held on 11th March 2021.
8. To report on the actioning of items from previous minutes and decide any action arising.
9. To review delegation arrangements to committees, employees and other local authorities.
10. To confirm the remits of the Committees.
11. To appoint membership to the following committees and working parties: -
 - a) Highways, Transportation & Environment Committee
 - b) Planning Committee
 - c) Staffing Working Party
 - d) Complaints Panel
12. To review arrangements including any charters with other local authorities and review of contributions.
13. 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.
14. To review assets.
15. To confirm arrangements for insurance cover in respect of all insurable risks.
16. To confirm councils and /or staff subscriptions to other bodies
17. To review , reaffirm and adopt the Council's Standing Orders, Financial Regulations, Members Code of Conduct, Health & Safety Policy, Freedom of Information Policy, Freedom of Information

Publication Scheme, Risk Management Policy and Assessment, Document Retention Policy, Bullying & Harassment Policies, Data Protection Policy, Privacy Policy, Complaints Procedure, Media & Communications Policy, CIL Policy and Guidance, Grants Policy and Guidance, Register of Interests and the Hospitality Register.

18. To set the dates, times and places of meetings of the Council through to May 2022.
19. To agree the format for public attendance of meetings going forth.
20. To consider the Chairman's allowance.
21. To receive the Chairman's report and decide any action arising.
22. To receive the report from the Parish Clerk and decide any action arising.
23. To receive and note the Annual Internal Audit Report 2020/21.
24. To receive and review the Annual Governance Statement for the year ending 31/3/2021 and agree action.
25. To receive and review the Statement of Accounts for the year ending 31/3/21 and agree action.
26. To review the budget and the expenditure thus far for financial year 2021/22.
27. To agree the winner of the Brian Rhodes Community Cup 2021.
28. To discuss the Claygate Flower Show 2021 and agree any action.
29. To discuss the Village Meeting on Thursday 27th May 2021 via Zoom and agree any action
30. To review the consultation 'Local authority remote meetings: call for evidence' (closing date 17th June) and agree a response.
31. To note the update from Claygate Primary School re the Claygate Community Pool, to reiterate Claygate Parish Council's support for the project, subject to appropriate planning approval and Claygate Parish Council's support for their application to Your Fund Surrey.
32. To consider and propose to spend £2685 for a Memorial bench for Ken Huddart in the CRGT new garden.
33. To receive the report from the Planning Committee and decide any action arising.
34. To receive the report from the Highways, Transport and Environment Committee and decide any action arising.
35. To receive an update on Communications and to confirm that this Council is authorised to an expenditure of up to £6,500 per the approved 21/22 budget for communications.
36. To discuss and agree any action relating to carpark charges at the weekend at Claygate Railway Station carpark.
37. To consider a CIL grant application from Claygate Recreational Ground Trust for £20,000 towards improvement of pedestrian paths from the Claygate Pavilion to Dalmore Avenue Road and the creation of a family garden.
38. Matters for information purposes only.
39. Motion to exclude the Press and Public to discuss Staffing Matters
40. Staffing matters in confidence

To confirm that the next meeting of the Claygate Parish Council is planned to be held on Thursday 8th July 2021 at the Village Hall (room TBC) at 7.30 pm

Website: www.claygateparishcouncil.gov.uk