

DRAFT
Minutes of the Claygate Parish Council Meeting
held on Thursday 18th November 2021.
at 7.30 pm at Treetops Cricket Pavilion.

Present: **Chairman:** Geoff Herbert
 Councillors: Michelle Woodward, Brian Rawson, Mark Sugden, Janet Swift, Jo Collen
 Co-opted Members: John Bamford, Michael Collen
In attendance: **Parish Clerk & RFO:** Sally Harman and 1 member of the public

102/1. To accept apologies for absence

Cllr Marques, Cllr Bray, Cllr Lessor, Cllr Wang & Mark Tymieniecki sent their apologies in advance.

19h35 Cllr Sugden entered the room

103/2. 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. Cllr Sugden, Cllr Woodward, Cllr Rawson and Cllr Swift all declared nonpecuniary interest in the CIL applicant, Capelfield Surgery, covered under Item 11,

104/3. To confirm the minutes of the Parish Council meeting held on 23rd September 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: -

- AP 84/7' ..had fed back to Carol Walker' not 'had feedback to Carol Walker'.
- AP85/8 'The Clerk sought advice from... not 'The Clerk seeked advice...'
- AP85/8 '...send her the complaint email'... not '...send her the compliant email.'
- AP90/13 ' she had received an email from EBC asking...' not '...she had received an email from EBC asked for...'
- AP 95/18 Title should say ..Brian Rhodes' not 'Brain Rhodes'.
- AP 101/24 add ' 2021' after 1st April in text box.

It was **agreed in a majority** decision that the minutes could be approved with the above amends and were signed by the Chairman, witnessed by the Clerk. One Cllr abstained.

105/4. 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. **IN PROGRESS**

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. **IN PROGRESS**

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

AP32 Clerk to contact EBC Cllrs to get an update on when the fountain on The Green will be fixed. EBC update: - The light is with our electrical contractor and they are currently trying to source a metal worker to weld the repair. Once this is completed we'll look to reinstate it. The power supply was cut and capped off so the cable may not now be long enough when we reinstate the fitting, but once it's repaired we'll be able to offer the fitting up and determine whether we can reconnect or if we'll need to replace the cable in the first instance. **DONE** Light fixed.

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

AP49 Chairman to ask other Claygate organisations whether they have any plans for Queens platinum Jubilee. Chairman has spoken to a couple of local organisations so far. **DONE** No one committed to anything to date.

AP51 Clerk to amend Covid-19 Risk assessment and publish on Website. **DONE**

AP52 Cllr Swift to send letter of complaint on VAT she had sent to EBC to the Clerk. **REMOVE** Cllr Swift confirmed that the attendance of the Clerk on the SALC VAT course meant this matter had been dealt with and was no longer an issue and that she hadn't sent a letter of complaint to EBC she had only copied EBC in on it.

AP53 Cllrs to send ideas for what the CPC could do in 2022/23 to the Clerk & Chairman by the 21st October. **DONE** None received.

AP54 Clerk to add budget to agendas of next Planning Committee, HT&E committee & CPC meeting. **DONE**

AP55 Clerk to instruct Zurich on the acceptance of CPC on the 3 year quote they had offered. **DONE**

AP56 Clerk to action tender and bring results for approval to CPC meeting on the 18th November.

DONE Discuss under Item 16.

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

AP58 Clerk and Chairman to hold Remembrance Day kick off call with Scouts and HTC next week and then organise the event as required. **DONE**

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. **OUTSTANDING**

AP60 Clerk to review FOI policy taking into account guidance notes and bring revised proposal to 18/11 meeting. **DONE** Discuss under Item 16

AP61 Clerk to make amends to Financial Regulations Policy agreed at the meeting on the 23rd September and update website. **DONE**

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

AP63 Clerk to add request from EBC Cllr Bruce Macdonald and Cllr Swift to the agenda of the next Planning Committee. **DONE**

AP64 Cllr Sugden to confirm delivery date to Clerk so she can arrange the distributor. **DONE**

AP65 Clerk to add on-going Courier management to next CPC meeting agenda. **DONE**

AP66 Clerk to be formally notified by Chairman and Chairman of Staffing Working Committee of pay increase **DONE**

Under Standing Orders 10 a vi the Chairman motioned to move Item 11 up the agenda and then for the agenda to return to its original order. This motion was unanimously agreed.

106/11. To consider a CIL grant application from Capelfield Surgery for £3025 ex VAT to improve safe patient access to the practice.

The Clerk had circulated Capelfield's CIL application form ahead of the meeting along with Friends of Capelfield's (FOC) annual accounts. Dr Sarah Ibbett spoke on behalf of Capelfield Surgery. She noted that the surgery had poor access for those with disabilities and the car park didn't currently include a disabled parking bay. The works would go towards repairing the pathways and ramps into the surgery, introducing a disabled parking bay and placing bollards on the walkway into the surgery so to protect pedestrians. She noted that FOC had agreed to cover 50% of the cost. The Chair invited John Bamford to speak as a trustee of FOC. John noted that the agreement to cover 50% of cost was not recorded as a definitive unqualified commitment in their latest meeting minutes but FOC had said they would match any funding provided by CPC in principle.

