

**ACTIONS from the CPC Meeting held on 30th April 2026, Claygate Village
Hall, Small Hall, Church Road, Claygate**

ACTIONS:	DESCRIPTION	CLLR	STATUS
Item 6	To request clear written communication to residents re TLCP	Councillors	
Item 10	To change dates of EH& T with the main meeting agenda to 18 th June and main meeting to 25 th June and add to website	Clerk	
Item 12	Clerk to attend initial course for CiLCA and report back to the Council	Clerk	
Item 13	To draft a terms of reference for the new Finance and General purposes Committee for the meeting on the 21 st May	Cllr French and Clerk	
Item 17	Cllr Bray to schedule a meeting (s) of Councillors re CATMs	Cllr Bray	
Item 20	To write to the Electoral services re the Preparations for the Parish Council elections in May 2027	Clerk/Chair	
Item 22	To report back on the venue availability for the 2027 meetings calendar	Clerk	
Item 21	To book the Internal Audit with Simon White and confirm this at the meeting in April	Clerk	
Item 27	To report back on the Internal Audit	Clerk	
Item 30	To organise final payment to Zonkey for the Website	Clerk	
Item 30	To contact Zonkey re Training on the new Website	Cllr Bingham	
Item 32	To contact the BBC repair shop on the road	Clerk	