



**Minutes of the Claygate Annual Parish Council Meeting  
held on Tuesday 24<sup>th</sup> May 2022.  
at 7.30 pm at Treetops Claygate Pavilion.**

**Present:**           **Outgoing Chairman:** Geoff Herbert  
                          **New Chairman:** Gil Bray  
                          **Councillors:** Michelle Woodward, Brian Rawson, Mark Sugden, Jo Collon, Janet Swift,  
                          Xingang Wang, Sue Grose,  
                          **Co-opted Committee Members:** Michael Collon, John Bamford, Caroline Stevenson  
                          **EBC Borough Cllrs:** Mike Rollings, Alex Coomes  
**In attendance:**   **Parish Clerk & RFO:** Sally Harman and 2 members of the public.

**1. To accept apologies for absence**

Cllr Marques, Co-opted Committee Members Will Harrison-Cripps and Mark Tymieniecki, and EBC Borough Cllr Bruce McDonald sent their apologies in advance. John Bamford noted that he would be late as he was chairing another meeting in the village.

**2. To elect a Chairman for the ensuing year**

Each year Councillors choose the Chairman for the forthcoming year.

Cllr Bray was proposed by Cllr Rawson, seconded by Cllr Collon.

Cllr Bray was elected Chairman by a <b>majority decision</b> . 6 Cllrs in favour, 1 Cllr against & 1 Cllr abstained.
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*19h33 Cllr Grose entered the meeting*

**3. To receive the Chairman's declaration of acceptance.**

Cllr Bray signed the Declaration of Acceptance which was witnessed by the Clerk. He noted that as the new Chair of the Parish Council he will duly and faithfully fulfill the requirements of his role according to the best of his judgment and ability.

*At this point in the meeting Cllr Bray assumed the Chair.*

**AP1** The Parish Clerk to send a copy to the Monitoring Officer at EBC and update the CPC website.

Newly elected Cllr Grose was welcomed to the Council. Cllr Grose introduced herself and noted that she was committed to being non-partisan and places the interests of Claygate first and foremost.

**4. To elect a Vice Chairman for the ensuing year.**

Cllr Sugden was proposed by Cllr Woodward seconded by Cllr Wang.

Cllr Sugden was elected Vice Chairman by a <b>majority decision</b> . 5 Cllrs in favour, 2 against, 2 abstained.
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Cllr Grose and Cllr Swift noted that they didn't support the election of Cllr Sugden as Vice Chair as they felt he was too established as a Conservative candidate.

**AP2** Clerk to update website on Vice Chairman appointment.

**5. To receive declarations of interest in items on the agenda.**

Cllr Sugden declared that he was also a SCC Cllr so there could be agenda items that come before him in his other role however he had no pecuniary interest or strong personal interest in items on the agenda. If a matter

of potential conflict arises during the meeting he would make a decision there and then on whether he should participate. Cllr Swift declared that she was a resident of Claygate. The Clerk noted that all declarations of interest by Cllrs are published on the website under each individual Cllr and it was up to Cllrs to make sure the Clerk was kept up to date of any changes.

**AP3** Cllrs to notify Clerk of any additions/exclusions on-going so the website remains up to date.

**AP4** Clerk to circulate declaration of interest form.

**6. To confirm the minutes of the Parish Council meeting held on 10<sup>th</sup> March 2022.**

The minutes of the meeting on 10<sup>th</sup> March 2021 had been circulated by the Clerk ahead of the meeting. Cllr Bray had sent a number of proposed amends to the Clerk ahead of the meeting. These were as follows: -

158/11 -> 'Cash book (3) Unity Credit Card 1ST JANUARY to the 28TH FEBRUARY 2022 shows all transactions during the period amounting to..'

162/15. -> 'He noted the changes were formatting and nomenclature related and that the meaning remained the same.'

172/25. -> Phillipa Jarvis to Philippa Jarvis

The minutes of the 10 <sup>th</sup> March 2022 meeting with the above amends were <b>approved in a majority decision</b> signed by the Chairman, witnessed by the Clerk. 2 Cllrs abstained.
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*Under Standing Orders 10 a vi the Chairman motioned to move Item 34 up the agenda and then for the agenda to return to its original order. This motion was agreed in a unanimous decision.*

**34. To receive the report from the Planning Committee including the latest on the Draft Local Plan and decide any action arising.**

Cllr Bray spoke. He noted that ahead of the proposed Draft Local Plan Public Meeting planned for the 4<sup>th</sup> July he had felt it unwise and unfair to expect any Cllr to front the meeting without the CPC having debated the plan and come to an agreed opinion on it. He had therefore proposed Agenda Item 13 at the 19<sup>th</sup> May Planning Committee meeting so that the Planning Committee could take an Interim Opinion of its own to bring to the full CPC meeting this evening to debate. Cllr Bray had read his thoughts out at the 19<sup>th</sup> May meeting. Some constructive amendments were suggested including a significant one by Cllr Grose and the Planning Committee agreed a proposed Draft Local Plan Interim Opinion. This was circulated to all Cllrs to review and consider ahead of this meeting (Appendix A). Cllr Bray noted that the intention was never for the Interim Opinion to be published and broadcast, though accepted it would be recorded in the CPC minutes. He had only intended it to be a source of reference for whoever would front the Public Meeting on behalf of CPC. Cllr Swift noted that she had raised concerns over reference to fulfilling 73% of the plan in Point 4 (of Appendix A) and that the Planning Committee hadn't seen an advanced view of the Interim Opinion ahead of the Planning Committee meeting.

Cllr Bray noted that EBC Cllr Bruce McDonald had written a letter regarding the proposed Draft Local Plan Draft Interim Opinion which he had circulated to the members of the Council (Appendix B). Cllr Bray noted that he welcomed Cllr McDonalds letter for a number of reasons. Firstly it said that Cllr McDonald was in support of using Philippa Jarvis and secondly he had only added the 5 Principles of the Place-making Vision to the debate showing that CPC had identified the main issues. He went on to say that he would hope to show, after listening to Cllr Rollings speak, that there is next to no difference between the position of the CPC and EBC Cllrs on the plan.

**AP5** Clerk to check Cllr list as an old Councillor appears to be receiving emails and Cllr Grose had been missed off some of the group emails.

EBC Cllr Rollings spoke. He noted 2 comments he had received with regards to CPC's Draft Opinion document on EBC's Draft Local Plan. Firstly, that Kim Tagliarini, Head of the Planning at EBC had been surprised that CPC are agreeing an opinion before supporting documents are published on the 17<sup>th</sup> June. She had flagged that it maybe premature on putting an opinion forward. Secondly Karen Randolph Portfolio of Planning at EBC had noted her disappointment at the approach as it appears the Draft Local Plan was in Claygate's interest to go forward with. EBC Cllr Rollings noted that no development on Greenbelt should be

supported and that EBC Cllr McDonalds letter was that CPC should be supporting it. He questioned whether it was wise to draw attention to the 73% outlined in Point 4 of Appendix A as we wouldn't want the housing figures to end up any higher. EBC Cllr Rollings noted that EBC Cllr McDonald was an untapped resource for CPC and that CPC should make use of his knowledge and awareness. EBC Cllr McDonald had suggested that there was no need for a CPC Draft Interim Opinion and CPC should either withdraw or modify. Cllr Rollings noted that Bruce would be happy to front the 4<sup>th</sup> July Parish Council Public Meeting.

Cllr Bray thanked EBC Cllr Rollings. He responded on a number of the points raised by EBC Cllr Rollings noting before he started that they would hopefully demonstrate that there was little difference between the views of the EBC Cllrs and CPC: -

- Draft Opinion – He reiterated that he had never intended for the Interim Opinion to be a published document rather to be solely something on which whoever fronted the 4<sup>th</sup> July Public Meeting could rely on as the opinion of CPC.
- Support was welcomed – He noted that Philippa Jarvis, CPC's Planning Consultant had indicated that Representations, while they need to be focused on legality and soundness, can nevertheless be drafted in a way that can support the plan.
- He noted the concerns over mentioning 73% in point 4. The sole concern for CPC was about restarting the whole local plan process again if EBC's Draft Local Plan is refused by the Planning Inspectorate as it did not meet the housing target's set by the Government.
- Using EBC Cllr McDonald as a front for CPC's Draft Local Plan Public meeting - CPC would debate but he noted that CPC is a sovereign body, and in his view, should front its own Public Meeting.

