

**DRAFT**  
**Minutes of the Claygate Parish Council Meeting**  
**held on Thursday 13<sup>th</sup> January 2022.**  
**at 7.30 pm at Treetops Cricket Pavilion.**

**Present:**                    **Chairman:** Geoff Herbert  
                                  **Councillors:** Michelle Woodward, Brian Rawson, Mark Sugden, Xingang Wang, Gil Bray  
                                  **Co-opted Members:** John Bamford, Will Harrison-Cripps  
**In attendance:**        **Parish Clerk & RFO:** Sally Harman and 4 members of the public.

**125/1. To accept apologies for absence**

Cllr Collon, Cllr Swift, Michael Collon and Mark Tymieniecki sent their apologies in advance. Cllr Wang informed the Clerk that he would be late. Cllr Marques & Cllr Lessor were absent.

**126/2. To receive declarations of interest in items on the agenda**

Cllr Sugden noted that he was also a SCC Cllr so there could be agenda items that come before him in his other role in the future but he had no pecuniary or personal interest with items on the agenda this evening. Cllr Bray declared an interest in Item 6 Holy Trinity Church Grant Application as he was a member of Holy Trinity Church and as such would not participate in that agenda Item.

**127/3. To confirm the minutes of the Parish Council meeting held on 18<sup>th</sup> November 2021.**

The Clerk had received a few proposed typo and grammatical amends from Cllr Bray in advance of the meeting of which the main ones to consider are as follows: -

- Cllr and Co-opted Member names: Jo and Michael Collon not Collen
- AP63 'Bruce Macdonald' to 'Bruce McDonald'
- 113/12 'It was unanimously agreed to deter any discussion..' to 'It was unanimously agreed to defer any discussion..'
- 118/17 'If needed a tape recorded could be used for wider discussions' to 'If needed a tape recorder could be used for wider discussions'
- 123/22 'He has kindly volunteering to co-ordinate the Courier on behalf of CPC.' To 'He has kindly volunteered to co-ordinate the Courier on behalf of CPC.'

*19h35 Cllr Wang entered the meeting.*

It was **unanimously agreed** that the minutes could be approved with the above amends and were signed by the Chairman, witnessed by the Clerk.

**128/4. To agree the Covid-19 Protocol for physical Parish Council meetings going forward.**

The Clerk had circulated the latest Covid-19 Risk Assessment, completed on the 10<sup>th</sup> Dec 2021(Appendix A), which incorporated the latest government advice to Cllrs ahead of the meeting. The Clerk had also circulated an email from SALC which stated that the Government has said that Councils must continue holding meetings in person as it had rejected calls to introduce laws despite the spread of the Omicron variant.

It was **unanimously agreed** that the 10<sup>th</sup> December 2021 Covid-19 Risk Assessment be adopted with no amends.

**129/5. To report on the actioning of items from previous meetings**

**AP49** Clerk to circulate 3 replacement noticeboard options for discussion at the next CPC meeting. Quotes in for noticeboards. Clerk had had to put the search for an installer on hold due to workload.

**DONE** Cover under Item 14

**AP7** Clerk to arrange bench with CRGT and arrange ceremony when installed with Ken's family. Bench and wording confirmed and with CRGT. Ceremony date TBC by CRGT. **ON HOLD** Clerk waiting for Covid situation to abate.

**AP20** Clerk to get 2022 dates loaded on to website and Facebook and notify the Village Hall. Clerk to update Facebook. **ONGOING**

**AP38** Cllr Herbert to draft letter of thanks to Co-op Manager. Clerk asked to write letter at 23<sup>rd</sup> September meeting and send to Chairman to submit to Co-op Manager and send copy to Co-op HQ.

**REMOVE** Clerk couldn't identify who she was supposed to be sending the letter too and Cllrs couldn't give her a name.

**AP57** Clerk to investigate Parade Millennium sign origin. **OUTSTANDING.**

**AP59** Clerk to look into the option of a search light. Clerk to contact Scouts, CVA, EBC and SCC and find out what they are doing. Clerk to add to agenda for 18/11 for further discussion. **DONE** Cover under item 17

**AP62** Clerk to action Roll of Honor for Brian Rhodes Community cup on website next year when cup is returned. **ON HOLD**

**AP67** Clerk to arrange CIL payment and letter to Capelfield Surgery upon confirmation that money will be matched by Friends of Capelfield. Clerk had made payment ex-VAT **ON-GOING** Cllr Sugden asked whether Clerk could ascertain the impact of non VAT inclusion with Capelfield.

**AP68** Clerk to arrange for alternative meeting location to the Village Hall Committee Room for 2022. **DONE**

**AP69** Clerk to pick up with Chairman on Cambridge Bank signatures. **ONGOING**

**AP71** Clerk to make amend to draft budget and bring back to 13<sup>th</sup> January meeting for final approval.

**DONE** Discuss under Item 13

**AP72** Clerk to prepare a Climate Grant Application Guidance form and bring to CPC meeting on 13<sup>th</sup> January. **DONE** Discuss under Item 18

**AP73** Clerk to confirm to Paul's Gardening Services and ensure contract has clear breach clause. **DONE**

**AP74** Clerk to ask CVA if they would contribute to the revarnishing. **REMOVE**

**AP75** Clerk to upload new Freedom of Information Policy and Publication scheme to website. **DONE**

**AP76** Clerk to amend Standing orders and upload to website. **DONE**

**AP77** Clerk to remove CPC notice from Village Hall. **DONE**

**AP78** Clerk to invite the resident to 13<sup>th</sup> January CPC meeting to meet with Cllrs regarding Courier **DONE**

Cllr Sugden thanked the Clerk for all her efforts in actioning APs efficiently.

