



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

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FINAL

26th February 2026

YOU ARE HEREBY SUMMONED TO ATTEND

**A meeting of the Claygate Parish Council will be held on Thursday 5th March,
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 resolve on whether the Council will move into closed session for Items 25 - 27. To move out of closed session on 28 Item.
4. To confirm the minutes of the Parish Council Meeting held on Thursday 5th February 2026.
5. To review actioning of items from previous minutes and agree any further action required (Appendix 1)
6. To answer any questions from the general public.
7. To Receive a Report of EBC's Overview and Scrutiny Committee.
8. To Receive a Report of EBC's Audit and Standards Committee.

9. To update on the EBC/CPC Meeting of February 25th TLCP
10. To Receive a Report from the Planning Committee & Agree Appropriate Actions.
11. To Receive a Report from the EH & T Committee & Agree Appropriate Actions.
12. To Receive a Report from the Shops and Businesses Advisory Group & Agree Appropriate Actions.
13. To Receive a Report from the Health and Wellbeing and Leisure Advisory Group.
14. To receive details of CIL Grant applications and consider whether they will be approved
 - a: Capelfield Surgery (Appendix 2)
 - b: CVHA (Appendix 3)
15. To Approve the following Draft Policies and agree any actions required. (Appendix 4)
Draft IT Policy, Draft Grievance Policy, Draft Disciplinary Policy
16. To approve the updated, CIL Policy & Guidance, Grants Policy & Guidance and agree any actions required. (Appendix 5)
17. To review and approve all the following Council Policies – Financial Regulations, Members' Code of Conduct, Health & Safety Policy, Freedom of Information Policy, Freedom of Information Publication Scheme, Risk Management Policy & Assessment, Document Retention Policy, Data Protection Policy, Privacy Policy, Dignity at Work Policy, Equality & Diversity Policy, Complaints Procedure, Media & Communications Policy, Sickness at Work Policy, Register of Interests and Hospitality Policy. (Appendix 6)
18. To update on the Current Situation with the next edition of the Courier and Agree any Appropriate Actions.
19. To Receive the Financial Report including Expenditure to 28 Feb and Approve any Adjustments to the 25/26 Budget Allocations and the Council's Earmarked Reserves. (Appendix 7).
20. To approve and sign off the December 2025 and January and February 2026 Reconciliations (Appendix 8).
21. To discuss proposed dates for the Internal Audit with Simon White.
22. To Update on the progress of the new Website and Approve the Final costs and Agree Appropriate Actions required. (Appendix 9)
23. Matters for Information Purposes only – to include any updates on the Litter Pick being held on Saturday 18th April.
24. To move into Closed Session
25. To Vote for the winner of the Brian Rhodes Cup
26. To Approve the EBC Consultation Statement on The Claygate Vision & Action Plan

27. To Receive a Report from the Staffing Committee on The Clerk's Appraisal Meeting and Agree Appropriate Actions.
28. To move out of Closed Session
29. To confirm the date and time of the next meeting which will be held on Thursday 30th April 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 March 2026

TIME: 8.30pm

APPENDICES:

APPENDIX ONE:	Actions from Previous Meeting
APPENDIX TWO:	CIL Application Capelfield Surgery
APPENDIX THREE:	CIL Application CVHA
APPENDIX FOUR:	To review and approve the new IT Policy, and updated Grievance and Disciplinary Policies
APPENDIX FIVE:	To approve the updated CIL and Grant Policy
APPENDIX SIX:	To review and approve Policies
APPENDIX SEVEN:	To receive Financial Reports and Reserves
APPENDIX EIGHT:	To approve the December 2025 and January and February 2026 Reconciliations
APPENDIX NINE:	To review and approve the Zonkey Quote for the Website