EBC Cllr Coomes spoke. He noted that he agreed with everything EBC Cllr Rollings had said. CPC and EBC all had to pull in the same direction and work together as they had a battle on their hands and were fighting for the same thing. The risk is that Planning Controls could be taken away from EBC.

Cllr Sugden spoke. He noted that CPC explicitly supports the protection of Greenbelt and has maintained this line throughout the various Planning Consultations it has fed into over the years. CPC have been very consistent that not a blade of grass should be taken from the Greenbelt and had been challenging top down housing numbers. CPC are supportive of local determination. Finally, he noted that CPC must act independently with regards to its own Public meeting.

Cllr Grose noted that she remained unclear over role of mentioning 73% in Point 4 of the CPC Draft Opinion of EBC's Draft Local Plan (Appendix A). Cllr Swift said it was a bad document and should be withdrawn.

Cllr Bray proposed 2 options to the full Council to consider. Cllrs could either withdraw the Draft Opinion or amend and approve it.

It was **unanimously agreed** to make the following amends and approve the Draft Opinion of CPC on the EBC Draft Local Plan as follows: -

1. The CPC awaits advice from its consultant as to the legality and soundness of the plan. Our opinion may change in the light of this advice, when received.
2. The CPC is very pleased that the draft Local Plan does not propose the release of Green Belt for development.
3. The CPC is concerned at the potential loss of car-parking space which will arise if existing car parks are developed without concern for parking. However, it notes that proposals for development on these sites will be subject to normal planning procedures.
4. The CPC supports the plan as it stands.

Cllr Bray went on to update Cllrs on the planned 4<sup>th</sup> July CPC Draft Local Plan Public Meeting. The Regulation 19 period was due to start on 17<sup>th</sup> June 2022 and he would be attending an EBC Draft Local Plan Process meeting on the 15<sup>th</sup> June. EBC Cllr Rollings retracted his comment on EBC Cllr McDonald fronting the CPC Public Meeting noting he meant EBC Cllr McDonald could offer support in some way rather than fronting or chairing it.

**AP6** Cllr Bray to speak to EBC Cllr Bruce McDonald regarding his attendance and possible involvement in the CPC Public meeting on the 4<sup>th</sup> July.

**AP7** Clerk and Chair to prepare for the 4<sup>th</sup> July CPC Draft Local Plan Public Meeting including communication to the village.

*Under Standing Orders 10 a vi the Chairman motioned to move Item 35 up the agenda and then for the agenda to return to its original order. This motion was agreed in a unanimous decision.*

**35. To receive the report from the Highways, Transport and Environment Committee and decide any action arising.**

Cllr Rawson gave an update to Cllrs. He noted that it had been an interesting start to the year with a tree down in Hare Lane which CPC paid to remove. He also noted that the EBC's maintenance contract of the 13 HGS in Claygate was being terminated at the start of September which the Council needed to consider carefully. He noted that the removal of the bench for which the Committee had voted in favour of removing had proved controversial.

EBC Cllr Coomes spoke. He noted that 3 separate individuals have spoken to him regarding the bench removal and he was looking at an alternative site to the right of the Co-op.

**7. To report on the actioning of items from previous minutes and decide any action arising.**

**AP7** Clerk to arrange memorial bench with CRGT and arrange ceremony when installed with Ken's family. Bench and wording confirmed and with CRGT. Bench & Plaque has been installed. Family are holding ceremony by themselves at their request **DONE**

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

**AP62** Clerk to action Roll of Honour for Brian Rhodes Community cup on website next year when cup is returned. Live on website **DONE**

**AP69** Clerk to pick up with Chairman on Cambridge Bank signatures. Cllrs agreed to wait until May Annual Meeting in case roles change again. Covered under Item 9 this evening. **REMOVE**

**AP85** Clerk to arrange new noticeboard and re-varnishing of Parade sign. New noticeboard has been installed. Parade sign has been revarnished. **DONE**

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

**AP91** Clerk to update meeting agenda headers to meet the latest Covid-19 guidelines and add latest risk assessment to the CPC website. **DONE**

**AP92** Clerk to arrange payment of £166 grant to CVA for Community Day Hall hire. **DONE**

**AP93** Clerk to send thank you card to Jo Lesser. **DONE**

**AP94** Clerk to action backdated NALC proposed salary increase. **DONE**

**AP95** Clerk to confirm new mobile phone contract. **OUTSTANDING**

**AP96** Clerk to update Planning Remit on Website **DONE**

**AP97** Clerk to add to Standing Orders confirming the delegation process in the absence of a Chair at Committee meetings May CPC meeting agenda **DONE**

**AP98** Clerk to add annual tree inspection to 31<sup>st</sup> March HT&E agenda. **DONE**

**AP99** Clerk to action phone number amend where required and cancel landline contract. **OUTSTANDING**

**AP100** Chairs of Committees to send any updates to Chairman for Village Meeting. **DONE**

**AP101** Clerk to bring hard copies of prior minutes to Village Meeting. **DONE**

**AP102** Cllr Sugden to organise refreshments for Village Meeting **DONE**

**AP103** Clerk to organise banners, leaflets and posters for Claygate Community Day. **DONE**

**AP104** Clerk to confirm attendance to CRGT to Claygate Pavilion and Family Garden Open Afternoon and send out rota for stand attendance to Cllrs. **DONE**

**AP105** Clerk to organise poster stating how much money the CPC had given towards the Pavilion and Family Garden. **REMOVE**

**AP106** Clerk to order additional litter pickers and banner and chase Butchers for free sausage rolls for Claygate Flower Show. **DONE**

**AP107** Clerk to look into how the CPC could go about gifting a piece of Playground equipment to EBC to go in over and above their planned refurbishment and bring back to next CPC meeting in honor of the Platinum Jubilee. **IN PROGRESS.** EBC had confirmed the following pieces of equipment would be going in as part of their refurbishment project in September: - Rope swing, 3 way Springer, Little tower and small Spider Net. The Clerk noted that costs for play equipment are high with a new springer costing circa £4k and that if Cllrs wanted to proceed with a gifted piece of equipment, they may want to consider using money allocated against

the Public Projects budget and topping it up with HT&E Committee putting in a CIL request to the Full Council.

It was **agreed in a majority decision** that the Clerk should be empowered to meet with EBC and the Playground manufacturers on the 6th June to look at 2 options for a piece of play equipment for a maximum cost of £5000 to be gifted in honour of the Platinum Jubilee. These options will be brought to the HT&E Committee on the 9<sup>th</sup> June with a view to agreeing a CIL application request to go to the Full Council for approval on the 7<sup>th</sup> July.

**AP108** Clerk to book a stall for the Claygate Flower Show and add to next full CPC meeting for discussion. **DONE**

**AP109** Cllr Bray to get final cost proposal from Philippa Jarvis for her assistance with the Draft Local plan and representations. **DONE**

**AP110** Cllr Bray to send letter to 2 mobile companies requesting their 5G mast rollout plans. **DONE**

**AP111** Cllr Bray to review EBC Charter. **DONE**

**AP112** Clerk to instruct SCC to action stump grinding on the Parade. **DONE** New Tree in situation.

**AP113** Clerk to update website and organise meeting room for Annual Meeting moving from 26<sup>th</sup> to 24<sup>th</sup> May **DONE**

**8. To review delegation arrangements to committees, employees and other local authorities.**

Cllrs noted the following arrangements and no questions or concerns were raised: -

- CPC has two committees, Planning and Highways, Transportation & Environment which are set up and run in accordance with legislation, Standing Orders and Financial Regulations.
- CPC has one employee the Parish Clerk and Responsible Financial Officer.
- CPC has one delegation arrangement with EBC, the maintenance of the Highway Garden Sites. EBC have announced their termination of this arrangement from Sept 2022 to be discussed under Item 28.
- CPC has a Memorandum of Understanding (MoU) with EBC relating to CIL (Community Infrastructure Levy)

**9. To approve the Parish Council bank accounts signatories and verification of monthly bank reconciliations through to May 2023.**

It was agreed in a **unanimous decision** that the following Cllrs would be signatories for the CPC Bank Accounts for the following year: -

- Unity Trust – Cllr Bray, Cllr Herbert, Cllr Sugden, Cllr Rawson and Cllr Collon. Cllr Collon to be removed if only 4 signatures allowed.
- Cambridge – Cllr Bray, Cllr Sugden, Cllr Rawson and Cllr Collon. Cllr Rawson to be removed if only 3 signatures allowed.

It was agreed in a **majority decision** that Cllr Bray and Cllr Sugden verify and approve the bank reconciliation for Unity Trust, Cambridge and the Unity Credit Card each month for the following year. 3 Cllrs abstained.