**130/6 To consider a Grant Application for £14,500 from Holy Trinity Church Claygate to go towards the refurbishment of Emmanuel Hall in Common Road.**

A CIL application form and project plan with costings completed by Holy Trinity Church (HTC) had been circulated to Cllrs prior to the meeting. Dominic Mitchell HTC's Youth Outreach and Community Worker spoke. He noted that the £14,500 was required towards Phase 2 of the refurbishment of Emmanuel Hall in Common Road designed to improve the facilities offered by the Youth Drop-In Centre, The Well. Phase 2 included works to improve the insulation of the building namely double-glazed windows, roof insulation and cavity wall filling and no planning application was required. The improved facilities would also allow other groups outside The Well to use the building. The Well had seen 90 young people attend since September and regularly had 58 children attend. It offers academic, mental health and wellbeing support. Cllrs asked a number of questions to Dominic. Dominic confirmed that there were no religious belief restrictions on membership and anyone could attend. He confirmed that £40,000 was required to complete Phase 2. HTC had secured £11,000 so far and they were looking for £14,500 from CPC with a view that HTC would source the remaining £14,500 to match the CPC amount. The ongoing running costs would be funded via the Church as well as community grants e.g. Surrey Community Fund. Dominic confirmed the hall couldn't be hired out but could be used by suitable groups

including non-church groups if the purpose met the requirements laid out by HTC. He also confirmed that there would be 5-6 parking spaces on site and a bike rack was also provided.

It was **agreed in a majority decision** that CPC earmark £14,500 with payment made on confirmation that HTC had sourced the remaining £14,500. The money would be allocated against Youth Grant in the CPC budget. As per Item 126/2 Cllr Bray abstained.

**AP79** Clerk to write to Holy Trinity Church confirming £14,500 Grant awarded subject to being matched by funding elsewhere and allocate monies into ERM until such time payment is required.

**131/7 To consider a CIL Application for £5,380 from Claygate Primary School (CPS) to help meet the cost of the drainage works with regards to the Claygate Community Pool Project.**

The Clerk had circulated CPS's CIL application, costings and supporting letter ahead of the meeting. Cllrs all declared a non-financial interest as all Cllrs would be able to use the Community Pool. Cllr Mark Sugden confirmed that in his SCC Cllr capacity he was supporting the Your Fund Surrey application which had been made by the school to SCC for the Claygate Community Pool Project.

Gemma Brickwood spoke on behalf of CPS's application. She noted that the pool was well under way but they had encountered some big issues during the project namely delays in funding and significant increases in material and labour costs. Due to the project being on a fixed contract, the contractor had absorbed the bulk of these cost increases. The works had now encountered issues with surface water drainage, unmarked gas pipes and unprecedented material prices increases. The surface water flooding issues required additional work to repair the drainage system with an associated cost of £5,380 which CPS was looking for CPC to fund.

Cllr Herbert noted that if Councillors were to support this application, then due to the current financial position of CPC the monies should come from General Reserves allocated against Other Grants rather than CIL.

It was **unanimously agreed** to award £5,380 to CPS to help meet the cost of drainage works with regards to the Claygate Community Pool and that this money should be given from General Reserves via the Other Grants code.

**AP80** Clerk to arrange payment to CPS against Other Grants.

**132/8. To meet the new Co-Ordinator of the Courier, agree the Parish Council articles for the April edition of the Courier and allocate out writing responsibilities.**

The Clerk had circulated the production timescales for an April edition to Cllrs ahead of the meeting. Peter Whitehead introduced himself to CPC. He had spent 27 years as a Financial Times Journalist and as such had a wealth of journalistic and editorial skills. He would be looking for CPC to provide relevant articles and would be picking up with local organisations on appropriate articles. Cllrs discussed appropriate articles to include in an April edition. Cllr Bray noted he would provide some Planning articles and Cllr Sugden & Cllr Rawson said they would provide from Highways, Transport and Environment articles. The Clerk would liaise with Peter to support the April Publication.

**AP81** Cllrs to send articles to Peter when requested (by mid-feb).

**AP82** Clerk to meet with Peter for an April kick off meeting and support as required.

**133/9. To receive the Chairman's report and decide any action arising.**

The Chairman noted that he was attending a CRGT art event on the 14<sup>th</sup> January. He also thanked the Clerk for all her work given the difficult time.

**134/10. To receive the report from the Parish Clerk & RFO and decide any action arising.**

CPC noted the Clerk's report (Appendix B) which she had circulated ahead of the meeting. She highlighted the Objection letter that had been submitted quickly, with Chairman approval, to Royal Borough of Kingston on the 23<sup>rd</sup> December regarding TMO-P318 on the grounds that the proposed changes to road restrictions on Clayton Road, Chessington could result in more heavy good vehicles passing through the heart of Claygate.

