



Dawn Lacey Clerk & RFO
Claygate Parish Council
Claygate Village Hall
Church Road

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9th May 2024

YOU ARE HEREBY WELCOME TO ATTEND

A meeting of the Claygate Parish Council will be held on Thursday 16th May at 7.30pm in the Main 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 7.20pm.

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
Clerk & Responsible Financial Officer

AGENDA

1. To confirm the receipt of Declarations of Acceptance and Interest for new Councillors
2. To confirm the receipt of Declarations of Interest for current Councillors
3. To accept apologies for absence.
4. To elect a Chair for the ensuing year.
5. 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 the Parish Council Meeting held on Thursday 28th March 2024

8. Review actioning of items from previous minutes and agree any further action required (Actions List)
9. To answer any questions from the general public
10. To confirm the remit of the Parish Council (Appendix A)
11. To review delegation arrangements to committees, employees and other local authorities
12. To confirm the Terms of Reference (Remits) of the Planning, Highways, Transportation and Environment and Staffing Committees.
13. To confirm delegation arrangements for Committees which are not quorate
15. To appoint membership to the following committees: -
 - a) Highways, Transportation & Environment Committee
 - b) Planning Committee
 - c) Staffing Committee

https://www.claygateparishcouncil.gov.uk/Highways_Transportation_Environment_Committee.aspx

14. To appoint any new Committees in accordance with Standing Orders 4 if the Council deem required.

A: Communications

B: Strategy

15. 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.

<https://www.claygateparishcouncil.gov.uk/Policies.aspx>

16. To review arrangements including any charters with other local authorities and review of contributions (Appendix B)

17. To review representation on or work with external bodies and arrangements for reporting back.

A: Oversight

B: Audit and Standards

C: Planning

D: EA Planning

18. To review the Council's assets (Appendix C)

21. To confirm arrangements for insurance cover in respect of all insured risks. (Appendix D)

22. To review the Council's and/or Staff Subscriptions to other bodies.

23. Review of the Council's expenditure incurred under s 137 of the Local Government Act 1972.

24. 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. (Appendix E)

25. To set the dates and times of meetings of the Council and its Committees for the year ahead.
(Appendix F)
26. To receive and review the Annual Governance Statement for the year ending 31/3/2024 and sign it
(Appendix G)
27. To receive and review the Statement of Accounts for the year ending 31/3/24 and sign accounts
(Appendix H)
28. To receive details of grant applications and consider whether they will be approved
 - a: CVHA Grant (Appendix I)
 - b: Claygate Community Benefits Society Seed Funding Grant and hear from them for 3 minutes
(Appendix J)
 - c: CCBS Capital Grant and hear from them for 3 minutes
(Appendix K)
29. Matters for information purposes only
30. To confirm the date and time of the next meeting.

MEETING: Claygate Parish Council

VENUE: Claygate Village Hall, Main Hall, Church Road

DATE: Thursday 16th May

TIME: 7.30pm

APPENDICES