**AP8** Clerk to action signatory update.

**10. To confirm the remits of the Parish Council and Committees.**

The Clerk had circulated the remits for the Parish Council, Planning Committee, Highways, Transport and Environment (HTE) Committee ahead of the meeting which residents can find on the CPC website. Cllr Grose noted her support for the Parish Council remit. Cllr Swift noted that images of Cllr Bray and Cllr Wang had appeared on the Esher and Hinchley Wood Conservative website with accompanying wording noting that they were Claygate Parish Councillors. Cllr Bray noted that the article was not written by himself or Cllr Wang and he had no control over what people wrote and that his declaration of interest was up to date. He stated that no reference to any political party had been made in any Parish Council meeting he had sat in since he joined the Council 12 months ago.

20h50 John Bamford entered the meeting.

Cllr Bray noted that the Planning Committee Remit and Planning Process and Public Speaking Guidance had had 3 amends tabled at its last meeting on the 19<sup>th</sup> May. These were as follows: -

- Word ‘opposed’ to be added to Section C 7- ‘CPC is in principle opposed to gated developments.’
- Add comment ‘This clause is under review with EBC’ to the end of Section B of the Planning Remit and the end of Paragraph 6 of Planning Process and Public Speaking document.

It was **agreed in a majority decision** that the above amends could be made to Planning Committee Remit and Public Speaking Guidance document. 2 Cllrs abstained.

It was agreed that the HTE Committee review its own Remit at their next meeting and report back any amends at the 7<sup>th</sup> July Parish Council meeting.

It was noted that the Staffing Working Party Remit was out of date and needed to be reviewed and brought back to the Full Council in July.

**AP9** Clerk to make amends to Planning Remit and Planning Process and Public Speaking Document and load on to website. Any proposed changes to Highways Transport and Environment Committee Remit to be brought back to the CPC meeting on the 7<sup>th</sup> July 2022.

**AP10** Chair of Staffing Working Party to review Remit and bring back to Full Council on 7<sup>th</sup> July.

**11. To appoint membership to the following committees and working parties: -**

The Clerk noted that Margie Richardson had decided to step down as a Co-opted Tree Warden. She had asked Cllrs to note that it had become increasingly clear that trees in Claygate are a vital and essential asset to all of us and to our descendants. They are being slowly but steadily lost, to disease, development, road building and climate changes. Please can they do everything possible to save and protect the large trees we still have and actively promote the planting of many, many more. The Clerk noted that Margie had planted over 100 trees in Claygate and asked Cllrs what they would like to do to say thank you. Cllr Swift suggested planting a tree

**AP11** Clerk to add planting a tree in honour of Margie Richardson to 9<sup>th</sup> June HT&E Agenda.

Cllrs then nominated themselves to which Committee they would like to sit on as follows: -

- a) Planning Committee  
Cllr Rawson, Cllr Herbert, Cllr Wang, Cllr Woodward, Cllr Grose, Cllr Swift, Cllr Sugden,
- b) Highways, Transportation & Environment  
Cllr Rawson, Cllr Wang, Cllr Sugden, Cllr Collon, Cllr Swift, Cllr Grose
- c) Staffing Working Party  
Cllr Sugden, Cllr Collon, Cllr Rawson, Cllr Woodward, Cllr Bray

It was **agreed in a unanimous decision** that Cllrs be nominated to the Committees they had chosen as laid out above.

**AP12** Clerk to ask Cllr Marques which Committee(s) he would like to sit on.

**AP13** Clerk to update meeting list with reserves and circulate. Clerk to update email groups and website.

**12. To review arrangements including any charters with other local authorities and review of contributions.**

Cllrs noted the following arrangements and no questions or concerns were raised: -

- CPC has a Charter with EBC. This was revised in 2012.
- CPC receives a grant from EBC towards maintenance of Highway Garden Sites which is increased by RPI each year. Note EBC are withdrawing this from Sept 2022. To be discussed under Item 28.
- CPC has a MoU with EBC relating to CIL and receives from EBC 15% of CIL contributions for development that incurs CIL in Claygate.

**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.**

i) EBC Audits and Standards Committee

Both Cllr Swift and Cllr Sugden were put forward for the role of CPC EBC Audits and Standards Committee representative.

It was **agreed in a majority decision** that Cllr Sugden should be the CPC representative on the EBC Audits and Standard Committee. 1 Cllr abstained. 5 Cllrs voted for Cllr Sugden. 3 Cllrs voted for Cllr Swift.

Cllr Swift wanted it noted that she thought CPC should have a change of CPC representative on the EBC Audits and Standards Committee as the same Cllr has been doing it for years.

ii) SALC

It was noted that all Cllrs are members but the CPC nominates 1 Cllr to act as the overall representative to attend the SALC AGM.

It was **agreed in a majority decision** that Cllr Bray should be the CPC representative for SALC. 3 Cllrs abstained.

iii) CVHA Liaison

It was **unanimously agreed** that Cllr Woodward should be the CPC representative for CVHA.

iv) CVA Liaison

Both Cllr Swift and Cllr Herbert were put forward for the role of CVA Liaison.

It was **agreed in a majority decision** that Cllr Herbert should be the CVA Liaison. 4 Cllrs voted for Cllr Herbert. 2 Cllrs voted for Cllr Swift. 3 Cllrs abstained.

**AP14** Clerk to notify the various external bodies of the appointments.

**14. To review assets and decide printer requirements going forth.**

The Clerk had circulated the latest Asset Register to Cllrs ahead of the meeting. The Parish Council includes a nominal value for certain assets. The assets CPC own are as follows:

- i) Clerk's office equipment – Filing cabinet, metal cupboard, mobile, laptop, shredder and printer.
- ii) Outside fixed assets - Bus stop, Notice boards x 2, Millennium Sign, Bench, White Entrance Gates Hare Lane, Footbridge Old Claygate Lane.
- iii) Miscellaneous - Xmas trees and lights, litter pickers, tabards, display boards, a boards, leaf blower, hose and reel
- iv) Defibrillator

CPC does not own land or buildings.

The Clerk noted that the large Epsom printer had been serviced as it had stopped working but the quote to repair was £680 ex VAT. Cllr Swift noted that the printer was given to CPC to print planning documents but since the pandemic this was no longer happening. The Clerk informed Cllrs that she was having to use her own printer which was on its last legs. She proposed to try and sell the Epsom printer and buy a new Ecofriendly refillable cartridge printer for a max of £500 instead as the bulk of costs with printers were due to the ink cartridge cost. CPC were currently spending circa £270 a year on ink cartridges. Cllr Swift asked why she needed a printer at all. The Clerk pointed out that she was required to print all invoices and minutes with appendices to maintain on file as a minimum and she simply couldn't function without a printer. Cllr Swift asked why the Clerk was not spending time in the village hall each week. The Clerk noted that the prior Clerk rarely saw anyone in the Village Hall time and that if a member of

the public wanted to meet with her, she was meeting them at a local coffee shop. This was saving the CPC the cost of hall hire every week.

It was **agreed in a majority** decision that the Clerk buys a new Eco friendly ink refillable printer for £500 or under. 1 Cllr abstained.

**AP15** Clerk to establish whether CPC can sell the Epsom printer which was gifted by EBC.

**AP16** Clerk to purchase new printer.

**AP17** Clerk to carry out a review of the CPC assets in Summer 2022 and update the Asset Register and send to the insurers. The updated Asset Register would be brought to the September CPC meeting.

**15. To confirm arrangements for insurance cover in respect of all insurable risks.**

It was noted that the CPC has a 3 year contract with Zurich running from November 2021 through to 20<sup>th</sup> November 2024. The latest year cost was £425. The Clerk confirmed the insurers are in receipt of the latest Asset Register and HGS Risk Assessments. She noted that the Full Council had approved the 3 year contract at the Full Council meeting in September 2021.

**16. To confirm Councils and /or staff subscriptions to other bodies**

Cllrs noted organisation subscriptions included: -

NALC £424

SALC £1750

SLCC Membership Fee 22/23 £171

Data Protection ICO £35

CVHA Affiliation Fee £10

Annual Service Agreements included: -

Sage (payroll software) £319

Microsoft Office 365 Membership £324

RBS (accounts software) £124

E-Mango (website hosting, support & back-up) £480

The CPC also have an Annual Service agreement for a Defibrillator at Hare and Hounds with Medisol which cost £119 for November 2020 to November 2021 cover. However Medisol have failed to action the service until this month (May 2022).