**135/11. To receive the finance report including expenditure for the balance of the year and decide action arising.**

1/ Bank reconciliations and statement balances have been noted and signed by the Chairman for each month of the current financial year. The balance sheet as of 31<sup>ST</sup> DECEMBER shows current assets less liabilities of £102,899; represented by General Reserves £72,070 and Earmarked Reserves of £30,829 (APPENDIX C) We have £90 of costs outstanding on the credit card.

2/ Cash book (1) Unity Trust Payments report from 1<sup>ST</sup> NOVEMBER to the 31<sup>ST</sup> DECEMBER 2021 shows all transactions during the period (APPENDIX D). Total payments for this period amount to £10,690 ex VAT. Main ex VAT costs outside of usual monthly expenditure: -

- £3,025 CIL Grant Capelfield.
- £2,150 for Artwork, Printing and Distribution of November Courier.
- £482 Remembrance Day Marshalls
- £360 Xmas Tree for The Green.
- £319 SAGE Annual Subscription.
- £80 Training Cllr Swift and Bray

3/ Cash book (3) Unity Credit Card shows all transactions from the 1<sup>ST</sup> NOVEMBER to the 31<sup>ST</sup> DECEMBER 2021 amounting to £318.17 ex VAT (APPENDIX D). Main ex VAT costs outside of usual monthly expenditure: -

- £90.77 Printing Ink
- £171 SLCC Membership Fee 22/23

4/ The expenditure review (APPENDIX E) shows that there are 4 cost areas of overspend versus budget:  
- Other Grants at £55,525 versus £2,750 in the budget. Any CIL & Grant payments are allocated against this code. If you remove the £50,525 EMR CIL transferred into this code actual over expenditure over budget would be £5000. This overspend was agreed at the May CPC meeting as part of the CRGT Family Garden & Pathway Grant application.

- Misc. admin expenses is now over budget at 111% as Clerk incorrectly allocated office suppliers into this cost code at the start of the year. If you take 1105 Office supplies and 1130 mis Admin expenses cost code together then CPC are at 80% of total budget for the year.
- Pension now at 177% of budget as Clerk has coded it separately this year rather than into 1101 Salaries and Ers Nis like prior year and budget within Pension code is insufficiently set to accommodate this.
- Public projects is now at 118% v budget following £2,685 payment for Ken Huddart memorial bench with was approved by CPC.

The Clerk raised to Cllrs that there are funds in some budget codes which have not or hardly been touched as yet this year included Youth (£500), Communications (£4270), Highways (£2525), HGS Projects (£650), Planning documents (£4500). She also noted the high level of General Reserves and the guidance she had received from Mulberry and Co that they should sit around 50% of Pre-cept. Cllr Sugden noted that in recent years General Reserves had sat around 100% and that the Joint Panel of Accountability and Governance suggested that for smaller authorities a figure closer to 100% was preferable.

Finally, she noted that the accounts did not reflect the agreed salary increase for the Clerk which was backdated to the 1<sup>st</sup> April. NALC Salary award had still not been agreed so the Clerk would arrange for the pay increase to be actioned this month.

It was **agreed in a majority decision** that the Chairman and Clerk as RFO could sign the Balance sheet, Income and Expenditure Reports and Cash books. 1 Cllr abstained.

**136/12. To agree the Council levy a precept of £50,445 for the financial year 2022/23 holding the Band D rate at £14.15 flat for the seventh consecutive financial year.**

The Clerk informed CPC that EBC had confirmed the 2022/23 tax base for CPC, as set by EBC Council on 8 December 2021, as 3565. The Clerk had updated the proposed 22/23 income figures as such and had circulated to CPC ahead of the meeting.

It was **unanimously agreed** to approve a pre-cept of £14.15 for 22/23.

AP83 Clerk to confirm pre-cept of £14.15 to EBC.

**137/13. To approve a budget of £57,543 for the financial year 2022/23 funded by a precept of £50,445, a discretionary Council tax support grant from EBC of £2,760, a Highway Garden Site Grant from EBC of £4151 and £187 of Bank Interest.**

The Clerk had circulated the proposed budget for the financial year 2022/23 ahead of the meeting (APPENDIX F). It included the updated EBC tax base figures which had meant enhanced funding, proposed in the last CPC meeting, could be allocated to the Courier without dipping into General Reserves.

It was **unanimously agreed** to approve the 22/23 budget proposal.

Cllr Sugden proposed transferring £25,000 from CBS bank account to Unity Trust Bank to ensure sufficient funds until the first half 22/23 pre-cept arrived.

It was **unanimously agreed** to transfer £25,000 from CBS bank account to Unity Trust Bank.

AP84 Clerk to arrange transfer of £25,000.

**138/14. To note the costs and agree to the replacement of the Hare Lane Parish Council Noticeboard and re-varnishing of the Parade sign.**

The Clerk had circulated a number of quotes to Councillors ahead of the meeting for both manmade and wood boards. She reiterated that it had been hard to get a Surrey Highways approved supplier to quote for both jobs but she had finally had a breakthrough before Xmas.

