

NOTICE IS HEREBY GIVEN THAT

**The Annual Meeting of Claygate Parish Council will be held virtually
On Thursday 9th July 2020 at 7.30pm.**

Zoom Meeting ID: 904 051 5462
Password: Contact Clerk for password

The above meeting will be a virtual meeting (via Zoom) as allowed under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. These came into force on 4th April 2020. The meeting is open to the public and press and they are asked to contact the Parish Clerk for a password in advance in order to participate in this virtual meeting.

S Harman

Sally Harman,
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 11st May 2020.
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) Highways, Transportation & Environment Committee
 - b) Planning Committee
 - c) Communications Working Party
 - d) Staffing Working Party
 - e) Complaints Panel
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 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 Policy, Data Protection Policy, Privacy Policy, Complaints Procedure, Media & Communications Policy, CIL Policy, Grants Policy and Guidance, Register of Interests and the Hospitality Register.

15. To review the current Media and Communications Policy and to receive and consider a revised social media online communications policy.
16. To receive and consider the adoption of a Website Accessibility Statement.
17. To receive and consider the adoption of a Covid-19 Risk Assessment.
18. To set the dates, times and places of meetings of the Council for 2021.
19. To consider the Chairman's allowance.
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 note the Annual Internal Audit Report 2019/20.
23. To receive and review the Annual Governance Statement for the year ending 31/3/2020 and agree action.
24. To receive and review the Statement of Accounts for the year ending 31/3/20 and agree action.
25. To review the budget and the expenditure thus far for financial year 2020/21.
26. To receive the report from the Planning Committee and decide any action arising.
27. To receive the report from the Highways, Transport and Environment Committee and decide any action arising.
28. To receive an update on Communications.
29. Matters for information purposes only.

**To confirm that the next meeting of the Claygate Parish Council is planned to be held on
Thursday 17th September 2020 at 7.30 pm**

Website: www.claygateparishcouncil.gov.uk