**AP18** Clerk to review Medisol Annual service contract.

It was **agreed in a unanimous decision** that Claygate Parish Council pay the subscription fees to all organisations as agreed at the Annual Meeting 2022.

**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.**

The Clerk had circulated a proposed amend to Standing Orders tabled by Cllr Sugden and Cllr Collon (Appendix C)

It was **agreed in a majority decision** that Claygate Parish Council adopt the 3 proposed amends. 1 Cllr abstained.

**AP19** Clerk to action amends and update website.

**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.**

The Clerk had circulated the revised Model Standing orders 2018 (England) Version 2 (April 2022) proposed by NALC and then a document with proposed amends to CPC Standing Orders (Appendix D). She noted that the CPC Standing Orders weren't like for like with NALC due to prior agreed amends by CPC so she had kept the CPC version and added the latest NALC amends on top.



It was **agreed in a unanimous decision** that Claygate Parish Council adopt the amended Standing Orders.

**AP20** Clerk to action amends and update website.

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.**

It was **agreed in a majority decision** that the following orders and policies would be adopted with no amends:- Financial Regulations, Members Code of Conduct, 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, Register of Interests and the Hospitality Register. 1 Cllr abstained.

Cllrs raised concern over the clarity of the timeframes for which applicants could reapply for CIL and/or Grants on the CIL Policy & Guidance and Grants Policy and Guidance Documents.

**AP21** CIL Policy & Guidance Grants Policy and Guidance to be reviewed by Chair and Clerk and brought to the next meeting for Full Council approval.

It was noted that the Register of Interests must continue to be updated by Cllrs on an on-going basis.

**AP22** Cllrs to provide information to Clerk.

Hospitality Register – The Clerk confirmed no entries for prior year. Cllrs were reminded that they need to tell the Clerk if hospitality occurred.

20. **To set the dates, times and places of meetings of the Council through to May 2023.**

The proposed meetings schedule for dates and times for 2022/23 had been circulated to Cllrs via the Clerk prior to the meeting. Places of meetings will be set upon receiving confirmation that Cllrs were happy with the proposed dates. Any amends to times, dates and places will be updated on the Website and Facebook. Cllrs noted that the Annual Village meeting had to be held between March and May and as such this needed to be rescheduled.

**AP23** Clerk to amend Annual Village Meeting date recirculate to Cllrs and then get 2022/23 dates loaded on to website and Facebook and notify the Village Hall and Pavilion if Village Hall not available.

The Clerk noted that the Village Hall had tabled a small price increase from Sept 2022

21. **To consider the Chairman's allowance.**

The Chairman's allowance of £100 is a budgeted item, administered by the Clerk and available for items such as the Remembrance Day wreath, refreshments for the Village Meeting etc. It was noted that it is not a payment to the Chairman. Cllr Swift noted that Cllrs should themselves pay for the Remembrance Day Wreath. Cllr Grose noted that the allowance should be scrapped or renamed in the future.

**AP24** Cllrs to review the scrapping or renamed of Chairman Budget at 23/24 budget discussions later this year.

22. **To receive the Chairman's report and decide any action arising.**

The new Chairman noted that he had just taken on the role and had nothing to report as yet.

23. **To receive the report from the Parish Clerk and decide any action arising.**

The Clerks report had been circulated to all Cllrs prior to the meeting (Appendix E). Cllrs noted and raised no queries.

**24. To receive and note the Annual Internal Audit Report 2021/22.**

The Clerk had circulated the Annual Internal Audit report by EBC ahead of the meeting which noted that CPC had received a Substantial Grading, the highest possible. No further amends to CPC processes had been requested. The Annual Report will be published on the CPC website and noticeboards on the 13<sup>th</sup> June 2022. Cllr Bray thanked the Clerk for her efforts.

**AP25** Clerk to publish on website and noticeboards on 13<sup>th</sup> June 2022.

**25. To receive and review the Annual Governance Statement for the year ending 31/3/22 and agree any action.**

It was **agreed in a majority decision** that Claygate Parish Council approves the Annual Governance Statement for the financial year ending 31st March 2022 and that the Chairman and Parish Clerk are authorised to sign. 1 Cllr Abstained.

**AP25** Clerk to publish on website and noticeboards on 13<sup>th</sup> June 2022.

**26. To receive and review the Statement of Accounts for the year ending 31/3/22 and agree any action.**

It was **agreed in a majority decision** that Claygate Parish Council approves the Accounts for the financial year ending 31st March 2022 and also approves the Statement of Accounts for the financial year ending 31st March 2021 and that the Chairman and Parish Clerk are authorised to sign. 1 Cllr abstained

**AP26** Clerk to publish on website and noticeboards on 13<sup>th</sup> June 2022.

**27. To receive the financial report and review the budget and the expenditure thus far for financial year 2022/23.**

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 30<sup>th</sup> April shows Current Assets less liabilities of £104,133; represented by General Reserves £55,726 and Earmarked Reserves, which remained flat on prior period, of £48,406. We have £118 of costs outstanding on the credit card and £600 cheque for HGS maintenance in March 2022 remains unbanked (Appendix F). Note we are due £1,722.72 of VAT back for the period Oct 2021-March 2022. However as the RBS closedown happened later this year the VAT reclaim only went in on the 9<sup>th</sup> May once RBS had checked it through. There are no CIL monies for the period from October 2021 to March 2022. First half Pre-CEPT and Grant monies have all arrived in the accounts.

2/ Cash book (1) Unity Trust Payments report from 1<sup>ST</sup> MARCH to 30<sup>TH</sup> APRIL 2022 shows all transactions during the period amounting to £4,819.61 ex VAT (Appendix G). Main ex VAT costs outside of usual monthly expenditure were: -

- £2173.93 SALC and NALC Annual Subscription
- £588 April Courier Distribution
- £180 Parade Tree Stump removal
- £40 Cllr Swift Training

Note the Clerk made an error when reconciling the April Credit Card post year end close down hence a number of entries incorrectly entered and then reversed out of Unity Trust cashbook.

3/ Cash book (3) Unity Credit Card shows all transactions from the 1<sup>ST</sup> MARCH to 30<sup>TH</sup> APRIL 2022 during the period amounting to £382.93 ex VAT (Appendix G). Main costs were: -

- £100.90 Clean Up Day banner
- £69 Archive Springback Binders.
- £53 CPC Leaflets Community Day
- £40 Litter Pickers

4/ The expenditure review shows there are 2 areas of forecasted overspend (Appendix H) -

- May 2022 By-election cost expected to be around £7,000 which was not been budgeted.
- 1101 Salaries and Ers Ni is likely to come in £1,212 over budget for the full year due to the budget not reflecting the increase in salary approved at the back end of 21/22 and NI increases.

5/ Costs approved by the Clerk and Chairman outside of CPC & Committee meetings subject to financial regulations 4.1: -

- Additional £210 ex VAT for making the noticeboard secure after the storms before the new noticeboard arrived on the 17<sup>th</sup> March.
- Fixed Price Repair £175.00 plus VAT for large Epson printer. Unfortunately they couldn't fix it.
- £80 for watering cans for Tree Wardens to replace their current ones which are falling apart.

6/ Note HTC have now provided evidence of additional funding for Emmanuel Hall so £14,500 will come out of the accounts this month.

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

*Under Standing Orders 10 a vi the Chairman motioned to move Item 32 followed by Item 33 up the agenda and then for the agenda to return to its original order. This motion was agreed in a unanimous decision.*

**32. To agree the winner of the Brian Rhodes Community Cup 2022.**

The Clerk had circulated the nominations ahead of the meeting (Appendix I). It was noted that all the candidates were worthy of nomination.

Mary Marshall was **agreed in a majority decision** as the winner of the Brian Rhodes Community Cup 2022. She obtained 6 votes.

**AP27** Clerk to notify winner and get cup engraved and update website

**33. To discuss the Claygate Flower Show 2022 and agree any action.**

The Clerk updated the Committee noting that she had secured a stall and a ticket for each Cllr as they would be required to take it in turns to man the stall and answer any queries raised by residents. She was going to invite Speedwatch and the Tree Wardens to join the stall as well and provide badges for Cllrs to wear so residents knew who they would be speaking with. Apart from that it would be a repeat of the Community Day.

**AP28** Clerk to send out rota to Cllrs.

*Under Standing Orders 10 a vi the Chairman motioned to move Item 30 up the agenda and then for the agenda to return to its original order. This motion was agreed in a majority decision. 2 Cllrs abstained.*

**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.**

The Chairman proposed that the Clerk and Chair prepare a proposed budget readjustment to submit to the next full council meeting.