It was unanimously agreed to award £3025 to Capelfield Surgery for surgery accessibility improvements on the condition that this money is matched by FOC.
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AP67 Clerk to arrange CIL payment and letter upon confirmation that money has been matched by FOC.

107/5. To agree the Covid-19 protocol for physical Parish Council meetings going forward.

The Clerk had circulated the latest Covid-19 Risk Assessment. The Clerk asked Councillors whether they were supportive of using the smaller Committee Room for meetings in 2022 or whether there were

social distancing concerns. A number of Cllrs noted their concerns over the size of the room in respect of the current Covid situation.

It was **unanimously agreed** that the Clerk should find alternative larger meeting rooms in 2022 and that the Village Hall Committee Room would not be used.

It was **unanimously agreed** that the current agreed Covid-19 risk assessment and meeting protocol remain in place with no amends.

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

108/6. To receive the Chairman's report and decide any action arising.

The Chairman noted that he had attended both the CRGT and CVA AGMs. He then stated that next year's draft budget introduced environmental focused grants so to support the moving focus of the UK's agenda towards a greener future and that such a move in the budget would hopefully engage younger generations. He also noted he was working through a proposal to alternate the focus of HT&E Committee between Highways & Transport one meeting and then to Environment the next.

109/7. To receive the report from the Parish Clerk and decide any action arising.

The Clerk had circulated her report ahead of the meeting (Appendix A). She noted that the first half VAT refund had now been received by HMRC.

AP69 Clerk to pick up with Chairman on CBS signatures.

110/8. 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 31ST OCTOBER shows current assets less liabilities of £113,032; represented by General Reserves £79,178 and Earmarked Reserves of £33,854. We have £104 of costs outstanding on the credit card. (Appendix B)

2/ Cash book (1) Unity Trust Payments report from 1ST SEPTEMBER to the 31ST OCTOBER 2021 shows all transactions during the period (Appendix C). Total payments for this period amount to £4800.34 ex VAT. Main ex VAT costs outside of usual monthly expenditure: -

- £425.64 Zurich Renewal 21/22
- £300 PKF Little John External Audit Completed.
- £75.00 Email access support for Cllr Herbert.
- £40 for annual ICO Data Protection 21/22
- £35 Cllr Bray to attend SALC Conference.
- £25 for Remembrance Day Wreath
- £11.56 VAT refunded relating to Transcript FOI request.

3/ Cash book (3) Unity Credit Card shows all transactions from the 1ST SEPTEMBER to 31ST OCTOBER 2021 amounting to £167.28 ex VAT (Appendix C). Main ex VAT costs outside of usual monthly expenditure: -

- £43.99 Office supplies for ink and £16.89 Printing Paper
- £50 for SCC tree replacement requests for Torrington Road.

4/ The expenditure review (Appendix D) shows that there are 4 cost areas of overspend versus budget: -

- Other Grants at £52,500 versus £2,750 in the budget. Any CIL & Grant payments are allocated against this code. If you remove the £47,500 EMR CIL transferred into this code actual expenditure over budget would be £2,250. This overspend was agreed at the May meeting as part of the CRGT Family Garden & Pathway £5000 grant payment.
- Misc. admin expenses are 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 70% of total budget for the year.

- Pension now at 134% 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.

5/ Receipts. Between 1st September and the 30th October a 2nd half Pre-cept of £24,536.50 and 2nd half grant of £1380 was received from EBC. No CIL monies were due. VAT refund request of £479 for April – September 2021 had been received from HMRC.

6/ Accounts do not reflect the agreed salary increase for the Clerk which was backdated to the 1st April. The Clerk is awaiting whether a NALC salary increase is proposed and brought to the Council before carrying out the amends due to the work required.

The Clerk noted that there was an error in description for one payment of £35 for the SALC conference and it should have been marked down for Cllr Herbert not Cllr Bray.

It was **unanimously agreed** that the Chairman could sign the Balance Sheets, Cashbooks and Income and Expenditure reports. The Chairman signed the reports, witnessed by the Clerk.

111/9. To discuss a provisional budget for 2022/23 and agree the sign-off process and next steps to finalise.

The Clerk had circulated a draft budget proposal ahead of the meeting. She noted the following keys points: -

- EBC at this time suggested a flat tax base as they had yet to action their figure but advised CPC to assume flat.
- She had allowed for a 5% cost increase due to high levels of inflation in the economy if she hadn't already had confirmation of the cost for 22/23.
- She had realigned General Expenditure down to be more realistic level and increased funds to Other grants and Public Projects and introduced a Climate Improvement grant.