It was **unanimously agreed** to purchase the Manmade 3 Bay in Dark Effect Greenbarnes Noticeboard with engraved and white colour filled lettering for £1,727.19 ex VAT and for F.L Beadles & Sons to install the noticeboard and revarnish the Parade sign for a total cost of £1,116 ex VAT.

AP85 Clerk to arrange new noticeboard and re-varnishing of Parade sign.

**139/15. To agree the Hanging Basket Order for 2022/23.**

The Clerk had circulated the proposed order to Cllrs ahead of the meeting (Appendix G). The Clerk gave an update she had received from EBC. They were currently looking at the Hanging Basket contract and were awaiting the prices for 2022/23. They anticipated a cost increase which could as such result in less baskets next year or a cut to the number of plants within baskets. CPC agreed that the Hanging baskets and Troughs were important to the village.

It was **unanimously agreed** to replicate last year's order as much as possible within the agreed budget of £3200 and the financial orders set by the Council.

**140/16. To discuss the Annual Village Meeting on the 17<sup>th</sup> March 2022 and agree the format, content & speaker.**

CPC agreed that the meeting should be planned to be held in person subject to Covid-19 rules at the time and a virtual format only be used as a back up option.

AP86 Cllrs to send any speaker recommendations to the Clerk.

**141/17. To confirm the events the Parish Council will participate in for 2022 including the plans for the Queens Platinum jubilee.**

The Clerk update CPC that she had spoke to the CVA and the Scouts regarding their plans for the Platinum Jubilee. The CVA had said they were talking about putting union jack flags up around the Village whilst the Scouts were still awaiting communication from the Scout Association. She updated Cllrs on communications from the official Queens Platinum jubilee website which stated that beacons

would be lit in 1500 locations across the UK on the 2<sup>nd</sup> June. The Clerk had received one quote back from a supplier regarding a high-powered search light which was for £1050-1500.00 ex VAT. In addition, a Big Jubilee Lunch was occurring on the 5<sup>th</sup> June. The Clerk suggested CPC could support communications of how streets in Claygate could organise their own Street Party lunch with a Courier article and communications on the CPC website and Facebook.

**AP87** Clerk to ask SALC and other local Parish Clerks what their plans are for the Jubilee and get update from CVA and Scouts

**AP88** Clerk to organise communication in Courier, website and Facebook for How to Organise a Big Jubilee Lunch Street Party.

CPC confirmed that the other events they would participate in in 2022/2023 would be as follows: -

- Clean Up Claygate April 2022-> Organise and insure.
- Claygate Flower Show July 2022 -> Stand
- Remembrance Day Nov 2022 -> Organise with HTC and Scouts and insure.
- Christmas Lights -> Buy Christmas tree for Green and hold artificial Christmas trees with lights as assets.

**142/18. To consider and adopt the new Community Climate and Nature Grant Application Policy to come into effect in the financial year 2022/23**

The Clerk had circulated a proposed policy to Cllrs ahead of the meeting. She had held zoom meeting with Stella Weinrich, the Carbon Reduction and Sustainability Officer from EBC, who had provided some guidance on what the policy could cover and some examples from other Parish Councils and County Councils.

It was **unanimously agreed** to adopt the proposed Community Climate and Nature Grant Application Policy with a total sum available of £1300 for 22/23 (Appendix G).

**AP89** Clerk to prepare application form and upload both policy and application form to Website for the new financial year 22/23

**143/19. To consider a response to Surrey's 2050 Place Ambition survey (Closes 4<sup>th</sup> March).**

Cllr Sugden noted that he would not comment on this section of the agenda due to his role as SCC Cllr. The Clerk had circulated a letter from Rob Moran CEO of EBC ahead of the meeting which referred to an invitation to the Parish Council to comment on Surrey's 2050 Place Ambition – Draft version 2 by Friday 4<sup>th</sup> March 2022.

It **agreed in a majority decision** that CPC noted the survey invitation but would not respond and that individual CPC members could respond should they wish to. 1 Cllr abstained.

**144/20. To receive an update on the 110 trees offered by SCC to Claygate Parish Council to be planted on Parish Council owned or managed land.**

The Clerk gave an update on the latest communication she had received from SCC. Debra Lee, SCC Senior Woodland Officer, had confirmed that trees being offered were for planting on Parish Owned or managed land. This could also apply with permission, to land CPC leases. As the locations CPC had sent as options for planting to SCC were not owned or managed by CPC, SCC cannot donate the trees for planting there. This also applies to planting on private land unless an official lease or ownership agreement is in place. Debra Lee had passed on the six potential Highway sites identified by CPC Tree Wardens to the Highways team at SCC. The Clerk was also chasing Carolyn McKenzie, SCC Head of Environment, who was looking into replacing the dead and diseased trees for CPC.

The Clerk updated CPC on the insurance cost implications of CPC planting on the 13 HGS sites. CPC's insurers have said that if CPC provide that the activity was subject to risk assessment, and that we had written consent from the owners, they would have no issue should CPC wish to plant trees. The main thing the underwriting team would need to establish, was the method- if you'd be using any power tools/machinery? If it's just hand tools, then the policy as it currently stands would cover this activity. If it was more complex, this might require adjusting the cover slightly.