It was **agreed in a majority decision** that the Clerk and Chair prepared a proposed budget readjustment and bring to the 7<sup>th</sup> July CPC meeting. 1 Cllr abstained.

**AP29** Clerk and Chairman to prepare budget readjustment for 7<sup>th</sup> July CPC meeting.

**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.**

The Clerk had circulated an email she had received from EBC to Cllrs ahead of the meeting noting that EBC would withdraw funding of £4151 pa from September as they had passed the maintenance of the 13 HGS sites over to SCC. It was noted that the current HGS Contract has a termination clause but not for EBC withdrawing their contract just for the CPC contractor not performing his duties. The Clerk asked Cllrs what they would like to do.

It was **agreed in a majority decision** that CPC were in favour of continuing with the maintenance of the 13 HGS sites and that CPC should approach SCC to ask if they can continue to maintain them and request the EBC grant is now honoured by SCC.

**AP30** Clerk and Chair to write to SCC requesting whether CPC could continue to maintain the 13 HGS sites and ask for some financial support to replace the EBC HGS Grant.

**29. To receive an update on Communications including a cost reduction proposal for the production of the Courier.**

The Clerk had circulated a cost reduction proposal for the Courier prepared by Claygate's volunteer Courier Co-Ordinator Peter Whitehead to Cllrs ahead of the meeting (Appendix J). He proposed moving print to an online provider and preparing copy himself. The cost for a 12 page Courier edition would be reduced from circa £2270 to circa £1550. The Clerk passed around example copies to Cllrs based on cost prices in April/May 2022.

It was **agreed in a unanimous decision** to adopt Peter Whitehead's proposed production set up of the Courier for the next edition.

**AP31** Clerk to notify Peter Whitehead and to implement new production process for next Courier.

**31. To consider a Grant Application for £1000 from the Claygate Youth Hub towards the running costs of their Youth sessions.**

The Clerk had circulated the Grant application form submitted by Claygate Youth Hub ahead of the meeting. Cllr Swift noted that SCC have cut their grant to the Youth Hub so they needed all the help they could get. The Clerk noted that the last payment to Claygate Youth Hub was £18,150 of CIL monies in January 2021 to Claygate Youth and Community Hub to refurbish the Kitchen at the Elm Youth Centre building and for the purchase of Grounds equipment.

It was **agreed in a majority decision** to grant £1000 to the Claygate Youth Hub to help towards the running costs of their Youth Sessions. 1 Cllr abstained.

**AP32** Clerk to arrange payment to Claygate Youth Hub.

**36. Matters for information purposes only**

None

The next meeting of the Claygate Parish Council would be on the 7<sup>th</sup> July.  
Meeting closed at 21h55

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

Date.....

## Appendix A

### DRAFT OPINION OF CPC on the EBC Draft LOCAL PLAN

1. The CPC awaits advice from its consultant as to the legality and soundness of its plan. Our opinion may change in the light of this advice, when received.
2. The CPC is pleased that the draft Local Plan does not propose the release of Green Belt for development.
3. The CPC is concerned at the potential loss of car-parking space which will arise if existing car parks are developed without concern for parking. However, it notes that proposals for development on these sites will be subject to normal planning procedures.
4. The CPC supports the plan as it stands but is concerned that it only envisages catering for 73% of the envisaged housing need and the consequences which might result from this.

## Appendix B

### To Chair of CPC

Dear Cllr Herbert

#### Claygate Parish Council and Local Plan

I am writing to you in connection with the Draft Local Plan which I see from your agenda you are set to consider at your AGM on Tuesday 25th May. I have some concerns about your "Draft Opinion" but before making those points perhaps I can set the scene.

#### Regulation 19 Consultation

I write as Deputy Leader of Elmbridge Borough Council. My portfolio includes Policy and Transformation and I have had a leading role, with my colleague Cllr Karen Randolph, in getting the Local Plan to the point we are now at. My responsibilities include communication, and I am involved in the meeting to which CPC has been invited on 15 June prior to the launch of the Regulation 19 Consultation on the 17<sup>th</sup>. We are looking forward to that as a positive response to the Draft Local Plan from residents will help our prospects at the Examination in Public which will follow.

#### Sustainable Elmbridge

We believe, having listened to our residents, that we are putting forward a positive plan for shaping a sustainable and thriving Elmbridge. In particular:

1. It will protect and enhance the character of Elmbridge. It takes all that we love about Elmbridge – the 550 hectares of green space, commons and woodlands, the parades, the high streets, the sense of community - and finds a way to enhance it, not only for the world we live in now, but also for the next 15 years.
2. The good design principles outlined in the Draft Local Plan will help us live more sustainably through improved walking and cycling infrastructure, increased numbers of electric vehicle chargers and improved air quality in our homes. The Plan offers Elmbridge the opportunity to embrace sustainable living more than ever.
3. It also brings that sustainability to our high streets, acknowledging that our high streets are evolving beyond places to shop. To thrive, they will need to offer retail, entertainment and socializing experiences...

You can read more, including the Frequently Asked Questions on the EBC website:

<https://news.elmbridge.gov.uk/Home/News/ArtMID/386/ArticleID/61/preview/true>

#### CPC'S Draft Opinion on Draft Local Plan

Can I mention that I have read the notes from Philippa Jarvis for the meeting of the CPC Planning Committee of 20th April? They seem to me to be a reasonable survey of the scene. What is unclear to me, having read the notes, is why

the CPC has put forward a Draft Opinion which although it expresses support for the Draft Local Plan does so in a way which has an overall negative tone. I am also puzzled as to why concerns are being raised which, I would strongly suggest are misplaced. Let me be specific. I reproduce below your draft opinion followed by my comments:

1. The CPC awaits advice from its consultant as to the legality and soundness of its plan. Our opinion may change in the light of this advice, when received.

*Noted. Yes, the Local Planning Authority should have regard to legality and soundness. I can confirm that EBC, as the Local Planning Authority has. -Nb the opinion above refers to 'its'. The Plan is EBC's. These are not in principle matters for CPC*

2. The CPC is pleased that the draft Local Plan does not propose the release of Green Belt for development.

*Noted and welcomed. Of course, there is more to consider about the Plan than Green Belt and Housing Numbers, but these are important issues. However, I would hope that when the time comes to offer a full response due account will be taken of the nature and breadth of the Placemaking Vision of Shaping Sustainable Elmbridge. Philippa Jarvis's note is helpful in drawing attention to the 5 Principles which inform our placemaking vision including in relation to sustainability.*

3. The CPC is concerned at the potential loss of car-parking space which will arise if existing car parks are developed without concern for parking. However, it notes that proposals for development on these sites will be subject to normal planning procedures.

*Yes. The FAQ's (link above) which accompany the Local Plan on the EBC website cover this point, explaining the basis on which sites have been included: "These sites have been assessed to be both available and deliverable over the next 15 years. However, inclusion in the Draft Local Plan does not mean development will happen and any future applications will go through the same process as any other application in Elmbridge. Additionally in many cases, the existing use could be retained as part of the redevelopment through optimising and increasing the density on site, which would allow any community facilities to continue operating. It is also worth noting that we are required to review the Plan against housing delivery every 5 years to test whether the sites are coming forward as we anticipated. Some may remain and some may not."*

4. The CPC supports the plan as it stands but is concerned that it only envisages catering for 73% of the envisaged housing need and the consequences which might result from this."

