



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

Claygate
Surrey, KT10 0JP
Tel: 07741848719
Email: clerk@claygateparishcouncil.gov.uk
Website: www.claygateparishcouncil.co.uk

YOU ARE HEREBY SUMMONED TO ATTEND

The Annual Meeting of Claygate Parish Council will be held on Thursday 21st May
at 7.30pm in the Main Hall, Claygate Village Hall

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 7.20pm.

Dawn Lacey
Clerk & Responsible Financial Officer

AGENDA

1. To confirm the receipt of Declarations of Interest for current Councillors
2. To accept Apologies for Absence.
3. To elect a Chairman for the ensuing year.
4. To receive the Chairman's Declaration of Acceptance.
5. To elect a Vice Chairman for the ensuing year.
6. To receive Declarations of Interest in items on the agenda.
7. To confirm the minutes of the Parish Council Meeting held on Thursday 30th April 2026
8. Review actioning of items from previous minutes and agree any further actions required. (Appendix 1)

9. To answer any questions from the general public.
10. To confirm the Remit of the Parish Council (Appendix 2)
11. To confirm the Parish Council's Vision for Claygate (Appendix 3)
12. To review delegation arrangements to committees, employees and other local authorities. (Appendix 4)
13. To confirm the Terms of Reference (Remits) of the Planning, Highways, Transportation and Environment, Finance & General Purposes and Staffing Committees. (Appendix 5)
14. To appoint members to the following committees: -
 - a) Highways, Transportation & Environment Committee
 - b) Planning Committee
 - c) Finance and General Purposes Committee
 - d) Staffing Committee
15. To review and adopt the Council's Financial Regulations, Members Code of Conduct, CIL Policy and Guidance, Grants Policy and Guidance, Risk Management Policy (Appendix 6)
16. To review arrangements including any charters and legal agreements with other local authorities, not-for-profit bodies and businesses (Appendix 7)
17. To review representation on, or work with, external bodies and arrangements for reporting back.
 - a: EBC's Overview & Scrutiny Committee
 - b: EBC's Audit and Standards Committee
 - c: EBC's Planning Committee
 - d: EBC's East Area Planning Committee
18. To Agree Monitoring Arrangements for the Developing East Surrey Council and AAA's.
19. To review the Council's Asset Register (Appendix 8)
20. To confirm arrangements for insurance cover in respect of all insured risks. (Appendix 9)
21. To review the Council's and/or Staff Subscriptions to other bodies.

22. Review of the Council's expenditure incurred under s137 of the Local Government Act 1972.
23. To receive a verbal report on the Year End Financial Accounts from the Clerk.
24. To update and approve the Parish Council bank accounts online signatories, invoice signatories and signatories of monthly bank reconciliations and approve the appointment of the Clerk as Service Administrator to all bank accounts.
25. To receive an update on the Internal Audit.
26. To confirm the dates and times of meetings of the Council and its Committees for the year ahead. (Appendix 10)
27. To review the current position as regards Torrington Lodge Car Park and AAA's.
28. To review the opportunities for Community Asset Transfers prior to 1 April and AAA's.
29. To review the Unitary Engagement plan and AAA's
30. To review plans for the Parish Council Election in May 2027 and AAA's.
31. Matters for information purposes only.
32. To confirm the date and time of the next meeting.

MEETING: Claygate Parish Council

VENUE: Claygate Village Hall, Small Hall, Church Road

DATE: Thursday 25th June 2026

TIME: 7.30pm

APPENDICES:

Appendix 1: Actions from previous minutes

Appendix 2: Remit of the Claygate Parish Council

Appendix 3: Claygate Parish Council's Vision Document

Appendix 4: Delegation arrangements to committees, employees and other local authorities.

Appendix 5: Terms of Reference (remits) for the Planning Committee, Environment, Highways and Transportation Committee, Finance and General Purposes Committee and Staffing Committee

Appendix 6: Council's Financial Regulations, Members Code of Conduct, CIL Policy and Guidance, Grants Policy and Guidance, Risk Management Policy

Appendix 7: Arrangements including any charters with other local authorities and review of contributions

Appendix 8: Councils Asset Register

Appendix 9: Insurance Papers

Appendix 10: Dates for 2027 Meetings