

9th May 2019

NOTICE IS HEREBY GIVEN THAT-

**A Meeting of Claygate Parish Council
will be held on Thursday 16th May 2019 at 7.30 pm
in the Ministry Centre, Holy Trinity Church, Church Road, Claygate**

The meeting is open to the public. 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, prior arrangements should be made with the Parish Clerk, who will allocate a slot in order of application.

Shirley Round

Parish Clerk & Responsible Financial Officer

AGENDA

1. To receive Councillors' Declarations of Acceptance
2. To accept apologies for absence
3. To elect a Chairman for the ensuing year.
4. To receive the Chairman's declaration of acceptance.
5. To elect a Vice Chairman for the ensuing year
6. To discuss and approve co-option to fill up to 3 vacancies on the Parish Council.
7. To receive declarations of interest in items on the agenda
8. To confirm the minutes of the Parish Council meeting held on 14th March 2019.
9. To report on the actioning of items from previous minutes and decide any action arising.
10. To consider a motion by Cllr Sugden that
Claygate Parish Council, in partnership with local residents and community organisations, reaffirms that it will continue to make a significant, positive contribution to our Village, striving to improve the quality of life for all those who live and work in Claygate while preserving it's unique character as a warm, caring and sustainable Village Community'
11. To receive and review the Annual Governance Statement for the year ending 31/3/2019.
12. To receive and review the Statement of Accounts for the year ending 31/3/19 and agree action.
13. To review the budget and the expenditure for financial year 2019/20.
14. To consider the formation of a new committee by merging the current Highways & Transportation Committee and current Environment & Leisure Committee into one, new combined Committee, to be named the Highways, Transportation and Environment Committee (HT&E committee) and that its remit be determined at the first meeting'
15. To review delegation arrangements to committees, employees and other local authorities.
16. To appoint membership to the following committees and working parties: -
 - a) Highways, Transportation & Environment Committee
 - b) Planning Committee
 - c) Communications Working Party
 - d) Staffing Working Party
 - e) Complaints Panel
 - f) Poppy Appeal Working Party
17. To confirm the remits of the Committees.
18. To review arrangements including any charters with other local authorities and review of contributions.

19. 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.
20. To review assets.
21. To review and confirm insurance cover in respect of all insured risks.
22. To review the Council's Standing Orders, Financial Regulations, Health & Safety Policy, Freedom of Information Policy, Freedom of Information Publication Scheme, Risk Management Policy, Document Retention Policy, Bullying & Harassment Policy, Data Protection Policy, Complaints Procedure, Media & Communications Policy, CIL Policy, Register of Interests and the Hospitality Register.
23. To set the dates, times and places of meetings of the Council for the year ahead.
24. To consider the Chairman's allowance.
25. To consider the payment of annual subscriptions and agree action
26. To receive the Chairman's report and decide any action arising.
27. To receive the report from the Parish Clerk and decide any action arising
28. To appoint new cheque signatories, request Clerk to progress the adoption of electronic banking and in accordance with Financial Regulations (6.14) approve the appointment of the Clerk as Service Administrator to Unity Trust Bank.
29. To agree the upgrade of the Clerk's and Councillors' electronic devices to Office 365 in order to provide an enhanced email system and further comply with GDPR legislation.
30. To decide the recipient of the Brian Rhodes Community Cup
31. To discuss the Flower show 2019 and agree any action.
32. To confirm the date of the Village Meeting on Tuesday 21st May at the Ministry Centre, HTC.
33. To receive reports from the Planning, Highways & Transportation, Environment & Leisure Committees and the Communications working party
34. To confirm that the provision of a community defibrillator will be located at the Hare & Hounds and to make arrangements for appropriate residents' training sessions
35. To consider a Grant Application for up to £500 from Claygate Girlguiding for the provision of a projector & screen
36. To consider a Grant Application for up to £500 from Esher & Claygate Car Service to acquire a basic level PC, software and an external hard drive back-up.
37. Matters for information purposes only.
38. To confirm that the next meeting of the Claygate Parish Council will be held on Thursday 18th July 2019 at 7.30 pm in the Small Village Hall.