



Sally Harman
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Claygate Parish Council
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11th May 2023

NOTICE IS HEREBY GIVEN THAT

The Annual Meeting of Claygate Parish Council will be held Thursday 18th May at 7.30pm in the Small Hall at Claygate Village Hall.

The meeting is open to the public and press. 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. 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.

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AGENDA

1. To confirm the receipt of Councillors Declarations of Acceptance.
2. To accept apologies for absence.
3. To elect a Chair for the ensuing year.
4. To receive the Chair's Declaration of Acceptance.
5. To elect a Vice Chair for the ensuing year.
6. To receive Declarations of Interest in items on the agenda.
7. To confirm the minutes of an Extraordinary Meeting of the Parish Council held on 20th April 2023.
8. To confirm the Remit of the Parish Council.
9. To review delegation arrangements to committees, employees and other local authorities.
10. To confirm the Terms of Reference (Remits) of the Planning, Highways, Transportation and Environment and Staffing Committees.
11. To appoint membership to the following committees: -
 - a) Highways, Transportation & Environment Committee
 - b) Planning Committee
 - c) Staffing Committee
12. To appoint any new Committees in accordance with Standing Orders 4 if the Council deem required.
13. To review, reaffirm and adopt the Council's Standing orders, 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, Data Protection Policy, Privacy Policy, Dignity at Work Policy, Complaints Procedure, Media & Communications Policy, CIL Policy and Guidance, Grants Policy and Guidance, Sickness at Work Policy, Register of Interests and the Hospitality Register.
14. To review arrangements including any charters with other local authorities and review of contributions.
15. To review representation on or work with external bodies and arrangements for reporting back.
16. To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
17. To review the Council's assets.
18. To confirm arrangements for insurance cover in respect of all insured risks.
19. To review the Council's and/or Staff Subscriptions to other bodies.
20. Review of the Councils expenditure incurred under s 137 of the Local Government Act 1972.

21. To approve the Parish Council bank accounts online signatories, invoice signatories and signatories of monthly bank reconciliations through to May 2024 and approve the appointment of the Clerk as Service Administrator to all bank accounts.
22. To set the dates and times of meetings of the Council and its Committees for the year ahead.
23. To receive and review the Annual Governance Statement for the year ending 31/3/2023.
24. To receive and review the Statement of Accounts for the year ending 31/3/23.
25. To receive the financial report and review the budget and the expenditure thus far for financial year 2023/24.
26. To receive the report from the Parish Clerk including the actioning of items from previous Council meetings and decide any action arising.
27. To note the newly established Your Fund Surrey Small Community Projects fund and the Your Councillor Community Fund.
28. To agree the agenda points for the Bi-Annual meeting of Claygate Parish Council and Elmbridge Borough Council to be held on the 23rd June 2023.
29. To note a response received from Elmbridge Borough Council to the Parish Council's letter on the Claygate Centre for the Community sent on the 27th March 2023 and agree any action.
30. To note the Department for Leveling Up, Housing and Communities consultation on the Infrastructure Levy (closes 9th June 2023) and agree a response if deemed required.
31. To decide the recipient of the Brian Rhodes Community Cup 2023.
32. To discuss the Parish Council's presence at the Claygate Flower show 2023 and agree any action.
33. Matters for information purposes only.

To confirm that the next meeting of the Claygate Parish Council is planned to be held on Thursday 6th July 2023 at 7.30 pm.

Website: www.claygateparishcouncil.gov.uk