**145/21. To agree to the disposal of the Clerk's old laptop with the Weee Charity.**

It was **unanimously agreed** to dispose of the old Clerk laptop via the Weee Charity.

**AP90** Clerk to arrange for safe disposal of laptop via Weee Charity.

**146/22. To note the minutes of the Planning Committee and decide any action arising.**

Cllr Bray informed CPC that the Planning Committee were trying to get on the front foot with 5G mast installation within Claygate so to try and limit the impact for the village.

**147/23. To note the minutes of the Highways, Transportation and Environment Committee and agree any action arising.**

The Clerk gave an update from Mark Tymieniecki on Speedwatch. He noted it would not be running this month due to training delays.

**148/24. Matters for information purposes only.**

Cllr Bray noted that Pippa Cramer who won the Claygate Brian Rhodes Cup in 2021/22 had been awarded an MBE for her efforts with setting up the Daily Hope line during the pandemic.

The next meeting of the Claygate Parish Council would be on the 10<sup>th</sup> March 2022.  
Meeting closed at 21h33

**Signed.....as a true and fair record of the meeting.**

**Date.....**

## **APPENDIX B**

### **CLERKS REPORT**

#### **COVID-19**

- Clerk continuing to add Physical meeting Covid protocol to full Parish Council meetings as the situation with cases evolves. This is to act as a check in.
- Covid Testing unit back in Torrington Lodge car park in January. Clerk has communicated out closure dates via Facebook page.
- Directional communications remain on website should residents require further information.

#### **EVENTS/MEETINGS/TRAINING**

- Clerk attending a network meeting of Surrey Parish Clerks in December.
- Clerk attended Mulberry VAT Training course on 22<sup>nd</sup> November.

#### **FINANCE**

- Finalised Budget 22/23 and liaised with EBC on pre-cept confirmation.
- End of Year Close of Accounts booked in with Rialtas. Waiting for date.
- Clerk to update Cambridge Bank Signatories to include new Chairman and remove Cllr Sugden.

#### **POLICY**

- Clerk liaised with SALC and EBC on a Climate Grant Policy. SALC noted nothing in existence thus far to their knowledge. EBC confirmed they haven't got anything as yet but referenced a number of Parish and County Councils in the UK as possible reference points.
- Clerk circulated 'Safety and Security of Councillors' advice to Cllrs from SALC.

#### **COMMUNICATIONS**

- Facebook followers now up to 254. No money has been spent to boost and the growth in followers is purely organic.

#### **OTHER**

- At the request of the Chairman, and due to a deadline of the 23<sup>rd</sup> December, the Clerk submitted an objection letter RBK to TMO-P318 on the grounds that the proposed changes to:
  - a) remove the existing width restriction from Clayton Road (between "The Dell" and the entrance to the Northfields Junior Livery Yard).
  - b) prohibit good vehicles, the maximum gross weight of which exceeds 3.5 tonnes from entering or proceeding in the length of Clayton Road which lies between the north-western kerb-line of Oaklands Close and the entrance to the Northfields Junior Livery Yard.

will result in large good vehicles being directed through the heart of the village of Claygate. This raises considerable concerns over the noise and road pollution such large goods vehicles will create as well as road safety. Whichever route into the village these large good vehicles take, they would have to use roads taken by a substantial number of school children who use these routes to access Claygate Primary School and Rowan Preparatory School on the West side of the village. Finally, we feel the proposal is counter to Surrey's Climate Change Strategy as it does the opposite of creating a clean, safe and green community for Claygate. We urge you to re-consider your proposal. The Clerk had sent the objection to EBC Cllrs and SCC Cllr. SCC Mark Sugden confirmed he had also put an objection in along similar lines.

- Domain name renewed for a further 2 years.
- Courier – Clerk has developed an automated production timetable and approved contact list for new Courier Co-ordinator.
- Clerk to organise Bench ceremony for Ken Huddart once Covid situation has stabilised.
- Housekeeping of files including document shredding and filing of 2021.

## APPENDIX C

### Balance Sheet as at 31<sup>st</sup> December 2021

06/01/2022		Claygate Parish Council	
09:25		Balance Sheet as at 31st December 2021	
31st March 2021			31st March 2022
	<b>Current Assets</b>		
1,808	VAT Control A/c	606	
55	Petty Cash	55	
86,776	Cambridge	76,770	
21,074	Unity Trust	25,557	
<u>109,713</u>		<u></u>	<u>102,989</u>
	<b>109,713 Total Assets</b>		<b>102,989</b>
	<b>Current Liabilities</b>		
0	Unity Credit Card	90	
176	Credit Card Liabilities	0	
20	Accruals	0	
<u>196</u>		<u></u>	<u>90</u>
	<b>109,517 Total Assets Less Current Liabilities</b>		<b>102,899</b>
	<b>Represented By</b>		
48,950	General Reserves		72,070
7,850	EMR Election Fund		7,850
35,000	EMR CIL Claygate School Pool		0
17,717	EMR CIL 20/21		2,192
0	EMR CIL 21/22		20,787
<u>109,517</u>		<u></u>	<u>102,899</u>

The above statement represents fairly the financial position of the authority as at 31st December 2021 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer \_\_\_\_\_ Date : \_\_\_\_\_