*The support is welcomed but I do not understand the basis on which CPC is expressing this concern. This again seems a comment more appropriate to the Local Planning Authority than CPC.*

*In response to the concern, I can explain that EBC has weighed up all the considerations carefully, examined the evidence and drawn its conclusions. What EBC has done is deliberately shape its placemaking vision and build from the bottom up what we regard as both an achievable and sustainable picture of Housing Numbers.*

*We are being bold - no other Council in similar circumstances has taken this approach - but we consider we are following ministerial guidance on how the National Planning Policy Framework should operate in an area like ours. In shaping our approach, we have listened to our residents.*

*Why is CPC expressing concern on this point - in contrast to all other groups to which I have spoken which have applauded Shaping a Sustainable Elmbridge and the work we have done to arrive at a Housing Number which is right for Elmbridge? There are a series of questions which arise.*

*What does CPC think is the implication of its concern? Does it want EBC to revisit the Housing Number and increase it? In Claygate? Does it want EBC to reconsider its view that the harm of releasing Green Belt outweighs the benefit? Does it not recognise that EBC reconsidering its view on release of Green Belt would have profound implications for Claygate? Does it not realise that what its Councillors have achieved for Claygate and for Elmbridge is the protection of our Green Belt.*

*Meeting 100% of the target would involve building on Green Belt in Claygate, fundamentally changing its character and creating the risk of the onset of urban sprawl from London.*

*I assume the answer to all these questions is in the negative.*

*I would suggest Claygate residents would readily agree that was the case. It is a safe assumption that every Claygate resident wants to prevent the onset of urban sprawl. We are in the front line of protecting the Green Belt.*

*Or is the consequence that is behind the concern that because EBC is taking a bold and we believe a well-argued approach to Sustainable Elmbridge, that may well serve as an exemplar to others, that it might fail at the Examination in Public? I have good grounds for believing we will succeed but I can't exclude the possibility of failure.*

*However, what I can say with some confidence is that CPC following its current course - as expressed in your Draft Opinion - is unhelpful and may adversely affect our prospects of success at the EIP.*

### **A Way Forward Together?**

Surely what Claygate residents want is its Parish Council acting in partnership with the LPA in a way which safeguards Claygate's interests?

Your Councillors are ready to answer questions on the Local Plan. Obviously, it is a matter for the Parish Council to consider what views it wants to express and when. However, we would observe that there is no need for a Draft Opinion at this time - prior to the commencement of the Regulation 19 Consultation -and certainly not one expressed in the current terms.

We would respectfully suggest that you withdraw it or modify it to take account of the points made above.

To do otherwise would not serve the interests of Claygate residents well for the reasons I have set out.

Our mutual interest lies in the steps we can take together, in the light of our residents' expressed wishes, to maximise the chances of the draft Local Plan's success at the Examination in Public Stage. I look forward to hearing you have taken action on the points raised here and are willing to work in a spirit of constructive partnership from this point onwards.

I am copying this letter to your fellow Parish Councillors and to your Clerk. In the interests of transparency and open discussion I trust you will also make it available to those attending your AGM.

Yours sincerely

Bruce McDonald

### **Appendix C**

#### **Claygate Parish Council Meeting on 24<sup>th</sup> May 2022**

Special Motion proposed by Cllr Sugden and Cllr Collon, pursuant to Standing Order 26(b), to move the following three amendments to the current Standing Orders of Claygate Parish Council:

#### **Amendment 1**

In each of sub-paragraphs (vi) and (vii) of Standing Order 4(d), after "chairman" insert "and vice-chairman".

**Amendment 2 (to be moved only if Amendment 1 is agreed)**

Paragraph (o) of Standing Order 3 to be amended to read:

(o) Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council; and anything authorised or required to be done by, to or before the Chairman of a Committee may in his absence be done by, to or before the Vice-Chairman of that Committee.

**Amendment 3 (to be moved only if Amendment 1 is agreed)**

Paragraph (p) of Standing Order 3 to be amended to read:

(p) The Chairman of the Council shall preside at a meeting of the Council, and the Chairman of a Committee shall preside at a meeting of that Committee. In either case, if the Chairman is absent from a meeting the Vice-Chairman shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor chosen by the councillors present at the meeting shall preside.

**Appendix D**

**NALC PROPOSED MODEL STANDING ORDER 2018 AMEND TO SECTION 18 FINANCIAL CONTROLS AND PROCUREMENT – Review and Proposal by Parish Clerk May 2022**

**CPC STANDING ORDERS SECTION 18 FINANCIAL CONTROLS AND PROCUREMENT C - G AS IS**

- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing to the Proper Officer;
  - v. tenders shall be reviewed by the Proper Officer with at least one councillor after the deadline for submission of tenders has passed;



- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

#### **NALC PROPOSED MODEL STANDING ORDERS 2018 (update April 2022)**

- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

### **CLERK PROPOSED MODEL STANDING ORDERS FOR CPC MAY 2022**

- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- I. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - II. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - III. the invitation to tender shall be advertised on Parish Council Noticeboards and Facebook and in any other manner that is appropriate;
  - IV. tenders are to be submitted in writing to the Proper Officer;
  - V. tenders shall be reviewed by the Proper Officer with at least one councillor after the deadline for submission of tenders has passed;
  - VI. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

### Appendix E

#### **Clerk's report**

#### **21/22 AUDIT**

- Year End close down took place on 06/05. RBS system issues with VAT reports having a bug but now resolved.

- Internal Audit expected to be completed 17/5. Later start this year due to RBS close down date. Clerk spent significant time scanning supporting documentation to send over.
- Public Notice on exercising rights will go up from the 13<sup>th</sup> June through to the 22<sup>nd</sup> July. 30 days for public to contact myself if they want to review accounts.
- External auditor (PKF LittleJohn) submission by the 30/6

## POLICY

- NALC Model Standing Orders – Version 2 – April 2022 Proposed amends documentation prepared.
- Proposed amend by Cllr Sugden and Cllr Collon to delegation process in the absence of a Chair at Committee meetings.

## EVENTS

Clerk has spent significant time preparing for the following events over April: -

- Claygate Community Day
- CRGT Family Garden and Pavilion Open Day
- Claygate Clean Up Day

Clerk to now prepare for the following Events: -

- Possible Planning Draft Local Plan village meeting
- Claygate Flower Show
- Remembrance Day Planning.

## NEW CLLR INDUCTION

- Clerk has set up Cllr Grose on an email account and meeting for introduction meeting and signing of declaration of office on 19<sup>th</sup> May.

## COMPLIANTS RECEIVED

- Bench outside of Old Bank removed at request of HT&E committee following resident complaints.
- Bridleway flooding. Work is taking place. Directed resident to our minutes and gave them the Savills contact.
- Meadow Road management -> Unregistered land. Moving of grass verge trimming from EBC to SCC has meant it is no longer being mowed. Clerk directed resident to SCC Cllr Mark Sugden.

## COMMUNICATIONS INCLUDING WEBSITE & SOCIAL

- Courier -> Met with Peter to review April edition and scoping of cost saving proposal covered in Item 29.
- Housekeeping and tidy up. Events and Organisations page has been added. Grants and CIL tidied up and clearer for users to find.
- Continuing to post regular updates on Facebook when possible. The page is continuing to grow. 307 followers v 200 target. Last 28 days 3690 reach and 809 engaged.

Posts		Last 90 days	Date
	Claygate in Bloom are holding a Plant Sale tomorrow from 10am Torrington Lodge Car Park. Pleas... Fri, 6 May	Post reach: 457	Engagement: 15
	If you interested in finding out more about your Parish Council contact us at... Thurs, 5 May	Post reach: 167	Engagement: 16
	Another awesome turn out to our Clean Up Claygate Day. A huge thank you to everyone who help... Tues, 3 May	Post reach: 1666	Engagement: 102
	HELP CLEAN UP CLAYGATE! THIS SATURDAY 30TH APRIL 10am- Noon HARE LANE CAR PARK (by... Tues, 26 Apr	Post reach: 1341	Engagement: 29

## OTHER

- Organised for 2 tree stumps to be removed and new trees to be planted on the Parade & outside Claygate Flower house. Tree wardens kindly watering.
- Brian Rhodes Cup Communications over April.
- Annual Village Meeting Preparation.
- Annual Parish Council Meeting Preparation.
- Working to establish if HGS Tree inspection are happening. So far EBC have confirmed they cover 4 of the 13 sites. Awaiting response from SCC tree team.
- Organised Defib outside Hare and Hounds to be serviced.
- Organised Printer to be serviced.

## Appendix F

13/05/2022		Claygate Parish Council	
09:51		Balance Sheet as at 30th April 2022	
31st March 2022		31st March 2023	
<b>Current Assets</b>			
1,723	VAT Control A/c	1,976	
55	Petty Cash	55	
51,952	Cambridge	51,952	
28,640	Unity Trust	50,267	
<u>82,371</u>		<u>104,250</u>	
<b>82,371</b>	<b>Total Assets</b>	<b>104,250</b>	
<b>Current Liabilities</b>			
0	Unity Credit Card	118	
402	Accruals	0	
<u>402</u>		<u>118</u>	
<b>81,969</b>	<b>Total Assets Less Current Liabilities</b>	<b>104,133</b>	
<b>Represented By</b>			
33,562	General Reserves	55,726	
7,850	EMR Election Fund	7,850	
2,192	EMR CIL 20/21	2,192	
20,787	EMR CIL 21/22	20,787	
14,500	EMR Grant Emmanuel Hall 21/22	14,500	
3,077	EMR Hanging Baskets 22/23	3,077	
<u>81,969</u>		<u>104,133</u>	

The above statement represents fairly the financial position of the authority as at 30th April 2022 and reflects its Income and Expenditure during the year.

