



caring for Claygate Village

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4<sup>TH</sup> August 2023

## **NOTICE IS HEREBY GIVEN THAT**

**An Extraordinary Meeting of Claygate Parish Council will be held Thursday 10<sup>th</sup> August at 6pm in Claygate Village Hall.**

The meeting is open to the public and press. 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](http://www.gov.uk) for full guidelines. 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](http://www.claygateparishcouncil.gov.uk).

*Ron Spurs*

Locum 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 Extraordinary Parish Council meeting held on 8<sup>th</sup> June 2023.
4. To discuss and Approve any actions regarding the proposed development at the Torrington Lodge Car Park.
5. To review the delegation arrangements to Committees, Employees and other local authorities.
6. To confirm the terms of reference (Remits) of the Planning, Highways, Transportation and Environment and Staffing Committees and Communications Working Party.
7. To review, reaffirm and adopt the Council's:
8. Standing orders, Financial Regulations, Members Code, Members Code of Conduct, Health & Safety Policy, Freedom of Information Policy, Freedom of Information, Publication Scheme, Risk Management Policy and Assessment, Document Retention Policy, Data Protection Policy, Privacy Policy, Dignity at

Work Policy, Complaints Procedure, Media & Communications Policy, CIL Policy and Guidance, Grants Policy and Guidance, Sickness at Work Policy, (See Council Website Policies). Register of Interests and the Hospitality Register. (Attached). In relation to Communications Working Group proposal see document attached. Please note that all of the policies described have been previously circulated or are available on the Council website.

9. To consider the introduction of a Councillor Policy Approval tracking document.
10. To make arrangements with a view to the Council becoming eligible to exercise the General Power of Competence in the future.
11. To consider the re-signing of the Council to the Civility and Respect Pledge.
12. To consider the introduction of a Councillor Policy Approval tracking document.
13. To review and agree the remit, process and responsibility for the Parish Council's Facebook going forth.
14. Agree the format and agenda of the proposed strategy workshop on Sat Sept 16<sup>th</sup> – Cllr Donna Holt to act as facilitator.
15. To Approve/Not Approve the following:  
Co-option of Mr. Jonathon Stokes – to be co-opted onto both the Planning Committee and to the Environment, Highways and Transport Committee  
Co-option of Ms Diane Leakey and Mr Alan Leakey to be co-opted onto the Environment, Highways and Transport committee.
16. To consider the question of trees and shrubs overhanging pavements and possible actions to improve matters.