She noted one amend was required as the proposed budget for 3 editions of the Courier wasn't sufficient. Cllr Swift suggested using volunteers for distributing the Courier so to reduce costs. Cllr Sugden noted that the CVA used to assist Cllrs but it has been very difficult to get volunteers to cover the 3000 households. The Clerk noted she did not have the capacity to take on co-ordinating volunteers and deliveries as she was already overloaded. The Committee agreed to look at how volunteer options could work next year.

It was **agreed in a majority** decision to hold the net Band D rate flat at £14.15 for 22/23. 1 Cllr abstained.

It was **unanimously agreed** to take £800 from General Reserves so to be able to fund 3 editions of the Courier in 22/23 whilst allowing for the additional monies into the Grants and that with this amend the draft budget could be presented to the full Council at the 13th January for final sign off.

AP71 Clerk to make amend to draft budget and bring back to 13th January meeting for final approval.
AP72 Clerk to prepare a Climate Grant Application Guidance form and bring to CPC meeting on 13th January.

112/10. To approve the Highway Gardens Site's Contract for November 2021- November 2024.

The Clerk had circulated the quotation she had received ahead of the meeting.

It was **unanimously agreed** to award the 3 year gardening contract to Paul's Gardening Services.

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

113/12. To consider a resident's suggestion that Claygate Parish Council or Elmbridge Borough Council license the Greenbelt plot behind Claygate House which is currently mentioned in a Notice of landowner deposits under section 31(6) of the Highways Act 1980 and section 15A(1) of the Commons Act 2006.

A local resident had contacted the Clerk regarding the Deposit (Declaration) under the Highways Act 1980 and the Commons Act 2006 that no public rights of way or village green/common land rights exist over the land off Raleigh Drive by Claygate House and he asked if there was an opportunity to approach the landowner and see if she was open to leasing the land cheaply to Elmbridge or the Parish Council for public recreational use. The proposal had gone to the Planning Committee who had voted for the suggestion to be brought to the full council. Cllr Sugden noted that this was privately owned land.

It was **unanimously agreed** to deter any discussion or decision on this subject until the landlord has made it clear what they intended to do with the land.

114/ 13. To note the payment of £360 inc VAT to the CVA for the provision of a Christmas Tree on The Green from the Christmas Lights Event budget.

The Committee noted the payment and that the Christmas tree on the Green was planned to go up on the 27th November but was in the process of securing a licence from SCC for power.

115/14. To note the payment of £578.10 inc VAT for Marshalls for Remembrance Day Parade from the Public Projects Budget.

The Committee noted the payment. The Chair thanked the Clerk for the efforts she had put in.

116/15. To consider and approve a request from the CVA to revarnish the Parade sign.

The Clerk noted that she had spoken to EBC to see if they would action the revarnish for CPC but they have declined due to the need for scaffolding. The Clerk suggested she go away and look at the artwork which was sun damaged and varnishing together and come back to a future CPC meeting with a proposal.

It was **unanimously agreed** to revarnish the Parade sign in principle and for Clerk to ask CVA for help with covering the cost.

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

117/16. To receive and consider the adoption of a revised Freedom of Information Policy and Publication Scheme.

The Clerk had circulated a new proposed Freedom of Info Policy & Publication scheme ahead of the meeting. The Clerk had received some grammar and typo amends from Cllr Bray ahead of the meeting which she would apply. Cllr Sugden also requested an amend.

It was **unanimously agreed** to approve the Freedom of Information Policy and Publication scheme with the proposed amends. (Appendix E)

AP75 Clerk to upload new FOI Policy and Publication scheme to website.

118/17. To consider an amend to the Standing orders 15a to clarify minute taking if the Clerk is not available.

The Committee noted that currently Standing Orders 15a state that 'The Proper Officer shall be the Clerk. When the Proper Officer is absent the Council shall nominate a member to take the minutes.'. The Clerk had contacted SALC to get some advice on who can in fact take minutes for a Parish Council or Committee meeting. SALC had responded saying they believed anyone can take the minutes but there must be a recorded decision as to the appointment. The Chair can nominate who this is but the Council must agree at the start of the meeting. There is an expectation that a council/committee will not postpone the conduct of its business (statutory meeting) unless it is inquorate or in very exceptional

circumstances. All that is required is a minute of a decision. It requires a few lines to provide a context to any decision and then the decision itself. If needed a tape recorded could be used for wider discussions.

It was **unanimously agreed** to amend Standing Orders 15 a to read ‘The Proper Officer shall be the Clerk. When the Proper Officer is absent the Council shall nominate an individual to take the minutes.

AP76 Clerk to amend Standing orders and upload to website.

119/ 18. To receive an update on the CVHA from Cllr Swift.