## APPENDIX D

### Cash Books Unity Trust Bank and Unity Trust Credit Card 1<sup>st</sup> Nov to 31<sup>st</sup> Dec 2021

Date: 06/01/2022		Claygate Parish Council				Page 1	
Time: 09:40		Cashbook 1				User: SH	
		Unity Trust					
Payments made between 01/11/2021 and 31/12/2021							
Nominal Ledger Analysis							
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount Transaction Details</u>
02/11/2021	Road Traffic Solutions Ltd	BACS	578.10		96.35	1401 104	481.75 Remembrance Day Marshalls
02/11/2021	Claygate Recreation Ground Tr	BACS	45.00		7.50	1106 101	37.50 Treetop Cricket Pav Meeting Rm
12/11/2021	Greenhill 2003Ltd	BACS	648.00		108.00	6101 601	540.00 Nov Courier Distribution
12/11/2021	Sage	BACS	382.80		63.80	1120 101	319.00 SAGE Annual Subscription
12/11/2021	Mulberry and Co.	BACS	96.00		16.00	1103 101	80.00 Training Cllr Swift and Bray
12/11/2021	Claygate Youth and Comm Hub	BACS	50.00			1106 101	50.00 Claygate Youth Hub Hall Hire
12/11/2021	Claygate Village Hall Assoc.	BACS	24.22			1106 101	24.22 Village Hall Hire
12/11/2021	Paul Garden Services	BACS	583.34			3102 301	583.34 HGS Nov Maintenance
12/11/2021	TalkTalk	DD	31.80		5.30	1110 101	26.50 Talk Talk Phone Bill November
16/11/2021	Lloyds Bank	DD	3.00			1132 101	3.00 Credit Card Monthly Fee Nov
16/11/2021	Unity Credit Card	Nov CC	104.11			250	104.11 November Credit Card Payment
18/11/2021	Lisa Ghaith Ltd	BACS	972.00		162.00	6101 601	810.00 Nov Courier Artwork LGhaith
18/11/2021	Direct Colour	BACS	800.00			6101 601	800.00 Nov Courier Printing D Colour
18/11/2021	Vodafone	DD	16.21		2.70	1110 101	13.51 Nov Mobile Phone Bill
29/11/2021	Sally Harman	BACS	955.21			1101 101	955.21 Clerk Salary November
29/11/2021	HMR & C	BACS	294.03			1101 101	294.03 P32 November
29/11/2021	Nest Pension	DD	48.42			1137 101	48.42 Clerk Pension November
29/11/2021	Nest Pension	DD	-48.42			1137 101	-48.42 Clerk Pension November
29/11/2021	Nest Pension	DD	48.41			1137 101	48.41 Clerk Pension November
07/12/2021	Claygate Village Hall Assoc.	BACS	24.22			1106 101	24.22 November Hall Hire
09/12/2021	Sally Harman	BACS	111.94		6.66	1105 101	33.28 Clerk Expenses - Office Supply
						1102 101	72.00 Clerk Expenses - Home Allowance
10/12/2021	TalkTalk	DD	31.80		5.30	1110 101	26.50 Phone Bill December
13/12/2021	Andys Gardening Services	BACS	432.00		72.00	1304 103	360.00 Christmas Tree The Green
14/12/2021	Capelfield Surgery	BACS	3,025.00			1306 103	3,025.00 Capelfield Surgery CIL Grant
						347	-3,025.00 Capelfield Surgery CIL Grant
						6000 103	3,025.00 Capelfield Surgery CIL Grant
<b>Subtotal Carried Forward:</b>			9,257.19	0.00	545.61		8,711.58

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
14/12/2021	Paul Garden Services	BACS	583.34			3102	301	583.34	November HGS Maintenance
15/12/2021	Vodafone	DD	16.90		2.82	1110	101	14.08	Clerk Mobile December
16/12/2021	Lloyds Bank	DD	3.00			1132	101	3.00	Credit Card Bank Charge
16/12/2021	Unity Credit Card	Dec CC	246.82			250		246.82	December Credit Card Payment
29/12/2021	Sally Harman	BACS	853.82			1101	101	853.82	Clerk Salary December
29/12/2021	HMR & C	BACS	222.19			1101	101	222.19	P32 December
29/12/2021	Nest Pension	DD	37.35			1137	101	37.35	Clerk Pension December
31/12/2021	Unity Bank	DD	18.00			1132	101	18.00	Bank Service Charge
<b>Total Payments:</b>			<b>11,238.61</b>	<b>0.00</b>	<b>548.43</b>			<b>10,690.18</b>	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
13/11/2021	Viking Direct	CC	41.98		7.00	1105	101	34.98	Ink Cartridges
14/11/2021	Microsoft	CC	33.84		5.64	1139	101	28.20	Office 365 Nov Sub
26/11/2021	SLCC	CC	171.00			1120	101	171.00	SLCC Membership Fee 22/23
14/12/2021	Microsoft	CC	33.84		5.64	1139	101	28.20	Office 365 December Sub
23/12/2021	Viking Direct	CC	55.79			1105	101	55.79	Printing Ink
<b>Total Payments:</b>			<b>336.45</b>	<b>0.00</b>	<b>18.28</b>			<b>318.17</b>	

