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8th March 2024

DRAFT

YOU ARE HEREBY SUMMONED TO ATTEND

A meeting of the Claygate Parish Council will be held on Thursday 28th March at 8.30pm in the Small Village 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. Please note that the capacity of the hall is limited, and places will be allocated on a first come first served basis. 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.

Dawn Lacey
Assistant to the Chair of Claygate Parish Council

AGENDA

1. To agree who will clerk the meeting.
2. To accept apologies for absence.
3. To receive declarations of interest in items on the agenda.
4. To resolve on whether the Council will move into closed session to consider confidential staffing and other matters in accordance with the Public Bodies (admission to Meetings) Act 1960. Should this resolution be passed the public and press will be required to leave the meeting at this later stage. To move into closed session. 23. To vote for the winner of the Brian Rhodes Cup 2024. 24. To consider the appointment of the new parish clerk 25. To confirm the key objectives for the Parish Clerk and Responsible Financial Officer for the next 12 months 26. To move out of closed session.
5. To answer any submitted questions from the public
6. To confirm the minutes of the Parish Council Meeting held on 29th February 2024
7. Review actioning of items from previous minutes and agree any further action required
8. To consider the standing agenda item of Torrington Lodge.
9. To consider when the key dates are for consideration of the Local Plan and what actions are required by the CPC to assure maximum attendance and engagement
10. To approve and sign the contract for Pauls Gardening Services for maintenance of Highway Garden Site.

Appendix 1:

11. To approve the agenda and flyer for the annual village meeting on 11th April 2024.

Appendix 2

12. To note the plans for the 2024 election, an introduction to new councillors meeting on the evening of 9th May 2024 and agree any actions arising.

13. To receive the Chairman's report and decide on any actions arising.

14. To review and sign the Reconciliation for January 2024 and February 2024 and all other Financial reports to 29th February 2024 and receive the finance report including expenditure for the balance of the year and decide on any actions arising.

Appendix 3:

15. To update on the internal audit of 20th March with Simon White and any actions arising.

16. To agree a new audit and standards representative to replace Cllr Hadley Mood who will step down in May

17. To note that actions are on track for the Clean Up Day on 4th May 2024.

18. To confirm the Parish Council Plans for Claygate Flower Show in July 2024 have been discussed with Katherine Rumsey.

19. To receive an update from the Planning Committee and agree any action arising.

20. To receive an update from the Highways, Transportation and Environment Committee and agree any action arising.

21. Matters for Information Purposes

22. To move into closed session.

23. To vote for the winner of the Brian Rhodes Cup 2024.

24. To consider the appointment of the new parish clerk

25. To confirm the draft of key objectives for the Parish Clerk and Responsible Financial Officer for the next 12 months

26. To move out of closed session.

27. To confirm that the next meeting of the Claygate Parish Council is to be held on Thursday 25th April at 8.30 pm

MEETING: Parish Council Meeting

VENUE: Small Village Hall

DATE: Thursday 28th March 2024

TIME: 8.30pm

APPENDICES

APPENDIX 1: Paul's Gardening Services contract

APPENDIX 2: Agenda and flyer for Annual Parish Meeting on 11th April 2024

APPENDIX 3: Finance Papers