

ACTIONS from the CPC Meeting held on 5th February 2026, Claygate
Village Hall, Small Hall, Church Road, Claygate

ACTIONS:	DESCRIPTION	CLLR	STATUS
Item 5	To obtain the contact details for all the local RA's and send to Cllr Holt Cllr Holt to write to all the RA's offering the CPC help should they wish to set up Parish Councils in their area	Cllr Herbert Cllr Holt	
Item 6	To write to EBC to ask why there are still no minutes from the EBC'S Overview and Scrutiny committee meeting held in November 2025	Cllr French	
Item 9	To hold a Public meeting re Torrington lodge and to get a date from EBC	Cllr French	
Item 12	To update the Advisory groups and circulate a new Governance Structure	Clerk	
Item 13	To request an invitation for Councillors to attend the Teams Meeting on 11 th Feb with EBC regarding the Community Centre	Clerk	
Item 16	To draft an IT Policy for CPC and send for approval to the March meeting	Cllr French	
Item 17	To update the agenda for the Annual Parish Meeting and invite the Chairs of local groups to attend plus the winners of the bid for the Day Centre	Clerk	
Item 18	To pay Pauls Gardening Services for the removal of the Vegetation on the Green by the Hare and Hounds	Clerk	
Item 21	To contact Mulberry to request their fees for performing scheduled process audits and report to the next meeting	Clerk	
Item 22	To contact Cllr Moon to ask him to share an update on the next litter pick with Councillors	Clerk	
Item 24	To draft something to amend the rules for applying for more than one grant per annum for groups like the CVA and share at the next meeting	Cllr Collon	
Item 24	To write to the CVA to confirm the approval of their grant application	Clerk	