



Dawn Lacey – Parish Clerk & RFO

Claygate Parish Council

Claygate Village Hall

Church Road

Claygate

Surrey KT10 0JP

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FINAL

22nd October 2026

YOU ARE HEREBY SUMMONED TO ATTEND

A Meeting of the Staffing Committee of Claygate Parish Council will be held on Thursday 29th October 2026 at 8.45pm at Claygate Village Hall, Small Hall, Church Road, Claygate

Members of the public wishing to speak

The meeting is open to the public and press. A quarter of an hour has been reserved for members of the public to ask questions on matters relating to the Council's current activities. Notice of such questions should be given to the Clerk 48 hours in advance of the meeting. Members of the public may, with the permission of the Chair of the meeting, make representations on agenda items in which they have a special interest. Such representations will be limited to three minutes unless the Chair allows longer. 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. Door will open at 8.35pm

Dawn Lacey
Clerk and RFO

AGENDA

1. Apologies for absence.
2. To confirm the minutes of the last meeting held on Thursday 23rd April 2026.
3. To Elect a Chairman of the Staffing Committee.
4. To Elect a Vice-Chairman of the Staffing Committee.

5. To review the actions from the previous minutes (Appendix 1)
6. To discuss the Clerk's training and agree any action required.
7. To Consider Budget Requirements for 2027.
8. To review the Clerk's Contract of Employment and agree any action required.
8. Matters for Information purposes only.
9. Date of the next meeting Thursday 12th February 2027, Claygate Village Hall, Small Hall, Church Road, Claygate. KT10 0JP

MEETING: Claygate Parish Council Staffing Committee

VENUE: Claygate Village Hall, Small Hall, Church Road, Claygate, Surrey KT10 0JP

DATE: Thursday 29th October 2026

TIME: **8.45pm**

APPENDICES:

Appendix 1: Actions from previous meeting held on 23rd April 2026