Cllr Swift updated the Committee on the fact that the CVHA were purchasing a projector for the small hall. She also asked if the Clerk still worked once a week from the hall as a poster at the Village Hall indicated she did. The Clerk noted that she hadn’t returned to working physically from the Village Hall since the Covid pandemic as she felt it was actually easier for her to work from home as she had all her files to hand and she could still meet members of the public physically as and when required. The Clerk also noted that there was a cost involved in her working from the Village Hall. She informed the Council that she would continue to work from home unless the Council considered it necessary for her to be in the Village Hall. No Councillor raised any concerns for the Clerk to remain working from home.

AP77 Clerk to remove notice from Village Hall.

120/19. To discuss options for the Queens Platinum Jubilee on the 2nd June 2022 and agree any action required.

The Chairman proposed to move this agenda item to the next meeting which was agreed.

121/20. To receive the report from the Planning Committee and decide any action arising.

Cllr Bray, in his absence, had asked the Clerk to refer Councillors to the Planning Committee minutes for the latest updates on Planning.

122/21. To receive the report from the Highways, Transport and Environment Committee (HT&E)

Cllr Rawson noted there were no updates for the HT&E Committee.

123/22. To receive an update on Communications and agree responsibilities and process for the Courier going forth.

The Clerk and Cllr Sugden, as the current Courier lead, had met with a local resident who has both significant background in journalism and publishing and is very much part of the Claygate community. He has kindly volunteering to co-ordinate the Courier on behalf of CPC. The aim is for his first courier to land in April 2022. The Clerk will meet with him at the start of January to pull together a timeline, assist in connections and pulling together of articles.

AP78 Clerk to invite the resident to 13th January CPC meeting to meet with Cllrs.

124/23. Matters for information purposes only.

None

The next meeting of the Claygate Parish Council would be on the 13th January 2022.

Meeting closed at 21h30

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

Date.....

Appendix A

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 October & November following rise in cases. Clerk has communicated out closure dates via Facebook page.
- Directional communications remain on website should residents require further information.

EVENTS & MEETINGS

- Remembrance Day - Planning involved securing Surrey Police accredited Marshalls, road closures orders, insurance, notifying residents affected of road closures, liaising to divert buses with TFL, communication to the community via Facebook, noticeboards, website and Courier and finally organising wreath layers.
- Planning Committee members invited to SALC Future of Planning training course on 11th September
- Cllr Bray to attend Surrey Future and Surrey Development Forum Conference on the 25th November which we were successful in securing a free place via a ballot (normal cost £150)
- CVA AGM was held on the 11th November.
- CRGT AGM was held on the 14th November.

FINANCE

- VAT reclaim for April-September 2021 submitted for £479.12. Awaiting payment.
- Chased Pre-cept and CIL monies for April -September. No CIL monies due. Pre-cept received.
- Prepared first draft of Budget 22/23.
- Clerk to update Cambridge Bank Signatories to include new Chairman and remove Cllr Sugden.

POLICIES

- Prepared updated FOI policy and Publication scheme for this meetings approval

COMMUNICATIONS

- Facebook followers has hit target of 200 coming in at 222. No money has been spent to boost and the growth in followers is purely organic.

CONTRACTS

- HGS tender actioned and results to be reviewed at 18th November CPC meeting.

OTHER

- McCloud Data Requirement request from SCC (deadline of 31st October 2021) relating to historic pension payments. Submission went in on time.
- Light on the Green has been fixed by EBC.
- Mulberry VAT course was cancelled and rescheduled for 22nd November.

Appendix B

10/11/2021

Claygate Parish Council

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Balance Sheet as at 31st October 2021

31st March 2021

31st March 2022

31st March 2021		31st March 2022	
Current Assets			
1,808	VAT Control A/c	623	
55	Petty Cash	55	
86,776	Cambridge	76,770	
21,074	Unity Trust	35,688	
<u>109,713</u>		<u>113,136</u>	
109,713	Total Assets	113,136	
Current Liabilities			
0	Unity Credit Card	104	
176	Credit Card Liabilities	0	
20	Accruals	0	
<u>196</u>		<u>104</u>	
109,517	Total Assets Less Current Liabilities	113,032	
Represented By			
48,950	General Reserves	79,178	
7,850	EMR Election Fund	7,850	
35,000	EMR CIL Claygate School Pool	0	
17,717	EMR CIL 20/21	5,217	
0	EMR CIL 21/22	20,787	
<u>109,517</u>		<u>113,032</u>	