## Appendix E

### Income and Expenditure by Budget

06/01/2022

Claygate Parish Council

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Detailed Income & Expenditure by Budget Heading 31/12/2021

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>General Administration</b>							
<b>101 General Expenditure</b>							
1176 Precept Received	49,073	49,073	0			100.0%	
1177 Precept grant	2,760	2,730	(30)			101.1%	
1190 Interest Received	0	75	75			0.0%	
1191 CIL Monies	20,787	0	(20,787)			0.0%	20,787
1192 FOI Request - Refund by Reques	58	0	(58)			0.0%	
General Expenditure :- Income	<b>72,678</b>	<b>51,878</b>	<b>(20,800)</b>			<b>140.1%</b>	<b>20,787</b>
1101 Salaries and Ers NI	9,973	15,020	5,047		5,047	66.4%	
1102 Accomodation	162	216	54		54	75.0%	
1103 Training	360	600	240		240	60.0%	
1105 Office Supplies	141	500	359		359	28.2%	
1106 Hall Hire	598	800	202		202	74.8%	
1110 Telephone	356	500	144		144	71.3%	
1112 Audit	300	450	150		150	66.7%	
1115 Insurance	426	600	174		174	70.9%	
1120 Subscriptions	3,108	3,190	82		82	97.4%	
1128 Equipment	0	450	450		450	0.0%	
1130 Misc Admin Expenses	891	800	(91)		(91)	111.4%	
1132 Bank Charges	69	108	39		39	64.0%	
1136 Chairmans Allowance	25	100	75		75	25.0%	
1137 Pension	355	200	(155)		(155)	177.3%	
1139 GDPR Compliance	289	500	211		211	57.8%	
General Expenditure :- Indirect Expenditure	<b>17,053</b>	<b>24,034</b>	<b>6,981</b>	<b>0</b>	<b>6,981</b>	<b>71.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>55,626</b>	<b>27,844</b>	<b>(27,782)</b>				
6001 less Transfer to EMR	20,787						
<b>Movement to/(from) Gen Reserve</b>	<b>34,838</b>						
<b>103 Other Grants</b>							
1302 Youth	0	500	500		500	0.0%	
1304 Christmas lights event	360	500	140		140	72.0%	
1306 Other Grants	55,525	2,750	(52,775)		(52,775)	2019.1%	50,525
Other Grants :- Indirect Expenditure	<b>55,885</b>	<b>3,750</b>	<b>(52,135)</b>	<b>0</b>	<b>(52,135)</b>	<b>1490.3%</b>	<b>50,525</b>
<b>Net Expenditure</b>	<b>(55,885)</b>	<b>(3,750)</b>	<b>52,135</b>				
6000 plus Transfer from EMR	50,525						
<b>Movement to/(from) Gen Reserve</b>	<b>(5,360)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>104 Public Projects</b>							
1401 Public Projects	3,167	2,684	(483)		(483)	118.0%	
Public Projects :- Indirect Expenditure	<b>3,167</b>	<b>2,684</b>	<b>(483)</b>	<b>0</b>	<b>(483)</b>	<b>118.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,167)</b>	<b>(2,684)</b>	<b>483</b>				
<b>601 Communications</b>							
6101 Printing & Design	2,150	5,000	2,850		2,850	43.0%	
6102 Website	80	1,000	920		920	8.0%	
6105 Publicity	0	500	500		500	0.0%	
Communications :- Indirect Expenditure	<b>2,230</b>	<b>6,500</b>	<b>4,270</b>	<b>0</b>	<b>4,270</b>	<b>34.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,230)</b>	<b>(6,500)</b>	<b>(4,270)</b>				
General Administration :- Income	<b>72,678</b>	<b>81,878</b>	<b>(20,800)</b>			<b>140.1%</b>	
Expenditure	<b>78,334</b>	<b>36,968</b>	<b>(41,366)</b>	<b>0</b>	<b>(41,366)</b>	<b>211.9%</b>	
<b>Net Income over Expenditure</b>	<b>(5,656)</b>	<b>14,910</b>	<b>20,566</b>				
plus Transfer from EMR	<b>50,525</b>						
less Transfer to EMR	<b>20,787</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>24,082</b>						
<b>Highways</b>							
<b>201 Highways</b>							
2102 Footpaths	0	250	250		250	0.0%	
2104 Grit bins & winter wardens	0	100	100		100	0.0%	
2105 Highway Trees	75	500	425		425	15.0%	
2107 Bus shelter	0	250	250		250	0.0%	
2110 Bridleways	0	1,500	1,500		1,500	0.0%	
Highways :- Indirect Expenditure	<b>75</b>	<b>2,600</b>	<b>2,525</b>	<b>0</b>	<b>2,525</b>	<b>2.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(75)</b>	<b>(2,600)</b>	<b>(2,525)</b>				
Highways :- Income	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	
Expenditure	<b>75</b>	<b>2,600</b>	<b>2,525</b>	<b>0</b>	<b>2,525</b>	<b>2.9%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(75)</b>						
<b>Environment</b>							

