



Donna Holt
Chair
Claygate Parish Council
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26th January 2024

YOU ARE HEREBY SUMMONED TO ATTEND

A Meeting of Claygate Parish Council will be held on Thursday 1st February 2024 at 8.30pm in the Small Hall, Claygate Village Hall

The meeting is open to the public and press. A quarter of an hour has been reserved for members of the public to address the Council, for three minutes each, on any subject relevant to the agenda. In order to address the meeting, we would appreciate you contacting the Parish Clerk before 11am on the day of the meeting who will allocate a slot. All meetings will operate to our Privacy Policy which can be found at www.claygateparishcouncil.gov.uk. Doors will open at 8.20pm.

Covid 19

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 for full guidelines.

Donna Holt

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Chair of Claygate Parish Council

AGENDA

1. To agree who will clerk the meeting in the absence of the Clerk
2. To accept Apologies for Absence.
3. To receive Declarations of Interest in items on the Agenda.
4. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Council were asked to resolve that, because of the sensitive nature of the business to be transacted under Agenda item 25, To Approve/Not Approve the Pension Allowance for a Parish Clerk - that the public and members of the press would be asked to leave the meeting during the consideration of this item due to confidential nature of the item.
5. To answer any prearranged questions from the public
6. To confirm the minutes of the Claygate Parish Council (CPC) Meeting held on 11th January 2023.
7. To appoint a new Staffing Chair following the resignation from the Staffing Committee of Cllr Herbert and Holt in December 2023 and Cllr Grose in Jan 2024 (Appendix 1, Appendix 2, Appendix 3)
8. To discuss and agree whether a temporary clerk is needed short term to take care of agendas, minutes and monthly finances such as reconciliations and agree a budget for this.
9. To appoint delegated powers to hire a new permanent Clerk for the Parish Council to agreed Councillors.

10. To appoint delegated powers to Councillor Holt in consultation with other Councillors to carry out a temporary handover with the outgoing Clerk and to answer the Parish Council phone and emails.
11. To have all passwords and administration rights documented on a sheet by the outgoing Clerk and placed into a sealed envelope, the seal signed by the chair and outgoing clerk, and kept by the Chair so that in the event of handover to the newly appointed Clerk all administration rights and passwords are known and can also be changed going forwards. To also agree that once changed by the new incoming Clerk, a new sealed envelope, the seal signed by the clerk and chair is documented and kept by the Chair on an ongoing basis for contingency purposes.
12. To Approve/Not Approve whether an internal audit with a budget of £250.00 should take place executed due to the changes of staffing we will have had prior to the Internal and External audits later in the Spring (see Appendix 4)
13. To discuss and agree any further action required in respect of the Community Centre
14. To discuss and agree the standing agenda item of any further action required in respect of Torrington Lodge
15. To Approve/Not Approve the appointment of Peter Whitehead to return to editing of the Courier.
16. To Approve/Not Approve a target date of early March for final copy and distribution of the Courier with draft available at the next Parish Council meeting on 29th February 2024
17. To review and agree the December month end accounts (see Appendix 5 and 6)
18. To Approve/Not Approve the addition of the following bank account signatories: Cllrs Michael Collon, Gil Bray and Geoff Herbert
19. To review and agree the way forward with the HGS garden contract (see Appendix 7)
20. Agree a date for the Spring Litter Pick – options being put forward are 27th April 2024 or 4th May 2024
21. To receive an update from the Planning Committee and agree any actions arising.
22. To receive an update from the Environment, Highways and Transportation and Committee and agree any actions arising.
23. Matters for information purposes.
24. To confirm that the next meeting of the Claygate Parish Council is to be held on Thursday 29th February at 8.30pm in the Small Village Hall, Claygate Village Hall.
25. To Approve the Pension Allowance in compliance with the Pension Act of 2008 for current and future Parish Clerks

MEETING: Claygate Parish Council
VENUE: Small Hall, Claygate Village Hall, Church Road, Claygate, Surrey KT10 0JP
DATE: Thursday 1st February 2024
TIME: 8.30pm

Claygate Parish Council Meeting 1st February 2024

MINUTES

- a. Minutes from the 11th January 2024 Parish Council meeting

APPENDICES

CPC 10224 Agenda Item 7 App 1 – Resignation of Cllr Herbert as Member of the Staffing Committee

CPC 10224 Agenda Item 7 App 2 – Resignation of Cllr Holt as Staffing Chair

CPC 10224 Agenda Item 7 App 3 – Resignation of Cllr Grose as Member of the Staffing Committee

CPC -10224 Agenda Item 12 App 4 - Internal Audit Quote

CPC 010224 Agenda item 17 App 5 - Monthly Receipts and Payments

CPC 010224 Agenda item 17 App 6 - Accounts Summary - 31 December 2024

CPC 010224 Agenda item 19 App 7 - HGS Tender Information