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

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Appendix C

Date: 11/11/2021

Claygate Parish Council

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Time: 10:29

Cashbook 1

User: SH

Unity Trust

Payments made between 01/09/2021 and 31/10/2021

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/09/2021	PKF Littlejohn LLP	BACS	360.00		60.00	1112	101	300.00	PKF Littlejohn LLP
07/09/2021	Janet Swift	BACS	11.56			4001	101	11.56	VAT refund Transcript FOI
10/09/2021	TalkTalk	DD	31.80		5.30	1110	101	26.50	Talk Talk Sept monthly bill
13/09/2021	Claygate Recreation Ground Tr	BACS	86.24		14.37	1106	101	71.87	Claygate Recreation Ground Tr
13/09/2021	Claygate Village Hall Assoc.	BACS	85.50			1106	101	85.50	August Hall hire
13/09/2021	E-Mango	BACS	60.00		10.00	6102	601	50.00	E-Mango
15/09/2021	Vodafone	DD	16.21		2.70	1110	101	13.51	Vodafone Sept bill
16/09/2021	Lloyds Bank	DD	3.00			1132	101	3.00	Sept Credit Card Monthly fee
16/09/2021	Unity Credit Card	Sept CC	33.84			250		33.84	September Credit Card Payment
23/09/2021	Paul Garden Services	BACS	583.34			3102	301	583.34	HGS Monthly Maintenance August
23/09/2021	Mulberry and Co.	BACS	42.00		7.00	1103	101	35.00	Clerk VAT Training Course
28/09/2021	Sally Harman	BACS	853.82			1101	101	853.82	Clerk Salary September
28/09/2021	HMR & C	BACS	222.19			1101	101	222.19	P32 Sept
28/09/2021	Nest Pension	DD	37.35			1137	101	37.35	Clerk Pension September
30/09/2021	Unity Bank	DD	18.00			1132	101	18.00	Bank Service Charge
01/10/2021	TipTop Computers	BACS	90.00		15.00	1130	101	75.00	Email support Cllr Herbert
07/10/2021	Claygate Village Hall Assoc.	BACS	24.22			1106	101	24.22	September Village Hall Hire
10/10/2021	TalkTalk	DD	31.80		5.30	1110	101	26.50	Talktalk October Phone Bill
14/10/2021	Paul Garden Services	BACS	583.34			3102	301	583.34	HGS Sept Maintenance
14/10/2021	Surrey ALC Ltd	BACS	42.00		7.00	1130	101	35.00	SALC Conference Cllr Bray
14/10/2021	Vodafone	DD	20.61		3.44	1110	101	17.17	October Mobile Bill
14/10/2021	ICO Data Protection	DD	40.00			1139	101	40.00	ICO Data Protection 21/22
18/10/2021	Lloyds Bank	DD	3.00			1132	101	3.00	October Credit Card Fee
18/10/2021	Unity Credit Card	Oct CC	86.63			250		86.63	October Credit Card Payment
20/10/2021	Zurich Municipal	BACS	425.64			1115	101	425.64	Zurich Insurance 21/22
25/10/2021	Royal British Legion	300680	25.00			1136	101	25.00	Remembrance Day Wreath
28/10/2021	Sally Harman	BACS	853.82			1101	101	853.82	Clerk Salary October
28/10/2021	HMR & C	BACS	222.19			1101	101	222.19	P32 October
28/10/2021	Nest Pension	DD	37.35			1137	101	37.35	October Clerk Pension
Subtotal Carried Forward:			4,930.45	0.00	130.11			4,800.34	

Unity Credit Card

Payments made between 01/09/2021 and 31/10/2021

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</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
14/09/2021	Microsoft	CC	33.84		5.64	1139	101	28.20	Office 365 Sept Sub
21/09/2021	Viking Direct	CC	52.79		8.80	1130	101	43.99	Ink Cartridges
07/10/2021	Viking Direct	CC	20.27		3.38	1105	101	16.89	Printing Paper
14/10/2021	Microsoft	CC	33.84		5.64	1139	101	28.20	Office 365 October Sub
14/10/2021	Microsoft	CC	33.84		5.64	1139	101	28.20	Office 365 October Sub
14/10/2021	Microsoft	CC	-33.84		-5.64	1139	101	-28.20	Office 365 October Sub
18/10/2021	Surrey County Council	CC	50.00			2105	201	50.00	Tree Replacement Request SCC
Total Payments:			190.74	0.00	23.46			167.28	

Appendix D

10/11/2021

Claygate Parish Council

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Detailed Income & Expenditure by Budget Heading 31/10/2021