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

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

# Appendix G

Date: 13/05/2022		Claygate Parish Council				Page 1			
Time: 09:54		Cashbook 1				User: SH			
		Unity Trust							
Payments made between 01/03/2022 and 30/04/2022									
Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2022	Viking Direct	CC	74.96		12.49	1105	101	62.47	Ink Cartridges
01/04/2022	Microsoft	CC	33.84		5.64	1139	101	28.20	Office 365 March Sub
01/04/2022	Vistaprint	CC	121.08		20.18	6105	601	100.90	Clean Up Day Banners
01/04/2022	Techno Tronics	CC	47.85		7.98	1128	101	39.87	12 Litter Pickers Clean Up Day
01/04/2022	Instantprint	CC	64.01		10.67	6101	601	53.34	CPC Leaflets Community Day
01/04/2022	Viking Direct	CC	-74.69		-12.45	1105	101	-62.24	Ink Cartridges
01/04/2022	Microsoft	CC	-33.84		-5.64	1139	101	-28.20	Office 365 March Sub
01/04/2022	Vistaprint	CC	-121.08		-20.18	6105	601	-100.90	Clean Up Day Banners
01/04/2022	Techno Tronics	CC	-47.85		-7.98	1128	101	-39.87	12 Litter Pickers Clean Up Day
01/04/2022	Instantprint	CC	-64.01		-10.67	6101	601	-53.34	CPC Leaflets Community Day
01/04/2022	Viking Direct	CC	-74.96		-12.49	1105	101	-62.47	Ink Cartridges
01/04/2022	Viking Direct	CC	74.69		12.45	1105	101	62.24	Ink Cartridges
06/04/2022	Connick Tree Care	BACS	216.00		36.00	3104	301	180.00	Parade Tree Stump removal
06/04/2022	Surrey ALC	BACS	2,173.93			1120	101	2,173.93	SALC & NALC Annual Sub
06/04/2022	Claygate Village Hall Assoc.	BACS	96.90			1106	101	96.90	March Village Hall hire
06/04/2022	Claygate Recreation Ground Tr	BACS	41.24		6.87	1106	101	34.37	April Meeting Room Hire CRGT
12/04/2022	Mulberry and Co.	BACS	48.00		8.00	1103	101	40.00	Clr Swift Training
14/04/2022	Vodafone	DD	17.53		2.92	1110	101	14.61	Clerk Mobile April
19/04/2022	Unity Credit Card	April CC	341.74				250	341.74	April Credit Card Transfer
19/04/2022	Greenhill 2003Ltd	BACS	705.60		117.60	6101	601	588.00	April Courier Distribution
19/04/2022	Lloyds Bank	DD	3.00			1132	101	3.00	April Credit Card Bank Charge
26/04/2022	TalkTalk	DD	31.80		5.30	1110	101	26.50	Clerk Phone April
28/04/2022	HMR & C	BACS	307.94			1101	101	307.94	P32 April
28/04/2022	Sally Harman	BACS	963.03			1101	101	963.03	Clerk April Salary
28/04/2022	Nest Pension	DD	49.60			1137	101	49.60	Clerk Pension April
28/04/2022	Nest Pension	DD	-49.60			1137	101	-49.60	Clerk Pension April
28/04/2022	Nest Pension	DD	49.59			1137	101	49.59	Clerk Pension April
<b>Total Payments:</b>			<b>4,996.30</b>	<b>0.00</b>	<b>176.69</b>			<b>4,819.61</b>	

## Unity Credit Card

Payments made between 01/03/2022 and 30/04/2022

								<b>Nominal Ledger Analysis</b>	
<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>
01/04/2022	Viking Direct	CC	74.96		12.49	1105	101	62.47	Ink Cartridges
01/04/2022	Microsoft	CC	33.84		5.64	1139	101	28.20	Office 365 March Sub
01/04/2022	Vistaprint	CC	121.08		20.18	6105	601	100.90	Clean Up Day Banners
01/04/2022	Techno Tronics	CC	47.85		7.98	1128	101	39.87	12 Litter Pickers Clean Up Day
01/04/2022	Instantprint	CC	64.01		10.67	6101	601	53.34	CPC Leaflets Community Day
14/04/2022	Microsoft	CC	33.84		5.64	1139	101	28.20	Microsoft Office 365 April Sub
28/04/2022	Springback Binders Ltd	CC	83.94		13.99	1105	101	69.95	Archive Springback Binders
<b>Total Payments:</b>			459.52	0.00	76.59			382.93	

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2022

## 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	25,223	50,445	25,223			50.0%	
1177 Precept grant	1,400	2,760	1,360			50.7%	
1190 Interest Received	0	187	187			0.0%	
General Expenditure :- income	<b>26,623</b>	<b>53,392</b>	<b>26,770</b>			<b>49.9%</b>	<b>0</b>
1101 Salaries and Ers Ni	1,271	14,040	12,769		12,769	9.1%	
1102 Accomodation	0	216	216		216	0.0%	
1103 Training	40	600	560		560	6.7%	
1105 Office Supplies	70	450	380		380	15.5%	
1106 Hall Hire	34	1,000	966		966	3.4%	
1110 Telephone	41	550	509		509	7.5%	
1112 Audit	0	315	315		315	0.0%	
1115 Insurance	0	575	575		575	0.0%	
1120 Subscriptions	2,174	3,264	1,090		1,090	66.6%	
1126 Equipment	0	150	150		150	0.0%	
1130 Misc Admin Expenses	0	822	822		822	0.0%	
1132 Bank Charges	3	120	117		117	2.5%	
1136 Chairmans Allowance	0	100	100		100	0.0%	
1137 Pension	50	555	505		505	8.9%	
1139 GDPR Compliance	28	426	398		398	6.6%	
General Expenditure :- Indirect Expenditure	<b>3,711</b>	<b>23,183</b>	<b>19,472</b>	<b>0</b>	<b>19,472</b>	<b>16.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>22,911</b>	<b>30,209</b>	<b>7,298</b>				
<b>103 Other Grants</b>							
1302 Youth	0	1,000	1,000		1,000	0.0%	
1304 Christmas lights event	0	500	500		500	0.0%	
1306 Other Grants	0	3,000	3,000		3,000	0.0%	
1308 Community Climate/Nature Grant	0	1,300	1,300		1,300	0.0%	
Other Grants :- Indirect Expenditure	<b>0</b>	<b>5,800</b>	<b>5,800</b>	<b>0</b>	<b>5,800</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(5,800)</b>	<b>(5,800)</b>				
<b>104 Public Projects</b>							
1401 Public Projects	0	3,000	3,000		3,000	0.0%	
Public Projects :- Indirect Expenditure	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(3,000)</b>	<b>(3,000)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2022

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>801 Communications</b>							
6101 Printing & Design	568	4,925	4,338		4,338	11.9%	
6102 Website	(20)	819	839		839	(2.4%)	
6105 Publicity	0	300	300		300	0.0%	
Communications :- Indirect Expenditure	<u>568</u>	<u>6,044</u>	<u>5,477</u>	<u>0</u>	<u>5,477</u>	<u>9.4%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(568)</u>	<u>(6,044)</u>	<u>(5,477)</u>				
General Administration :- Income	26,623	53,392	26,770			49.9%	
Expenditure	4,279	38,027	33,748	0	33,748	11.3%	
<b>Movement to/(from) Gen Reserve</b>	<u>22,344</u>						
<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	0	500	500		500	0.0%	
2107 Bus shelter	0	250	250		250	0.0%	
2110 Bridleways	0	1,500	1,500		1,500	0.0%	
Highways :- Indirect Expenditure	<u>0</u>	<u>2,600</u>	<u>2,600</u>	<u>0</u>	<u>2,600</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(2,600)</u>	<u>(2,600)</u>				
Highways :- Income	0	0	0			0.0%	
Expenditure	0	2,600	2,600	0	2,600	0.0%	
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>						
<b>Environment</b>							
<b>301 Environment</b>							
3103 HGS -grant EBC	0	4,151	4,151			0.0%	
Environment :- Income	<u>0</u>	<u>4,151</u>	<u>4,151</u>			<u>0.0%</u>	<u>0</u>
3101 General Environment	0	500	500		500	0.0%	
3102 HGS maintenance	0	7,300	7,300		7,300	0.0%	
3104 HGS Projects	180	1,000	820		820	18.0%	
3106 Hanging Baskets	0	3,616	3,616		3,616	0.0%	
Environment :- Indirect Expenditure	<u>180</u>	<u>12,416</u>	<u>12,236</u>	<u>0</u>	<u>12,236</u>	<u>1.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(180)</u>	<u>(8,265)</u>	<u>(8,085)</u>				
Environment :- Income	0	4,151	4,151			0.0%	
Expenditure	180	12,416	12,236	0	12,236	1.4%	
<b>Movement to/(from) Gen Reserve</b>	<u>(180)</u>						
<b>Planning</b>							

