caring for Claygate Village

Dawn Lacey – Parish Clerk & RFO

Claygate Parish Council
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FINAL **5th November 2026**

Minutes of the Finance and General Purposes (F&GP) Committee of Claygate Parish Council held on Thursday 29th October 2026, Claygate Village Hall, Small Hall, Church Road, Claygate

Present: **Cllr French, Cllr Bray, Cllr Sheppard, Cllr Burns and Cllr Herbert**

In attendance: Dawn Lacey (Parish Clerk & RFO)

1. Apologies for absence.

Apologies were received from Cllr Payten

2. To Elect a Chairman of the Finance & General Purposes Committee (F&GPC)

Cllr Burns proposed Cllr Bray who accepted.

Proposed by Cllr Burns and seconded by Cllr French – carried unanimously.

3. To Elect a Vice-Chairman of the F & GP Committee.

Cllr Bray proposed Cllr French who accepted.

Proposed by Cllr Bray and seconded by Cllr Shephard – carried unanimously.

4. Declarations of Interest in items on the agenda.

None.

5. To answer any questions from members of the public.

The Clerk confirmed that none had been received,

6. To Review the Current Remit and (AAAs).

Cllr French had proposed a few minor amendments to the current Remit – these were approved by the Committee. Clerk to update and add the updated Remit to the Website.

ACTION: Clerk

7. To consider any Grant Applications.

None received.

8. To approve and sign off the August 2026 and September 2026 Reconciliations

Both of the above Reconciliations along with the bank statements were checked by the Chair and agreed to be correct. These were then signed and dated by the Chair, Cllr Bray and the Clerk.

9. To Review the Quarterly Accounts

Cllr French talked to the accounts that had been shared to Councillors. She confirmed that there is currently £40k available for CIL Funding plus the £35k over payment from EBC. It was recognised that this second amount cannot be spent until such time as justified by relevant developments take place in the village.

Cllr French to draft a Reserves Policy for discussion.

ACTION: Cllr French

10. To Consider the Budget Re-Allocations for 2027 & AAAs.

The company which provided marshalling services for Remembrance Sunday for some decades have gone out of business and so a new Company was sought. The Clerk and Cllr Bray had obtained 3 quotes and decided to proceed with the company offering the lowest quote - £880.00. The budget needs to be amended accordingly.

ACTION: Clerk & Cllr French

After discussions with SALC regarding the On-line accounts with Scribe, the Clerk suggested that all Councillors have Read Only access to the accounts. This would give all Councillors a clearer understanding of the council's finances. The Clerk to organise this.

ACTION: Clerk

11. To discuss the Draft Budget for 2027 & AAAs.

Cllrs requested a 12 month forecast of our affairs be added to the Budget Mastersheet, to provide the foundation of our Budget 27/28.

ACTION: Cllr French & Clerk

We currently have a Budget meeting scheduled for the 5th November although this isn't looking to be an ideal date. The Clerk will circulate another option to

Councillors making sure that the meeting takes place before the next Main Council Meeting on Thursday 12th November.

ACTION: Clerk

12. To Receive the Financial Procedure & AAAs.

The Clerk confirmed that this was added to the agenda in error and would be held over to the next F& GP meeting.

ACTION: Clerk

13. To Receive an Update on CAT (Community Asset Transfer) & AAAs.

Following discussion on this, it was agreed that F&GPC would recommend to CPC on Nov 12th that: -

1. It should initiate the CAT process in respect of TLCP and the Hare Lane car park [by submission of an Expression of Interest document] asap.

and...

2. Cllr Burns should write to relevant Cllrs and EBC Officers, as a matter of courtesy, to inform them of this.

ACTION: Clerk to include a relevant Item on the Agenda of Nov 12th

Cllr Bray is to engage N-VA Simon Hope, who had previously indicated he would produce relevant documentation, and arrange another meeting with Anchor/Ocean.

ACTION: Cllr Bray

14. To Discuss the 2027 CPC Election & AAAs.

There is currently £27k in the Budget for the Election and we are looking at approx. £23,500 in costs. A Meeting of Councillors to be scheduled to discuss the Election.

ACTION: Clerk

15. Matters for Information Purposes only.

None

16. To confirm the Date of the Next Meeting.

The next meeting to be held on Thursday 25th February 2027 at 7.30pm, Small Village Hall, Church Road, Claygate, Surrey KT10 0JP

MEETING: Claygate Parish Council Finance & General Purposes Committee

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

DATE: Thursday 29th October 2026

TIME: 7.30pm

Signed: **Date:**