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
General Administration							
101 General Expenditure							
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	72,678	51,878	(20,800)			140.1%	20,787
1101 Salaries and Ers Ni	7,648	15,020	7,372		7,372	50.9%	
1102 Accomodation	90	216	126		126	41.7%	
1103 Training	280	600	320		320	46.7%	
1105 Office Supplies	17	500	483		483	3.4%	
1106 Hall Hire	500	800	300		300	62.5%	
1110 Telephone	276	500	224		224	55.1%	
1112 Audit	300	450	150		150	66.7%	
1115 Insurance	426	600	174		174	70.9%	
1120 Subscriptions	2,618	3,190	572		572	82.1%	
1128 Equipment	0	450	450		450	0.0%	
1130 Misc Admin Expenses	891	800	(91)		(91)	111.4%	
1132 Bank Charges	45	108	63		63	41.8%	
1136 Chairmans Allowance	25	100	75		75	25.0%	
1137 Pension	269	200	(69)		(69)	134.4%	
1139 GDPR Compliance	237	500	263		263	47.5%	
General Expenditure :- Indirect Expenditure	13,621	24,034	10,413	0	10,413	56.7%	0
Net Income over Expenditure	59,057	27,844	(31,213)				
6001 less Transfer to EMR	20,787						
Movement to/(from) Gen Reserve	38,270						
103 Other Grants							
1302 Youth	0	500	500		500	0.0%	
1304 Christmas lights event	0	500	500		500	0.0%	
1306 Other Grants	52,500	2,750	(49,750)		(49,750)	1909.1%	47,500
Other Grants :- Indirect Expenditure	52,500	3,750	(48,750)	0	(48,750)	1400.0%	47,500
Net Expenditure	(52,500)	(3,750)	48,750				
6000 plus Transfer from EMR	47,500						
Movement to/(from) Gen Reserve	(5,000)						

Continued over page

Detailed Income & Expenditure by Budget Heading 31/10/2021

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Public Projects							
1401 Public Projects	3,167	2,684	(483)		(483)	118.0%	
Public Projects :- Indirect Expenditure	<u>3,167</u>	<u>2,684</u>	<u>(483)</u>	<u>0</u>	<u>(483)</u>	<u>118.0%</u>	<u>0</u>
Net Expenditure	<u>(3,167)</u>	<u>(2,684)</u>	<u>483</u>				
801 Communications							
8101 Printing & Design	0	5,000	5,000		5,000	0.0%	
8102 Website	80	1,000	920		920	8.0%	
8105 Publicity	0	500	500		500	0.0%	
Communications :- Indirect Expenditure	<u>80</u>	<u>6,500</u>	<u>6,420</u>	<u>0</u>	<u>6,420</u>	<u>1.2%</u>	<u>0</u>
Net Expenditure	<u>(80)</u>	<u>(6,500)</u>	<u>(6,420)</u>				
General Administration :- Income	72,678	51,878	(20,800)			140.1%	
Expenditure	69,368	36,968	(32,400)	0	(32,400)	187.6%	
Net Income over Expenditure	<u>3,310</u>	<u>14,910</u>	<u>11,600</u>				
plus Transfer from EMR	47,500						
less Transfer to EMR	20,787						
Movement to/(from) Gen Reserve	<u>30,023</u>						
Highways							
201 Highways							
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	<u>75</u>	<u>2,600</u>	<u>2,525</u>	<u>0</u>	<u>2,525</u>	<u>2.9%</u>	<u>0</u>
Net Expenditure	<u>(75)</u>	<u>(2,600)</u>	<u>(2,525)</u>				
Highways :- Income	0	0	0			0.0%	
Expenditure	75	2,600	2,525	0	2,525	2.9%	
Movement to/(from) Gen Reserve	<u>(75)</u>						

Environment

Detailed Income & Expenditure by Budget Heading 31/10/2021

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Environment							
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	3,521	7,200	3,679		3,679	48.9%	
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>3,871</u>	<u>11,900</u>	<u>8,029</u>	<u>0</u>	<u>8,029</u>	<u>32.6%</u>	<u>0</u>
Net Income over Expenditure	<u>280</u>	<u>(7,810)</u>	<u>(8,090)</u>				
Environment :- Income	4,151	4,090	(61)			101.5%	
Expenditure	3,871	11,900	8,029	0	8,029	32.6%	
Movement to/(from) Gen Reserve	<u>280</u>						
Planning							
401 Planning							
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>
Net Expenditure	<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%	
Movement to/(from) Gen Reserve	<u>0</u>						
Grand Totals:- Income	76,829	55,968	(20,861)			137.3%	
Expenditure	73,313	55,968	(17,345)	0	(17,345)	131.0%	
Net Income over Expenditure	<u>3,515</u>	<u>0</u>	<u>(3,515)</u>				
plus Transfer from EMR	47,500						
less Transfer to EMR	20,787						
Movement to/(from) Gen Reserve	<u>30,228</u>						



FREEDOM OF INFORMATION POLICY

The Freedom of Information Act 2000

The Freedom of Information Act gives people the right to obtain information held by public authorities unless there are good reasons to keep it confidential.

The Information Commissioner's Office

The ICO is the UK's independent public body set up to promote access to official information and protect personal information. It has responsibility for ensuring that information is disclosed promptly and that exemptions from disclosure, such as covered by Data Protection legislation, are applied lawfully. Some information could be exempt from disclosure.

How do I make a request?

A large amount of information is freely available on the Council's website, which can be found at www.claygateparishcouncil.gov.uk.

