

NOTICE IS HEREBY GIVEN THAT

**The Annual Meeting of Claygate Parish Council will be held  
on Tuesday 24<sup>th</sup> May 2022 at 7.30pm, Treetops Room, Claygate Pavilion.**

The meeting is open to the public and press. All attendees must notify the Clerk that they would like to attend by 11am on the day of the meeting. 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, they must contact the Parish Clerk before 11am on the day of the meeting who will allocate a slot. All meetings will operate to our Privacy Policy which can be found at [www.claygateparishcouncil.gov.uk](http://www.claygateparishcouncil.gov.uk).

*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 10<sup>th</sup> March 2022.
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 approve the Parish Council bank accounts signatories and verification of monthly bank reconciliations through to May 2023.
10. To confirm the remits of the Parish Council and Committees.
11. To appoint membership to the following committees and working parties: -
  - a) Highways, Transportation & Environment Committee
  - b) Planning Committee
  - c) Staffing Working Party
12. To review arrangements including any charters with other local authorities and review of contributions.
13. To receive a brief review on representation on external bodies in the previous year and to review representation on or work with external bodies and arrangements for reporting back.
14. To review assets and decide printer requirements going forth.
15. To confirm arrangements for insurance cover in respect of all insurable risks.
16. To confirm councils and /or staff subscriptions to other bodies
17. To note and agree the proposed addition to the Standing orders confirming the delegation process in the absence of a Chair at Committee meetings as proposed by Cllr Sugden and Cllr Collon.

18. To note NALC's Model Standing Orders 2018 (England) - Version 2 (April 2022), agree any amends required and adopt the Council's Standing Orders.
19. To review, reaffirm and adopt the Financial Regulations, Members Code of Conduct, Health & Safety Policy, Freedom of Information Policy, Freedom of Information Publication Scheme, Risk Management Policy and Assessment, Document Retention Policy, Bullying & Harassment Policies, Data Protection Policy, Privacy Policy, Complaints Procedure, Media & Communications Policy, CIL Policy and Guidance, Grants Policy and Guidance, Register of Interests and the Hospitality Register.
20. To set the dates, times and places of meetings of the Council through to May 2023.
21. To consider the Chairman's allowance.
22. To receive the Chairman's report and decide any action arising.
23. To receive the report from the Parish Clerk and decide any action arising.
24. To receive and note the Annual Internal Audit Report 2021/22.
25. To receive and review the Annual Governance Statement for the year ending 31/3/22 and agree any action.
26. To receive and review the Statement of Accounts for the year ending 31/3/22 and agree any action.
27. To receive the financial report and review the budget and the expenditure thus far for financial year 2022/23.
28. To note the decision by Elmbridge Borough Council (EBC) to return the maintenance of the Surrey County Council Highway Garden Sites (HGS) to Surrey County Council as of the 1<sup>st</sup> September 2022 and as such the termination of the £4,151 p.a. HGS Grant CPC receives from EBC, and agree any action required.
29. To receive an update on Communications including a cost reduction proposal for the production of the Courier.
30. To agree 22/23 budget realignment in order to create an Earmark Reserve of £7200 for the May 2023 Parish Council elections should it be required.
31. To consider a Grant Application for £1000 from the Claygate Youth Hub towards the running costs of their Youth sessions.
32. To agree the winner of the Brian Rhodes Community Cup 2022.
33. To discuss the Claygate Flower Show 2022 and agree any action.
34. To receive the report from the Planning Committee including the latest on the Draft Local Plan and decide any action arising.
35. To receive the report from the Highways, Transport and Environment Committee and decide any action arising.
36. Matters for information purposes only.

**To confirm that the next meeting of the Claygate Parish Council is planned to be held on  
Thursday 7<sup>th</sup> July 2022 at Claygate Village Hall at 7.30 pm**

**Website: [www.claygateparishcouncil.gov.uk](http://www.claygateparishcouncil.gov.uk)**