

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

ACTIONS:	DESCRIPTION	CLLR	STATUS
Item 13	To update the Governance Structure and circulate accordingly, to Website and noticeboards	Clerk	
Item 14	To write to Capelfield Surgery and Claygate Village Hall to confirm confirmation of their approvals for CIL grants	Clerk	
Item 15	To make some changes to the IT Policy and circulate to Councillors for approval before 1 st April	Cllr French Cllr Sheppard	
Item 16	CIL and Grants policies to be updated and bring back to the next meeting in April for approval	Cllr French and Clerk	
Item 17	To add the approved Policies to the Website	Clerk	
Item 18	To confirm the collection dates and times for the Courier	Cllr Bray	
Item 19	To look into the costs of a replacement laptop and desk for the Clerk as approved by the Council	Clerk	
Item 21	To book the Internal Audit with Simon White and confirm this at the meeting in April	Clerk	
Item 22	To pay a 50% deposit to Zonkey for the New Website	Clerk	
Item 23	To hold an informal meeting of Councillors regarding ideas and solutions regarding the Shadow Unitary Authority and report back to the meeting in April	Cllr Bray & Cllr Holt	
Item 23	To organise the running of the litter pick and put up the Banners	Cllr Burns Cllr Bray Cllr Ellis	
Item 24	To announce the winner of the Brian Rhodes Cup at the Annual Parish Clerk	Cllr Holt	