If you are unable to find the information you are looking for, you can request the information directly from the Council as follows: -

- Make the information request as specific as possible. If your request is too broad the Council may ask you to clarify it. This may increase the time it takes to get the information.
- Provide as full a description as possible of the information you require.
- Be clear about the format you would prefer to receive the information in, for example, by e-mail or as a paper copy.

All requests can be submitted to clerk@claygateparishcouncil.gov.uk or sent to our address: -

Claygate Parish Council
Claygate Village Hall
Church Road
Claygate
KT100JP

What happens once my request has been received?

Any request for information should be treated by the Council as a formal request for information and the Council suggests that e-mails or letters are clearly marked as Freedom of Information requests to avoid any confusion. The Council must respond promptly to requests or, in any event, within 20 working days, although the Council has longer to consider whether the disclosure of normally exempt information would be in the public interest. When considering the public interest test, the Council must do so 'within a reasonable time.'

What if the information is refused?

Where the Council decides not to disclose the information requested, it must give reasons for its decision, it must explain how the exemption or exception applies and it must explain the arguments under the public interest test. The Council must also inform you of your right to complain to the ICO.

Please note the Council will not comply with vexatious requests or repeated requests if it has recently responded to an identical or substantially similar request from the same person. Also, under S12 of the 2000 Act, the Council is not required to comply with a request if to do so means exceeding an appropriate cost limit as set out in the Freedom of Information and Data Protection (appropriate Limit and Fees) Regulations 2004 (the 2004 Regulations). This is £450 for local authorities, equivalent to 18 hours of work at £25 per hour regardless of hourly rates. These are: - establishing whether information is held, locating and retrieving information and extracting relevant information from the document containing it. The Council in such cases that refuse to disclose the requested information can discuss with the requester whether they would like to modify their request so as to reduce costs to below the £450 limit.

How can the ICO help and what is the legal process?

You may apply to the ICO for a decision about whether the request has been dealt with according to the Act, for example, you believe there has been excessive delay or if you wish to dispute the application of an exemption or refusals made on public interest grounds. The ICO may serve a decision notice on the Council either confirming the decision made by the Council or directing it to disclose information within a certain time. Non-compliance with a decision notice may constitute contempt of court. If you or the Council disagrees with the ICO's decision you have 28 days to appeal to the independent Information Tribunal. The Information Tribunal may uphold the ICO's decision notice, amend it (for example change the time frame for release of information) or overturn it. Non-compliance with the Information Tribunal's notice may also constitute contempt of court.

Additional guidance on the Freedom of Information Act is available on the ICO website at www.ico.gov.uk or by telephone to their Helpline 01625 545745.

Charges

Full details of charges associated with publication can be found on our website under Policies and Publication Schemes.

November 2021



Freedom of Information Policy – Publication Scheme **Information available from** **Claygate Parish Council**

Under the Freedom of Information Policy, it is the duty of every public authority to adopt and maintain a publication scheme. The publication scheme provides a list of all the information the Council will make routinely available, explain how it can be accessed (either via the Parish Council website or hard copy) and whether or not a charge will be made for it.

Classes of Information

The information held by Claygate Parish Council has been recorded under the following classes of information:

Class 1 Who we are and what we do

Class 2 What we spend and how we spend it

Class 3 What our priorities are and how we are doing

Class 4 How we make decisions

Class 5 Our policies and procedures

Class 6 Lists and registers

Class 7 The services we offer

Website

Some information is routinely available from the Parish Council's website at no charge. The Parish Council's website can be found at: www.claygateparishcouncil.gov.uk. A copy of this publication scheme is also available on the Parish Council website.

Charges for Information Published under this Scheme

Information available through this Council's publication scheme should be readily available at minimum cost to the public. In most cases charges will be made on the basis of cost recovery. Charges may be made for actual disbursements (e.g., photocopying and postage) and information that the Council is legally authorised to charge for: -

- Anyone requesting information will be notified of any charge before the information is provided.
- Payment will be requested before the information is supplied.
- A schedule of charges is appended to this document.

FOI requests and the Publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the guide to information can still be requested and should be made available unless it can be legitimately withheld.

Availability of Datasets

Once a dataset is disclosed following an FOI request, Claygate Parish Council will make that dataset more widely available and any updated version of that dataset by inclusion on our website. All datasets published in this way will be in a format capable of re-use wherever possible, i.e., not in a PDF format. For datasets which do not contain copyright material the usual FOI charging provisions will apply as set out in this Publication Scheme – i.e., the Council will only be able to charge photocopying, postage and any disbursements. However, if datasets are published which contain copyright material, the Council may exercise any power it has under other enactments to charge a fee in connection with making the relevant copyright work available for re use. This only covers re use and not access to the information.

The list of information published by the Parish Council, and how that information may be obtained can be found below. Most of our public documents are available to access in several ways.

Hard copy

Where a document is available in hard copy, please contact the Parish Council Office. There may be a small charge for providing copies of documents.

