



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

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FINAL

29th January 2026

YOU ARE HEREBY SUMMONED TO ATTEND

**A meeting of the Claygate Parish Council will be held on Thursday 5th February,
Claygate Village Hall, Small Hall, Church Road, Claygate**

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 8.20pm.

Dawn Lacey
Clerk & Responsible Financial Officer

AGENDA

1. To accept apologies for absence.
2. To receive Declarations of Interest on the agenda.
3. To confirm the minutes of the Parish Council Meeting held on Thursday 8th January 2026.
4. To review actioning of items from previous minutes and agree any further action required (Appendix 1)
5. To answer any questions from the general public.
6. To Receive a Report of EBC's Overview and Scrutiny Committee.
7. To Receive a Report of EBC's Audit and Standards Committee.
8. To Report on the last EBC/CPC Quarterly Liaison Meeting held on January 19th and Agree Appropriate Actions.
9. To note the EBC Community Consultation on Feb 2nd and Agree Appropriate Actions.

10. To Receive a Report from the Planning Committee.
 11. To Receive a Report from the EH & T Committee.
 12. To Receive a Report from the Shops and Businesses Advisory Group.
 13. To Receive a Report from the Health and Wellbeing and Leisure Advisory Group.
 14. To Update on LGR and Agree Appropriate Actions.
 15. To Appoint Additional Members to the Staffing Committee.
 16. To Recognise the need for an IT Policy and Agree the Means of its Production.
 17. To discuss and approve the Annual Parish Meeting Agenda (Appendix 2).
 18. To update on the progress of the new CPC Website and agree any further action.
 19. To approve the removal of the Vegetation on the Green by the Hare and Hounds.
 20. Clerk to update on the Precept Payment for 2026/2027. (Appendix 3)
 21. To consider whether it is appropriate to schedule a process audit.
 22. To update on the preparations for the next Litter Pick
 23. To discuss the dates for the next issue of the Courier and agree any further action.
 24. To receive details of grant applications and consider whether it will be approved.
(Appendix 4)
- Claygate Village Association
25. Matters for Information Purposes only – change of Headship at Claygate Primary School.
 26. To confirm the date and time of the next meeting which will be held on Thursday 5th March 2026. Claygate Village Hall, Small Hall, Church Road, Claygate

MEETING: Claygate Parish Council

VENUE: Claygate Village Hall, Small Hall, Church Road, Claygate

DATE: Thursday 5th February 2026

TIME: 8.30pm

APPENDICES:

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| Appendix One: | Actions from the previous meeting |
| Appendix Two: | To discuss and approve the Annual Parish Meeting Agenda |
| Appendix Three: | To update on the Precept for 2026/2027 |
| Appendix Four: | To receive a Grant application |