Continued over page



## Detailed Income &amp; Expenditure by Budget Heading 30/04/2022

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>401 Planning</b>							
4102 Planning documents	0	4,500	4,500		4,500	0.0%	
Planning :- Indirect Expenditure	0	4,500	4,500	0	4,500	0.0%	0
<b>Net Expenditure</b>	0	(4,500)	(4,500)				
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>	0						
Grand Totals:- Income	26,623	57,543	30,921			46.3%	
Expenditure	4,459	57,543	53,084	0	53,084	7.7%	
<b>Net Income over Expenditure</b>	22,164	0	(22,164)				
<b>Movement to/(from) Gen Reserve</b>	22,164						

## Appendix I

**NOMINATIONS FOR COMMUNITY CUP 2022****KATIE HOLMES**

‘Katie is the manager of the Claygate Youth hub, which has been transformed over the past year thanks to Katie’s vision and passion for reaching young people.

Katie has created a vibrant, fun and safe space for youth to be known at the heart of our community through partnership with many different bodies and leading a great team of volunteers.

The village is a better place for Katie’s vision and passion for supporting young people and she wholeheartedly deserves to be recognised by the community for her amazing work.’

*Nominated by Sarah Slate*

**VICTORIA LORD**

‘Victoria has been supporting Claygate community for many years, for example as governor at Claygate Primary, and as Flower Show committee member. This is for her voluntary efforts at Wingham Court during the first COVID lockdown. Victoria used her therapy skills to support isolated residents. She went in at her own risk and sat with vulnerable residents to provide comfort during that distressing time. Victoria showed that you can help the community in a small way but one that makes a big difference.’

*Nominated by Ross Taylor*

**MARY MARSHALL**

‘Mary is an excellent candidate for this award as she has always devoted her energies and skills in helping everyone from Claygate.

Mary has been on many committee’s over the years including a Borough Councillor and has recently joined the Flower Show and in the short time she has been on the Committee has made a difference.’

*Nominated by Barry Fitzpatrick*

- Mary has always been a Councillor and has never qualified for nomination before now.

- Mary is a former Parish Councillor and Borough Councillor, who has worked tirelessly for the community – prior to, during and after being a Councillor.
- Mary is a strong supporter of the Youth Club and gave her time to help local youth before the Community Hub came into being and is still involved in that work.
- Mary instigated the horse crossing on Woodstock Lane South
- Mary managed the Avondale Gymnastics club for children of all ages for 25 years and she manages the charity
- Mary has limitless energy and care for the Claygate community, and fought for local school places, clearing litter and fly tipping

*Nominated by Bonnie Fitzpatrick*

**SUSANNAH MOFFAT**

“Susannah has led the team that have restored the Claygate Youth Club. Due to her commitment to establish a business plan for the Youth Club and implement it, the Youth Club now has a secure future and can flourish for the benefit of not only local youths, but also the community as a whole. In addition, Susannah was a key person for the Claygate Flower & Village Show last year organising entertainment at the Village Hall.”

‘Susannah, in her capacity at the Youth Club, is proactively involved in helping to settle children of Ukrainian Refugees in association with Elmbridge CAN. I know of at least two families with young children that are due to arrive in Claygate soon (if they haven’t already).’

*Nominated by John Bamford*

Appendix J

**Claygate Courier: Peter Whitehead Progress Report and Proposals**

Producing the April edition was enjoyable. But what concerned me is that the production process is both inefficient and expensive.

**COSTS**

**Summary of costs for April edition.**

- Design: £810 (ex VAT)
  - Printing: £875 (zero-rated for VAT)
  - Distribution : £588 (ex VAT)
- = £2,273 (ex VAT)**

**The designer** charged £50 a page x 12 pages = £600.

Plus £60 an hour for corrections and alterations. We paid for 3.5 hours (but have no means of oversight) = £210

**Total = £810 (£972 with VAT)**

**The printer quoted £900** (zero-rated for VAT) but agreed to a small £25 discount. He warned that costs are rising. He does a great job but his bill is likely to be higher next time.

**Total = £875 (no VAT payable)**

**The distributor** charged a very precise £588.

This is an essential service at what looks like a good price.

**Total = £588 (£705.60 with VAT)**

**INEFFICIENCIES**

The production period is unnecessarily long, stretching in the most recent case from late January to delivery in early April - about 11 weeks. This can result in articles looking dated by the time of publication and the need for some to be updated close to print deadlines, causing needless duplication of effort. The various stages in the process are also poorly defined, with unclear deadlines.

The design process, carried out remotely, involves endless protracted descriptions via email of what needs to be done. If the designer allocated to the Courier is absent, it could take a day or more to achieve what should be a 90-second alteration, with instructions and corrected proofs being sent back and forth. We coped with it well but it is fraught with potential hazards.

## **PROPOSED EFFICIENCIES**

Combining the design and editing processes would bring both cost savings and speed. This is normal practice for most publications: it is how most pages and sections at the FT are prepared, for example, and is indeed how I operated in several different roles.

I also have the technology and have produced a "proof-of-concept" dummy Courier, starting from scratch using the same articles from the April issue and replicating the original lay-outs. I have also begun work on combining the list of councillors and the meetings diary on to one page, which I believe looks more accessible, logical, and saves space - and can be improved with further tweaks.

The dummy was created quickly and is therefore basic, without extra decoration; it repeats a couple of pages to save time and requires several improvements, all of which would be straightforward. The paper used is 115gsm, the cheapest option, which I would suggest has a nice feel and is adequate, but higher grades are available at extra cost.

To tighten the production process, editorial suggestions should be made at any time, as ideas arise. The deadline for suggestions becomes the day on which commissioning of articles begins. Writers can be allowed three weeks, the design and editing process two weeks. They will overlap as some articles will be filed early; five weeks in all is plenty. It takes about a week for Instantprint to deliver to the distribution centre, which takes a few days to do its work.

Applying these timings to the April edition, it saves four weeks:

February 18 - Deadline for suggestions and writers commissioned

March 11 - Writers' deadline

March 25 - Editing/design deadline and proofs to Instantprint

April 4 - copies reach distributor

April 8 - distribution complete

And looking ahead to the proposed October edition:

August 15 - Deadline for suggestions and writers commissioned

Sept 5 - Writers' deadline

Sept 22 - Editing/design deadline and proofs to Instantprint\*

Sept 30 - copies reach distributor\*

October 5 - distribution complete\*

*\* These have been slightly adjusted from the original schedule to fit absences.*

## **PROPOSED COST SAVINGS**

### **Distribution**

Unchanged. Assume costs to remain at around £600.

### **Design**

Our family freelance journalism business would be prepared to take on the design process at little more than half the current cost:

Design and lay out:

- 12 pages - £450, with no charge for corrections and alterations.
- 8 pages - £325, with no charge for corrections and alterations.
- Leaflets/flyers - £100.

### **Printing**

The dummy was printed by Instantprint. It charges the same price for all stapled A4 booklets from 8 pages up to 56 pages. Delivery is free and takes just under a week.

- 3,000 copies of a 12-page, 115gsm Courier would cost (if ordered today) £500.82

- 3,000 copies of a 12-page, 150gsm Courier would cost (if ordered today) £668.08

Small extra bundles, if required, can be ordered for between £50 and £100, depending on the amounts.

These changes to design and printing would reduce their cost from nearly £1,700 to below £1,000 (for the 115gsm paper) or approx £1,120 (for the 150gsm paper). It would also streamline the process.

### **CONCERNS FOR THE COUNCIL**

Would this plan make the council too reliant on one "supplier" who could walk away at any moment? I have always operated with integrity and have no intention of leaving the council in difficulty. But the council should consider what its next step would be in the event of me being unavailable, for whatever reason. In the meantime, I hope the proposals have enough to commend them to outweigh this potential inconvenience.