Inspection at Claygate Parish Council

All documents are available to view at Claygate Parish Council Office, Claygate Village Hall, Church Road, Claygate, Surrey KT10 0JP. Please call ahead for availability or to make an appointment 01372 467000.

Website

Many documents are available online at www.claygateparishcouncil.gov.uk.

Electronic copy (E-copy)

Electronic copies are available from the Clerk to the Council. Please email:
 clerk@claygateparishcouncil.gov.uk

Parish Council noticeboards

Agendas, notification of electors’ rights to view the Parish Council’s accounts, and other important information are disseminated on the Parish Council’s noticeboards outside Boots on Hare Lane and outside Claygate Village Hall on Church Road.

Newsletter

Parish Council information such as members and contact details are published on the newsletter and delivered to every accessible household and business. This list is not definitive.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
<p>Who’s who on the Council and its Committees</p>	1. Website 2. Notice boards 3. Newsletter (Courier) 4. Hardcopy	Free Free Free 15p per page
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	1-4 as above	Free
<p>Location of main Council office and accessibility details</p>	1-4 as above	Free
<p>Staffing structure</p>	1-4 as above	Free
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
<p>Annual return form and report by auditor</p>	1. Website 2. Notice boards 3. Hardcopy	Free Free 15p per page
<p>Finalised budget</p>	1. Website 2. Newsletter (Courier)	Free Free

	3. Hardcopy	15p per page
	4. E-copy	Free
Precept	1. Website	Free
	2. Newsletter (Courier)	Free
	3. Hardcopy	15p per page
Previous Year's Accounts	1. Website	Free
	2. Hardcopy	15p per page
	3.E-copy	Free
Financial Standing Orders and Regulations	1. Website	Free
	2. Hardcopy	15p per page
Grants given and received	1. Website	Free
	2. Hardcopy	15p per page
	3.E-copy	Free
List of current contracts awarded and value of contracts	1. Hard Copy	15p per page
	2. E-copy	Free
Members' allowances and expenses	Chairman's Allowance included in finalised budget which is on website (No other allowances paid.)	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Village Design Statement	1. Website	Free
	2. Hardcopy	15p per page
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	1. Website	Free
	2. Hardcopy	15p per page
Local charters drawn up in accordance with DCLG guidelines -Parish Charter with EBC	1. Hardcopy	15p per page
	2. E-copy	Free

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<ol style="list-style-type: none"> 1. Website 2. Noticeboards 3. Hardcopy 	<p>Free</p> <p>Free</p> <p>15p per page</p>
<p>Agendas of meetings</p>	<ol style="list-style-type: none"> 1. Website 2. Noticeboards 3. Hardcopy 	<p>Free</p> <p>Free</p> <p>15p per page</p>
<p>Minutes of meetings</p>	<ol style="list-style-type: none"> 1. Website 2. Noticeboards 3. Hardcopy 	<p>Free</p> <p>Free</p> <p>15p per page</p>
<p>Reports presented to Council meetings</p>	<ol style="list-style-type: none"> 1. Website 2. Noticeboards 3. Hardcopy 	<p>Free</p> <p>Free</p> <p>15p per page</p>
<p>Responses to consultation papers</p>	<ol style="list-style-type: none"> 1. Website (post Sept 2021) 2. Hardcopy 3. E-Copy 	<p>Free</p> <p>15p per page</p> <p>Free</p>
<p>Responses to planning applications</p>	<ol style="list-style-type: none"> 1. EBC website 2. CPC website 3. Hardcopy 	<p>Free</p> <p>Free</p> <p>15p per page</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p>	<ol style="list-style-type: none"> 1. Website 	<p>Free</p>

Procedural standing orders Committee and subcommittee terms of reference Code of Conduct Policy statements	2. Hard copy	15p per page
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services: - Health & Safety policy Policy for handling requests for Freedom of Information Schedule for charges for publication of information Complaint's procedures Bullying and Harassment policy Risks Management policy Documentation Retention policy Data protection policy CIL Policy and Guidance Grants Policy and Guidance Media and Communications Policy	1. Website 2. Hard copy	Free 15p per page
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	1. Website 2. Inspection at Council office by appointment 3. Hardcopy	Free Free 15p per page
Register of members' interests	1. Website 2. Inspection at Council office by appointment 3. Hardcopy	Free Free 15p per page
Register of gifts and hospitality	Inspection at Council office by appointment	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Bus shelters	1. Inspection at Council office by appointment	Free

	2. Hardcopy	15p per page

Contact details:

**PARISH CLERK
CLAYGATE PARISH COUNCIL
CLAYGATE VILLAGE HALL
CHURCH ROAD, CLAYGATE
SURREY KT10 0JP
clerk@claygateparishcouncil.gov.uk**

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost + contribution to overheads.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation.
Other		

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