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>301 Environment</b>							
3103 HGS -grant EBC	4,151	4,090	(61)			101.5%	
Environment :- Income	<u>4,151</u>	<u>4,090</u>	<u>(61)</u>			<u>101.5%</u>	<u>0</u>
3101 General Environment	0	500	500		500	0.0%	
3102 HGS maintenance	4,687	7,200	2,513		2,513	65.1%	
3104 HGS Projects	350	1,000	650		650	35.0%	
3106 Hanging Baskets	0	3,200	3,200		3,200	0.0%	
Environment :- Indirect Expenditure	<u>5,037</u>	<u>11,900</u>	<u>6,863</u>	<u>0</u>	<u>6,863</u>	<u>42.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(887)</u>	<u>(7,810)</u>	<u>(6,923)</u>				
Environment :- Income	4,151	4,090	(61)			101.5%	
Expenditure	5,037	11,900	6,863	0	6,863	42.3%	
<b>Movement to/(from) Gen Reserve</b>	<u>(887)</u>						
<b>Planning</b>							
<b>401 Planning</b>							
4102 Planning documents	0	4,500	4,500		4,500	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>4,500</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(4,500)</u>	<u>(4,500)</u>				
Planning :- Income	0	0	0			0.0%	
Expenditure	0	4,500	4,500	0	4,500	0.0%	
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>						
Grand Totals:- Income	76,829	55,968	(20,861)			137.3%	
Expenditure	83,447	55,968	(27,479)	0	(27,479)	149.1%	
<b>Net Income over Expenditure</b>	<u>(6,618)</u>	<u>0</u>	<u>6,618</u>				
plus Transfer from EMR	50,625						
less Transfer to EMR	20,787						
<b>Movement to/(from) Gen Reserve</b>	<u>23,120</u>						

## APPENDIX F

### 2022/23 Proposed Budget

	22/23 Proposed Budget
Net Precept	50445
Precept Grant	2760
Interest	187
HGS Grant	4151
FOI Request refund	0
TOTAL INCOME	57543
Salaries & ERS/NI	14040
Accommodation	216
Training	600
Office Supplies	450
Hall Hire & Storage	1000
Telephone	550
Audit	315
Insurance	575
Subscriptions	3264
Equipment	150
Misc. Admin.	822
Interim admin costs	0
Bank Charges	120
Chairman's Allowance	100
Pension	555
Election expenses	0
GDPR Compliance	426
Gen Expenditure TOtAL	23183
S137 Grants	0
Other grants	
Youth	1000
Xmas Lights Event	500
Climate Improvement	1300
Other Grants	3000
sub total	5800
Public Projects	3000
sub total ex income	3000

Highways	Footpath Maintenance	250
	Highway Trees	500
	Bus Shelter & Bench	
	Mtce	250
	Bridleways	1500
	Highways//Lighting	0
	Grit Bin	100
	sub total ex income	2600
Environment	General	500
	Highway Gardens Sites	7300
	HGS Projects	1000
	Hanging Baskets	3616
	sub total	12416
Planning	General	4500
	sub total	4500
Communications	Printing & Design	4925
	Website	819
	Other Pubs. &	
	Publicity	300
	sub total	6044
TOTAL Expenditure		57543

## APPENDIX G

### CLAYGATE HANGING BASKETS AND TROUGHS 2022

#### Part 1: Hanging baskets and troughs requested and to be paid for by Claygate Parish Council

##### Hanging baskets

Location (o = odd-numbered side of road, e = even-numbered side)	Column number	Number of baskets
<b>Hare Lane</b>		
Outside no. 94 (e)	20	2
Outside no. 104 (e)	23	2
Opposite Foley Arms garden (o)	24	2
Corner of Foley Road, in front of seat (e)	25	2
Corner of Dalmore Avenue (e)	28	1
Outside no. 155, opposite bus stop (o)	29	2
<b>High Street</b>		
Outside undertakers	1	1
<b>Church Road (all o)</b>		

On The Green, opposite no. 12	1	2
Entrance to Hare and Hounds car park	2	2
Opposite Holy Trinity church	4	2
<b>Coverts Road</b>		
Junction with Causeway and Church Road	1	2
<b>Oaken Lane (all new, so require brackets)</b>		
Outside no. 1	35	2
Outside no. 8	34	2
Outside no. 18	32	2
Outside no. 40	27	2
Outside no. 37, near bus stop	26	2

Columns 30 (e) and 33 (e) are probably unusable because they have signs attached to them.  
Columns 28 (e), 29 (o) and 31 (o) are obscured by trees.

### Troughs

Outside Foley Arms	3	
Junction of Hare Lane and Foley Road		2
Junction of Church Road and Coverts Road	2	

### Part 2: Hanging baskets provided by Elmbridge Borough Council at its expense

Location (e = even-numbered side of road, a = Albany Crescent side, oa = opposite Albany Crescent side)	Column number	Number of baskets
<b>Parade</b>		
Junction with Hare Lane, on pedestrian island		2
Outside Shoe Repairs (a)	1	2
Outside Beveric (a)	2	2
Outside Coffee Capital (oa)	3	2
Outside Fish Inn (a)	4	2
Outside Boyce Thornton (a)	5	2
<b>Hare Lane</b>		
Outside no. 98, opposite Somerfield (e)	21	2
Opposite Torrington Lodge car park (e)	22	2